Sage 100 Contractor 2018 (SQL)

User's Guide

October 2018

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Last updated: October 15, 2018

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Welcome to Sage 100 Contractor—A better way to run your business

Sage 100 Contractor is an integrated, construction-specific, estimating, accounting, and project management software solution. Whether you are a general contractor, a subcontractor, or service contractor, Sage 100 Contractor manages your business using one system.

Sage 100 Contractor provides many features that are beneficial for customers with complex environments that may include remote connections, many simultaneous users, and/or multiple companies.

What's New in this Release?

For detailed information about program enhancements, fixes, known issues, and comments for this release, refer to the Release Notes. To open the Release Notes installed on your system, click **Home & Resources tab > Printable Documentation > Release Notes** or **Resources > Product Documents > Release Notes** if you have Activity Centers hidden.

About Sage Advisor Update

When you install Sage 100 Contractor on a server or a workstation, you can select an option to install Sage Advisor Update. We recommend that you install it.

Sage Advisor Update is a notification and download service that alerts you when an update is available for Sage 100 Contractor. You can use Sage Advisor Update to download and install updates available for Sage 100 Contractor and other Sage products for which you have a current Sage Business Care Plan.

Important! You must be connected to the Internet to use Sage Advisor Update.

Double-click the Sage Advisor Update icon in your Windows system tray at any time to:

- View and manually check for updates that are available for your Sage products.
- Specify the frequency and time of day to check for updates.
- Specify a location on your computer to download updates.
- Set up email notifications to alert you by email when updates are available.

- View update history for your Sage programs.
- View the status of your Sage Business Care plan.

You can also open Sage Advisor Update by clicking **Start > Programs > Sage > Sage Advisor Update**.

For more information, see "Configuring Sage Advisor Update" (page 2)

Tip: Use the **Customize** settings in the Windows system tray to make sure you can view the Sage Advisor Update icon and notifications from the System Tray in your Taskbar.

Configuring Sage Advisor Update

If you installed Sage Advisor Update when you installed Sage 100 Contractor, you can receive automatic notifications when updates are available.

Note: We recommend that you install Sage Advisor Update on the company administrator's workstation, or on the workstation of the person who decides when to update the Sage 100 Contractor software.

To configure Sage Advisor Update to alert you when updates are available:

1. On your Sage license server, in the system tray (the group of icons near the computer clock), click the **Sage Advisor Update** icon.

   The Sage Advisor Update window appears.
2. On the navigation pane, click **Configuration**.
3. Click the **Update** tab, and then on the **Update Settings** pane:
   a. Set the frequency with which to check for updates.
   b. Under Session Timeout, specify the period of inactivity that should elapse before the program stops trying to connect to Sage.
4. Click the **Download** tab, and then on the **Download Settings** pane:
   a. Under Download Location, select the server location to which to download the updates.
   b. Under Download Action, specify whether Sage Advisor Updateshould notify you automatically when an update is downloaded.
5. On the navigation pane, click **Notificationn**, and then on the **Notification Setup** pane, enter the SMTP settings of your email exchange server.

   Note: You may need an IT professional to help with this step.

About Sage 100 Contractor Intelligence Reporting

Sage 100 Contractor integrates with Sage Intelligence Reporting, a Microsoft Excel-based business intelligence reporting tool designed to help you to make timely, informed decisions for your business, while reducing spreadsheet chaos.

You use Sage Intelligence Reporting to create financial reports and analyze Sage 100 Contractor data using the familiar Microsoft Excel application. It includes the following modules:

- **Report Manager.** Use this module to create and edit reports using Sage 100 Contractor data containers, and to run reports.
- **Report Designer.** Use this module to create new financial reports. You can easily:
  - "Drag and drop" columns and predefined calculations.
  - Create additional calculated fields using the Formula Builder.
  - Change amounts dynamically when forecasting and budgeting.
- **Report Viewer.** Use this module to view existing reports.
- **License Manager.** Use this module to enter or edit Sage Intelligence Reporting module licenses.
- **Security Manager.** Use this module to define security for reports and users.
- **Connector.** Use this module to connect to unlimited ODBC data sources or additional Sage 100 Contractor companies.

Important! The first time you run Sage Intelligence Reporting, you must log in as the Windows administrator. A user with Windows administrator privileges must register the ActiveX component, BICore.exe, that Sage Intelligence Reporting requires. To register this component, open any Sage Intelligence Reporting module. Once the component is registered, other users can use Sage Intelligence Reporting.

The following predefined reports come with Sage Intelligence Reporting:

- 2-3 Income Statement: 21 - Income Statement
- 2-3 Income Statement: 31 - Income Statement ~Period and YTD
- 2-3 Income Statement: Dept. Income Statement ~Actual/Budget Comparison
- 3-1-3 Receivables Aging: 26 - AR Invoice Aging ~Land
- 4-1-3 Payable Aging: 26 - AP Invoice Aging ~Land
- 6-1-1 Job Status Report: 31 - Job Status Report ~Land
- 6-1-12 Committed Cost Report: 31 - Committed Costs ~Land
- 6-1-12 Committed Cost Report: 61 - Committed Costs ~With Cost to Complete

- 6-1-13 Home Builder Reports: 21 - Committed Budget/Cost Variance~by Cost Code
- 6-1-13 Home Builder Reports: 51 - Gross Profit ~by Job
- 6-1-4 Job Summary Report: 21 - Job Cost Summary
- 6-1-4 Job Summary Report: 51 - Job Billing Summary
- 6-1-4 Job Summary Report: 71 - Job Income Statement
- 6-1-7 Over/Under Billing Report: 31 - Over/Under Billings ~Extended
- 6-1-8 Bonding Report: 21 - Bonding Report
- 6-6-3 Purchase Order Audit: 31 - Purchase Order Audit ~Land
- 6-7-4 Subcontract Audit: 31 - Subcontract Audit ~Land
- 10-1-5 Gantt Chart: 21 - Gantt Chart
- 11-1-2 Service Invoice List: 91 - Estimated Work Order Profitability
- 11-1-3 Service Aging: Service Invoice Aging ~Land

For information on using Sage Intelligence Reporting, see the Sage Intelligence Reporting help and supporting documentation.

You can also visit the following websites for more assistance:

- Sage Intelligence Community (includes access to the Sage Intelligence Knowledgebase)
- Sage Intelligence Academy

About Paya

Using Paya with Sage 100 Contractor saves you time, helps you get paid faster, and eliminates the need to enter payment information twice. Simply enter your customer's card payment details once in Sage 100 Contractor, and the payment will be processed in Sage 100 Contractor and Paya, in one easy step.

With the integration between Sage 100 Contractor and Paya, you can process credit card transactions without storing your customers' sensitive card information in your database. Paya Exchange transmits credit card details through a secure connection to Paya, where they are stored in a PCI-compliant vault, protecting you from exposure to non-compliance penalties and credit card fraud.

In addition to providing integrated payment processing, Paya also offers gift and loyalty card programs, merchant cash advances and loans, non-profit and healthcare payment solutions, and more.

To learn more about Sage Payment Solutions, visit http://na.sage.com/us/sage-payment-solutions.

Electronic receipt processing workflow

1. Open a Paya account, linking it to the bank account to which you want to Paya to deposit funds.
2. When you have received your Merchant ID and Merchant Key from Paya, enter these credentials on the Electronic Receipts Setup tab in the **7-1 Company Information** window. Also on this tab:
   - Enter the Sage 100 Contractor ledger account that represents the bank account used to receive deposits from Paya.
   - Specify whether to allow client credit card information to be securely stored in the Paya Exchange Vault.
3. Use the **3-3-2 Electronic Receipts** window to record and post credit card receipts in your Sage 100 Contractor general ledger and to transfer the payment details to Paya Exchange.

   Alternatively, you can use the Electronic Receipts window to keep your Sage 100 Contractor ledger up to date by recording and posting receipts that you entered directly in the Paya Exchange Portal.
4. Use the **1-3 Journal Transactions** window to:
   - View the journal entry created for an electronic receipt.
   - View details of an electronic receipt.
   - Print a copy of an electronic receipt.

About Paya Exchange

Paya Exchange is a secure payment-processing application that connects Sage 100 Contractor to Paya, allowing you to process credit card transactions directly in Sage 100 Contractor without having to enter the transaction separately elsewhere.

Note: To process credit cards using Paya Exchange, and to store client credit card and bank account information in the Paya Exchange Vault, you must have a valid account with Paya.

Installing the Paya Exchange Desktop

The required components of Paya Exchange are downloaded and installed as needed. For example, if the most recent version of Paya Exchange is not already installed on your machine, you are prompted to download and install Paya Exchange when you process an electronic receipt in the **3-3-2 Electronic Receipts** window or validate your merchant account credentials in the **7-1 Company Information** window.

After you install the Paya Exchange desktop, a new Paya Exchange icon appears in your system tray, and Paya Exchange appears under Sage Payment Solutions in your Programs list.

Tip: Right-click the icon in the system tray, and then use the context menu that appears to get help for

the Paya Exchange Desktop, select hardware settings, and register your Paya Exchange Desktop with the Paya Exchange Portal.

The Vault:about using to store client information" />Paya Exchange Vault

Paya Exchange can also store clients' credit card details securely in an online vault system. This feature allows you to save and reuse credit card information without storing it in your company database, keeping sensitive client information secure, and reducing your exposure to credit card fraud.

You select the option to use the Paya Exchange Vault to store client credit card and bank account information on the Electronic Receipts Setup tab in the **7-1 Company Information** window.

If a particular client does not want you to store this information, you can easily override the company setting by selecting **Do not use the Paya Exchange vault to store credit card and bank account information** for the client on the Billing and Payment tab in the **3-6 Receivable Clients window**.

If you choose to store credit card or bank account information in the vault, you enter this information when you process an electronic receipt for a client. This information is stored anonymously in the Paya Exchange Vault along with a vault ID that is returned to Sage 100 Contractor.

Only the vault ID is associated with the client record in Sage 100 Contractor. The next time you process an electronic receipt for that client, Paya Exchange uses the vault ID to identify the last credit card or bank account number used for the client, or you can enter a different credit card or bank account number.

The Paya Exchange Portal

The Paya Exchange Portal is a secure website that you can use to:

- Review, process, or void current transactions
- View reports on transactions, batches, and expiring credit cards
- Export reports to an Excel spreadsheet, PDF, or XPS file
- Print receipts for credit card transactions
- Settle credit card transactions

A record of each electronic receipt you process through Paya Exchange is maintained in the portal, so you can sign in anytime to view current transaction information and reports.

Accessing the Paya Exchange Portal

When you sign up for a Paya merchant account, you will receive a merchant ID (VT ID), username, and password that you can use to sign in to the Paya Exchange Portal.

To view reports on credit card transactions, batches, expiration, and more for your Paya merchant account, sign in to the Paya Exchange Portal at https://www.sageexchange.com/sep/default.

For additional reporting resources, including 12-month summaries of transactions and chargebacks, daily credit card batches for selected date ranges, and monthly statement searches, you can also sign in to https://www.myvirtualreports.com.

Finding Support and Resources

To learn more about Paya Exchange and find training and support resources:

- Sign in to the Paya Exchange Portal, and use the Help menu to find step-by-step tutorials.
- Visit the Self Service Portal at na.sage.com/sage-payment-solutions to search the Knowledge Base, browse merchant forms and resources, or contact the Paya support team.

Sage 100 Contractor Printable Documentation

Sage 100 Contractor provides a variety guides that you can view in your browser or print to a local printer.

About this Guide—Sage 100 Contractor User Guide

The *Sage 100 Contractor User Guide* provides extensive explanation of Sage 100 Contractor functions and tools as well as hundreds of procedures for completing tasks.

After the introductory chapter, the *Sage 100 Contractor User Guide* provides a chapter of information for each section of the program, from “1-General Ledger” through “13-Review & Reporting.”

Following those 13 sections is a series of appendices, “A. Sage 100 Contractor Features” through “J. Working with Sage Construction Anywhere.” These appendices provide support information, including a suggested timetable of office procedures and information about federal and provincial tax setup. A glossary of Sage 100 Contractor terms follows the appendices.

Note: The *Sage 100 Contractor User Guide* is a printable book version of the in-product help.

Sage 100 Contractor and Your Business

Sage 100 Contractor and Your Business provides basic information about key relationships in your business and how they interact with Sage 100 Contractor. This book also explores Sage 100 Contractor’s underlying concepts for working with general ledger, accounts payable, accounts receivable, and more. In addition, you will find detailed information about Sage 100 Contractor general operational features, accounting, analysis, payroll, accounts receivable, accounts payable, and more.

Sage 100 Contractor Installation and License Administration Guide

The *Sage 100 Contractor Installation and License Administration Guide* provides explicit information about how to install Sage 100 Contractor and set up the software in your specific environment. It also provides

information on how to set up and administer licensing. This guide is a “must read” for all systems administrators and business owners.

Sage 100 Contractor Product Overview

Sage 100 Contractor Product Overview provides background information to help you understand the core functionality of Sage 100 Contractor and how to use it to manage your business. If you are new to Sage 100 Contractor, we highly recommend that you read the specific background information about the tasks that you will perform. If you are a company owner or administrator, we recommend that you read all the information in this guide.

Sage 100 Contractor User Guide

The *Sage 100 Contractor User Guide* is a printable-PDF version of the Sage 100 Contractor Help. You will find that the Sage 100 Contractor User Guide is the most comprehensive yet. It provides extensive explanation of Sage 100 Contractor functions and tools as well as hundreds of procedures for completing tasks.

Sage 100 Contractor Database and Company Administration Guide

The *Sage 100 Contractor Database and Company Administration Guide* provides detailed information about the Database Administration for Sage 100 Contractor tool and how to use it to: create and maintain Sage 100 Contractor companies; control user and program access to your company database; migrate version 19.8 data and upgrade subsequent Sage 100 Contractor databases to the latest version; schedule maintenance and backup of your company data; and restore your company data from a backup copy.

Sage 100 Contractor Release Notes

The *Release Notes* provide information about enhancements and previously reported issues in the software that have been resolved for the current release.

This guide may also provide information about recently discovered issues that have not yet been resolved before the latest software release.

Printing Sage 100 Contractor Documentation

Links to the printable documentation are located on the **Home & Resources > Product Documents** menu in the Sage 100 Contractor main window.

Important! You must have the Adobe®Reader® installed on your computer to view and print Sage 100 Contractor guides. To download this free software for viewing and printing documents in PDF format, visit
http://get.adobe.com/reader/

To print a Sage 100 Contractor printable document:

1. In the main window, click **Home & Resources > Product Documents**.
2. On the menu, click the guide you want to open.

   Adobe Reader opens, displaying the guide.
3. In Adobe Reader, from the **File** menu, click **Print**.

   Tip: To print a section of pages, from the Adobe Reader **Print** window, select **Print Range** > **Pages from**, and then type a range of pages.

Customer Support and resources

Important! Before you contact the Customer Support Call Center, take advantage of the following resources, which are available 24 hours a day, 7 days a week.

Sage 100 Contractor Help

From anywhere in the Sage 100 Contractor software, you can display this comprehensive library of accessible topics to learn more about specific procedures, topics, fields, or buttons.

Product documentation

The software comes with several PDF guides, including *Release Notes*, *Installation and License Administration Guide*, and *User Guide*, among others.

To view the guides, click **Home & Resources tab > Product Documentation** or, if you have Activity Centers hidden, click **Resources > Printable Documentation**.

Sage Knowledgebase

Depending on your Sage service plan, we offer a web-based Sage Knowledgebase and online user community forums at www.na.sage.com or through the in-product menu. Our staff maintains an extensive knowledge database of questions and answers covering everything from frequently asked questions to more complex problems and solutions. In addition, we keep all product reference documentation available in the Knowledgebase. This online tool is the same tool we use in our customer support call center to help answer your call.

To log in to the Sage Knowledgebase:

1. Go to https://customers.sagenorthamerica.com.
2. In the upper-right section of the page, above the Search, click **Login**.
3. Enter your Customer Portal **Username** and **Password**.
4. Click **Log on**.

Contacting Customer Support

Depending on your Sage service plan, you may be able to contact the Sage Customer Support Call Center to work with one of our highly trained customer support professionals. The Knowledgebase article How do I get technical support for Sage 100 Contractor? provides contact information and hours of operation, and it can help you to determine which service works best for you.

Our analysts work with you to respond accordingly to the urgency of your issue.

Call urgency can range from a simple explanation of software settings to critical situations in which work is stopped or data integrity is compromised. Some calls may warrant further research and followup, in which case our support analyst will place your call in his/her in-progress work list. At every step of the way, we work with you until we reach a resolution or agreement.

Depending on your Sage service plan, you may check the status or update, or even create a new support ticket online:

1. Visit www.na.sage.com.
2. In the upper-right section of the page, above the Search, click **Login**.
3. Enter your Customer Portal **Username** and **Password**.
4. Click **Log on**.
5. On the right, select **Submit a customer support case**.

Tip: You can also click the [**Live Chat**] button Monday through Friday, from 9 am to 8 pm ET to start a conversation with a customer support analyst. The [**Live Chat**] button is available in the lower left corner of the Home window.

Before you call customer support

Be sure to have the following information on hand so we can handle your call efficiently.

Question	How to Find the Answer
What is your Sage client	Your client ID number can be found on correspondence you receive from

Question	How to Find the Answer
ID number?	Sage. If you do not know your Sage client ID, contact the person at your company who maintains your relationship with Sage.
What software version are you using?	To find the version, open Sage 100 Contractor; click **Help > About Sage 100 Contractor** and note the number listed.
What application or area in the software are you calling about?	On the menu list, identify the application and window where are you are working (i.e. Selecting Invoices to Pay in 4-3-1, Accounts Payable Vendor Payments).
How can we help you?	Walk through the exact steps you completed with as much detail and accuracy as possible.
Is there an error message?	Write down the exact wording of the message.
Can you reproduce the issue?	Were you able to walk through the same steps that led to the problem and see whether it happened again?
Is this the first time the problem has happened? Does the problem occur on one workstation or several?	Ask other users if they have experienced the same problem. Have them test at their workstation to see if they experience the same problem. Also, have the original user try other workstations to see whether the problem is specific to that user.
Has anything changed with your software, hardware, or workflow?	Ask your network administrator for technical information regarding anything that may have changed behind the scenes: upgrades to Sage 100 Contractor, new third-party software installations, moving of data from one server to another, new printers or print driver installation, or anything else that might affect the network.
Does the problem happen in the sample data sets?	Select [**File> Open Company**], then change the drive letter on the dropdown to C:, select Sample Company.

Training resources

When you choose to take online classes from Sage or work with a Sage business partner, you will learn how to use Sage 100 Contractor to support your business. Contact your business partner to find out about training options or visit Sage University at http://www.sageu.com.

Online classes

Online classes help you maximize your use of Sage 100 Contractor. Online classes are a convenient training option for your company and new users to learn more about Sage 100 Contractor so you can get the most out of the software. You can select from classes on all aspects of Sage 100 Contractor, including project management, estimating, scheduling, service management and payroll. Each online class is led by an instructor with years of experience using Sage 100 Contractor. During the class, you will be able to follow along as the instructor demonstrates functions and workflows in Sage 100 Contractor. In the online live session, you can ask questions and benefit from hearing answers to other students' questions.

For more information, visit http://www.sageu.com.

Getting started as a new user

We recommend that all new users should begin with our New Customer Training (NCT) series, which is included in our Essentials Training Package in recorded format for 24/7 access. If you prefer live online training led by an instructor, you can register for the Realtime Learning version of these NCT courses. For more information, visit http://www.sageu.com.

Business partners

To serve you better, Sage 100 Contractor products and services are available to you through an authorized network of business partners. Business partners have local expertise and regional knowledge working with contractors in the region.

Your business partner is available to serve you, from simple how-to questions and hands-on demonstrations, to installation, implementation, and training. They're fully equipped to help you get where you want to be. For more information, contact your Sage 100 Contractor business partner.

The Users Group (TUG)

TUG, The Users Group for Sage 300 Construction and Real Estate, Sage 100 Contractor, and Sage Estimating is a not-for-profit, professional organization committed to supporting the users of Sage 100 Contractor and other Sage construction software.

You can find out more about the group, their services, and how to become a member at http://tugweb.site-ym.com/default.asp?.

Business forms

Sage 100 Contractor is designed to work with generic cheques and forms that are available from many sources. There is no single vendor that customers must use. However, you can get a complete portfolio of forms, tax forms, and cheques through *Sage Construction and Real Estate Forms* by calling 800-760-7929 or by visiting www.sagecreforms.biz.

Sage 100 Contractor Add-on Modules

There are currently five add-on modules for use with Sage 100 Contractor: “Estimating,” "Equipment," "Document Control," "Inventory," and the combined “Service Receivables/Inventory.”

Estimating

The Sage 100 Contractor Estimating Basic module allows you to stay on top of the estimating process from start to finish thanks to multiple takeoff options, industry-specific pricing databases, and integration with Sage 100 Contractor accounting modules. By automating and streamlining your estimating processes, you'll ensure that every detail is accounted for and your cost projections are accurate.

Global variables, formulas, and templates make your estimating process easier and more accurate. You can selectively factor in cost increases, lock prices to prevent accidental edits, and add notes for clarity. Windows functionality (such as cut, copy, and paste) allows you to import blocks of information from other estimates with just a few clicks of the mouse. All grids are Microsoft® Excel® compatible –you will not have to learn a new interface if you have been using spreadsheets. After the takeoff is complete, you can generate the budget, the proposal, requests for proposals, purchase orders, and subcontracts. You can even email them directly to your subs and suppliers without printing them out.

With the data import feature, you can import a parts list or update prices directly from your suppliers. The simple assembly tools help you build new assemblies without leaving your takeoff (available in **9-5 Takeoffs**). With just a few mouse clicks, you can copy, adjust, or create assemblies from scratch.

For more information on the Estimating add-on module, visit http://na.sage.com/sage-100-contractor/modules/estimating.

Equipment

Build your bottom line by better managing equipment. Track and charge all equipment costs directly to your jobs, helping your company recoup these outlays. Sage 100 Contractor equipment management includes:

- Job allocation capabilities. Improve job cost data—and job profitability analysis—by allocating equipment costs to specific jobs.
- Maintenance reports. Take advantage of down time and optimize your schedule with up-to-the-minute equipment maintenance schedule reports.
- Financial information. Make more informed decisions by analyzing depreciation information with automatically created reports and disbursements.
- Analysis reports. Use cost, maintenance, and revenue records to quickly determine equipment profitability.
- Rent, lease, or buy analysis. Compare ownership, lease, or rental options to make the right equipment decisions for your company.
- Cost recovery analysis. Determine the optimal cost recovery rate for each piece of equipment.

For more information on the Equipment add-on module, visit http://na.sage.com/sage-100-contractor/modules/service-management .

Document Control

Complete project documentation with all the forms you need. Avoid disputes and communicate effectively with employees, customers, and subcontractors with Sage 100 Contractor document control capabilities. Create and track responses to critical project documents such as:

- Requests for Information (RFIs). Document your requests and match to information received.
- Transmittals and submittals. Track all correspondence and replies.
- Plan records. Maintain plan revisions and document the delivery of critical reports to all parties.
- Daily field reports. Generate a complete diary of job site information including payroll, subcontract, units complete, equipment use, meetings, incidents, and more.
- Punch lists. Effectively and completely close each phase of every job with up-to-the-minute to-do lists, including who is assigned to the work and who is responsible for payment.

For more information on the Document Control add-on module, visit http://na.sage.com/sage-100-contractor/modules/project-management.

Inventory

Keeping track of inventory items is easy with integrated estimating, purchase orders, accounts payable, job-costing, and service work orders. Whether you need to track inventory for a central warehouse or for a number of locations and service trucks, Sage 100 Contractor **Inventory** can handle it.

Inventory also can manage both basic stock and serialized items for all locations, bin numbers, Materials Safety Data Numbers (MSDN), manufacturer identification, and multiple vendors with different order numbers for the same part.

Truck restocking can be run from the work orders completed each day so that your warehouse staff can restock trucks at night after your service technicians bring them in.

You can move inventory in Sage 100 Contractor from one location to another, apply inventory to a job, re-price inventory, post shrinkage, or create finished goods inventory from stock items and labour. A template feature can save repetitive transactions for future use.

Resource reports from service work orders let you see which items will be needed in the future, making the ordering easy. And since Estimating integrates into Inventory, your estimators will always know if items are in stock and what your latest price is for any item.

Service Receivables and Inventory

Service Receivables include service contracts, service routes, service dispatch, on-call work orders, quotes, point-of-sale and billing-of-service work and materials. This option is integrated with the Inventory module for automatic decrementing of inventory from work orders. You can maintain your service truck inventory with parts assigned to truck or warehouse inventory.

Service dispatch is displayed in 15-minute, hourly or daily increments. Work orders are displayed with user-definable color codes showing client, priority, and postal code. You can review information about equipment installed at the client's site. Items can be billed individually or as part of an assembly. The flat-rate billing option allows you to create and print your own price book for technicians to use. The same parts and assemblies databases are used for estimating and for service, making it easy to keep your entire system updated.

Service Receivables seamlessly integrates with payroll to eliminate the need for duplicate entry of labour hours.

For more information on the Service Receivables and Inventory add-on module, visit http://na.sage.com/sage-100-contractor/modules/service-management.

Chapter 1: General Ledger

As the backbone of the accounting system, **General Ledger** pulls together information from **Payroll**, **Accounts Receivable**, **Accounts Payable**, **Inventory**, **Service Receivables**, **Equipment Management**, and other features. You can also make direct entries for cash, cheques, deposits, journal transactions, and recurring transactions.

A tight audit trail creates a well-protected system from accounting to job costs and automatically audits all stored balances back to their original entries.

General Ledger maintains true subsidiary ledgers with lookup windows for each controlling account to simplify data entry to all 12 accounting periods for the current fiscal year, and you can control posting to any period. Entries made to the prior year automatically update the prior year's ending balances as well as the current year's beginning balances.

Tip: Sage 100 Contractor devotes an entire program section to major accounting reports in **2-Accounting Reports**.

1-1 Cheques and Bank Charges

Using **1-1 Cheques/Bank Charges**, you can produce general ledgercheques, transfer funds between cash accounts, enter bank charges, and cancel cheque numbers. When entering a cheque, you can break down costs by creating separate line items, and you can even post each item to a different ledger account. To pay a vendor, however, you create the cheque using the 4-3 Vendor Payments window.

Suppose you want to issue a cheque to a telephone company for last month's bill. To indicate to Sage 100 Contractor that a cheque will be printed for the transaction, you type a placeholder consisting of four zeros (0000) in the **Cheque#** box. Then when selecting cheque records for printing, you indicate the cheque number at which you want to begin printing. As Sage 100 Contractor prints cheques, it substitutes the placeholder in the posted record with the appropriate cheque number.

You can also enter transactions that do not require printed cheques. For example, you might issue a hand written cheque and will not need to print a cheque. In this case, you enter the cheque number you issued in the **Cheque#** box.

In the grid, you can itemize the expenses and post them to different expense accounts. When you indicate a direct expense account, equipment expense account, or WIP account, Sage 100 Contractor requires you to create a job cost record in the Job Cost Distribution window. Job cost records are maintained in a separate database from the accounting data, and therefore do not impact the general ledger.

Entering general ledger cheques

For reference, you can enter the purchase order number in the **Order#** box.

When you enter a vendor number in the **Vendor** box, Sage 100 Contractor increases the **Vendor T5018** balance by the total amount of the cheque.

When entering a bank charge, use the bank's transaction number as the cheque number. You can also use a dummy number that is outside the cheque number range, such as 99999, for all bank charges.

To enter a general ledger cheque:

1. Open **1-1 Cheques/Bank Charges**.
2. In the **Account#** box, enter the ledger account number for the chequing account.
3. In the **Cheque#** box, type 0000.

   When you print the cheque, Sage 100 Contractor assigns the cheque number to the record.

   If you have already issued the cheque, enter the cheque number in the **Cheque#** box.
4. In the **Date** box, enter the transaction date of the cheque.
5. In the **Description** box, enter a brief statement about the transaction.
6. In the **Status** list, click the status of the entry.
7. In the grid:
   - In the **Description** cell, enter a brief statement about the item.
   - In the **Account** cell, enter the ledger account number.
   - In the **Subaccount** cell, enter the subsidiary account number.
   - In the **Debit Amount** cell, enter the amount.
8. Repeat step 7 for each item that you want to include in the cheque.
9. On the **File** menu, click **Save**.

Entering outstanding cheques or bank charges

When working with a bank charge, you can type Bank Charge in the **Cheque#** box on the **1-1 Cheques/Bank Charges** window. You can also type it as BCdd/mm/yyyy (where dd/mm/yyyy is the actual date of the bank charge). Sage 100 Contractor saves the information and displays the resulting transaction the **1-5 Bank Reconciliation** window with Bank Charge in the transaction number (**Trans#**) column in the cheques area.

Caution! Do not enter a vendor number. It would otherwise affect the **Vendor T5018**balances. The

Vendor T5018 balances are set up later.

To enter outstanding cheques or bank charges

1. Open **1-1 Cheques/Bank Charges**.
2. In the **Account#** box, enter the ledger account number for the bank account.
3. In the **Cheque#** box, enter the cheque number.
4. In the **Date** box, enter the transaction date of the cheque.
5. In the **Description** box, enter a brief statement about the transaction.
6. In the **Status** list, click **1-Open**.
7. In the grid:
   - In the **Description** cell, enter a brief statement about the item.
   - In the **Account** cell, enter the clearing account number.
   - In the **Debit Amount** cell, enter the amount.
8. Repeat step 7 for each item that you want to include in the cheque.
9. On the **File** menu, click **Save**.
10. Repeat steps 3-9 until you have entered all outstanding cheques for the account.

Setting the default ledger chequing account to a new account

To set the default ledger chequing account to a new account:

1. Open **1-1 Cheques/Bank Charges**.
2. In the **Account#** box, type the number of the chequing account that you want to set as the default.
3. Press the Enter key.
4. Click in the **Account #** box, and then press the **F7** key.
5. On the **Field Properties Account#** window, verify that the account you want to be the default is in the **Default Entry to** box, and click **OK**.
6. Close **1-1 Cheques/Bank Charges**, and then open it again.
7. When the window opens, note that the **Account#** box defaults to the new account.

Printing general ledger cheques

You can print general ledger cheques from the **1-1 Cheques/Bank Charges** window. However, you must first complete the cheque entry process.

To print general ledger cheques

1. Open **1-1 Cheques/Bank Charges**.
2. Click the **Print Records** button. **1-1 Report Printing** opens.
3. In the **Account** box, enter the account number, and click the **Print Records** button.
4. In the **Cheque Printing** window, enter a valid cheque number and a date.
5. In the confirmation box, click **OK**.
6. In the **Assign/Post Cheques** window, select **Assign Cheque Numbers**, and click **Continue**.

The cheque prints.

About reprinting cheques

Occasionally a cheque is misprinted or lost. Sage 100 Contractor provides an easy way to reprint cheques without having to enter a new record. You can recall a cheque record and reassign it a placeholder consisting of four zeros (0000) in the cheque number box or transaction number box. When you reprint the cheque, Sage 100 Contractor assigns the record the new cheque number.

You can reprint a general ledger cheque using a two-step process. First you locate the cheque you want to reprint in **1-3 Journal Transactions** and change its number. Then you print it from the **Report Printing** window.

Sage 100 Contractor automatically updates the existing ledger record and associated job cost/equipment records with the new cheque number when it assigns the new cheque number to the existing ledger record.

Important! When you reprint a general ledger cheque, the transaction record remains unchanged, but no record of the original cheque exists. To maintain an accurate cheque register, cancel the original cheque number.

To reprint a general ledger cheque

1. Open **1-3 Journal Transactions**, and select the cheque record that you want to reprint.
2. In the **Trans#** box, delete the original cheque number, and type 0000.
3. On the **File** menu, click **Save**.
4. Open **1-1 Cheques/Bank Charges**.
5. Click the **Print Records** button. **1-1 Report Printing** opens.
6. In the **Account** box, enter the account number, and click the **Print Records** button.
7. In the **Cheque Printing** window, enter a valid cheque number and a date.
8. In the confirmation box, click **OK**.

9. On the **Assign/Post Cheques** window, select **Assign Cheque Numbers**, and click **Continue**.

The cheque prints.

Cancelling cheque numbers

When you cancel a cheque number, Sage 100 Contractor creates a record for the cheque number. Suppose that you accidentally print an invoice on a few cheque forms. Because you cannot use the forms now, you have to cancel the cheque numbers.

Important! To cancel a series of cheque numbers, you must cancel each number through a separate transaction.

To cancel a cheque number

1. Open **1-1 Cheques/Bank Charges**.
2. In the **Account#** box, enter the ledger account number for the chequing account.
3. In the **Cheque#** box, enter the cheque number you want to cancel.
4. In the **Date** box, enter the date.
5. In the **Description** box, enter a brief statement about the transaction.
6. In the **Status** list, click **3-Void**.
7. On the **File** menu, click **Save**.

About voiding cheques

Important! You cannot void a transaction in a different period than that in which it was originally posted.

When you create an accounts payable, general ledger, or equipment cheque and save it, Sage 100 Contractor posts the cheque to the general ledger. You cannot void these cheques in the **1-3 Journal Transactions** window unless the status is **1-Open**. When you do void a cheque, Sage 100 Contractor assigns the cheque status **3-Void** and adjusts the invoice and vendor balances accordingly. If the cheque was applied to an invoice and the invoice was closed, Sage 100 Contractor reopens the invoice and adjusts the balance to what is due. Best practices in accounting procedures require that you do not void transactions that have been processed by the bank. Therefore, it is not possible to void transactions with a status of **2-Cleared**.

After voiding all payments made to an invoice, you can void the invoice itself. Best practices in accounting procedures require that you do not void transactions that have been processed by the bank. Therefore, it is not possible to void transactions with a status of **2-Cleared**.

Important! You cannot void a transaction in a different period than that in which it was originally posted.

To void a cheque:

1. Open **1-3 Journal Transactions**.
2. Using the data control, select the record of the cheque (**Trans#**) you want to void.
3. Verify that the **Status** is **1-Open**. cheques
4. If necessary, in the **Status** drop-down list, change the status to **1-Open**.
5. On the **Edit** menu, click **Void Transaction**.

Payroll cheques are processed by Sage 100 Contractor differently from other types of cheques. Therefore, you need to void payroll cheques through the **5-2-2 Payroll Records** window. To void a payroll cheque, void the timecard record that Sage 100 Contractor used to create the cheque. This reverses the amounts applied to the employee quarterly totals and year-to-date totals, and voids the job costs.

Voiding general ledger cheques from an archived year

The **Void Transaction** command on the **Edit** menu is not available for cash transactions posted to archived years. To maintain an audit trail, you must reverse transactions posted to archived years.

To reverse the general ledger cheque, you enter a reversing transaction, and then clear both the original cheque and the reversing transaction. This task is in two parts.

> **Note:** Cheques and deposits from a prior year can also be cleared in the **1-5 Bank Reconciliation** window. For each item you want to clear, select the item, and then click the **Clear** button.

Part 1—Enter the reversing transaction:

1. Open **1-2 Deposits and Interest**, and then from the **Edit** menu, choose **Period**.
2. In the **Posting Period** window, select the fiscal year, and then double-click **0-Prior Year**.
3. At the message verifying that you want to use this period, click **Yes**.
4. In the **Account#** box, enter the account from which the original cheque was drawn.
5. In the **Deposit#** box, enter the original cheque number.
6. In the **Date** box, enter the date of the original cheque.
7. In the **Description** box, enter a brief statement about the transaction.
8. In the grid, enter the following information:
   a. In the **Account** column, enter the general ledger account that was debited in the original transaction.
   b. In the **Credit Amount** column, enter the original amount of the cheque.
   c. From the **File** menu, select **Save**.

Part 2–Clear the original cheque and reversing transaction:

1. Open **1-5 Bank Reconciliation**.
2. In the **Account#** box, enter the bank account number.
3. In the **Statement Cutoff Date** box, enter the date of the transactions.

   Note: The date of the reversing transaction should match the original cheque date.

4. Click the **Display Items** button.
5. In the grid, select the original cheque and the reversing transaction and then click the **Clear** button.
6. From the **File** menu, select **Save**.

Finding and resolving unprinted cheques when closing the books

When there is a credit to an account in the cash range with a transaction number of 0000 when you are closing the books, Sage 100 Contractor displays a message stating that unprinted cheques were found.

Tip: This message is informational only. It does not stop you from closing your books. However, you should resolve the unprinted cheques issue.

To find and resolve unprinted cheques:

1. Open **2-5 General Journals**.
2. Print the **2-5-21 General Journal** report with the following settings:
3. In the **Account** box, use the range for all cash accounts listed in **1-8 General Ledger Setup.**
4. In the **Trans#** box, select **Equal**, and type 0000.
5. In the **Credit** box, select **Greater or =**, and type $0.01.
6. If the transaction is an unprinted cheque, open **1-1 Cheques/Bank Charges**, and then click the **Print Records** button to print the cheque if desired.

   If you don't need to print a cheque, open **1-3 Ledger Transactions**, and then change the **Trans#** to anything other than 0000.

Note: If it is a **Source 16-Payroll**, click on the **Go To Source** button to change the **Cheque#**. It's highly unusual that the cheque number would have been changed to 0000 unless the paycheque had to be reprinted immediately.

1-2 Deposits and Interest

You can enter deposits and accrued interest for chequing or savings accounts in the **1-2 Deposits/Interest** window. When you enter a deposit, enter individual cheques or accrued interest as separate line items. If you have cash receipts for receivable or service invoices, enter these transactions using the **3-3-1 Cash Receipts** window.

To enter a deposit:

1. Open **1-2 Deposits/Interest**.
2. In the **Account#** box, enter the cash account number.
3. In the **Deposit#** box, enter the deposit transaction number.
4. In the **Date** box, enter the date of the deposit.
5. In the **Description** box, enter a brief statement about the transaction.
6. In the **Status** list, click the status of the entry.
7. In the grid:
   a. In the **Description** cell, enter a brief statement about the transaction.
   b. In the **Account** cell, enter the general ledger account number.
   c. In the **Subaccount** cell, enter the subsidiary account number.
   d. In the **Credit Amount** cell, enter the amount.
8. Repeat step 7 for each item that you want to include in the deposit.
9. On the **File** menu, click **Save**.

About deposits on jobs

Some contracts require a client to supply a deposit before work can begin. When you receive the deposit, you need to decide how to enter the deposit, as well as when and how to apply the deposit when invoicing the client. This often depends on the terms agreed upon in the contract. The following outlines the most common methods for handling job deposits:

- You can enter the cheque for the job deposit in the **1-2 Deposits/Interest** window. If you only receive a few deposits each fiscal year, deposit the cheque to the chequing account and credit the **Deposits on Jobs** account. If you receive numerous deposits, create a subsidiary account for each deposit using the job number as the subsidiary account number. This enables you to track deposits independently.
- You can enter the job deposit as a receivable credit in the **3-2 Receivable Invoices/Credits** window,

debiting the **Deposits on Jobs** account and crediting the accounts receivable account. You can enter the deposit as an open credit, assigning it invoice status **1-Open**, and invoice type **2-Memo**.

Later, you can apply the credit as you enter receivable invoices or you can apply the credit as you enter receipts in the **3-3-1 Cash Receipts** window. The credit affects the statement balance, but does not affect the contract balance.

Tip: By entering the job deposit as a credit, you can supply the client with a copy of the credit. This allows the client to see how you applied the job deposit to invoices. Another way to inform the client about the job deposit is to send the client a statement detailing the activity for the job.

Important! Best accounting practices require that you do not void transactions that have been processed by the bank. Therefore, it is not possible to void transactions with a status of **2-Cleared**.

To void a deposit:

1. Open **1-3 Journal Transactions**.
2. Using the data control, select the record of the deposit (**Trans#**) you want to void.
3. Verify that the **Status** is **1-Open**.
4. If necessary, in the **Status** drop-down list, change the status to **1-Open**.
5. On the **Edit** menu, click **Void Transaction**.

Tip: After voiding all payments made to an invoice, you can void the invoice itself.

Transferring funds among accounts

Note: We recommend that you do not attempt to transfer funds directly between accounts in the **1-1 Cheques and Bank Charges** or the **1-2 Deposits and Interest** window. When you transfer funds directly from one account to another, Sage 100 Contractor creates a single record for the transfer. The record of the transfer appears in the cheque reconciliation of both accounts only until you clear it from one account or the other. After you clear the transaction for one account, it no longer appears in the reconciliation for the other account.

If you need to transfer funds between accounts, you should use a two-step procedure to transfer funds to and from a clearing account. Using this method creates a transaction to reconcile for each account.

Before you try to transfer funds, make sure you have a clearing account in the **Cash Accounts** range in the general ledger.

About clearing accounts

Some transactions can become quite complex. With clearing accounts, you can create transactions that prove you have posted the amounts correctly. In addition, clearing accounts provide a means of posting transactions or balances to accounts that normally do not allow direct posting.

Note: Clearing accounts do not carry a balance for any length of time. If you want to hold a transaction in an account, use a suspense account.

Before posting a transaction, make sure the clearing account does not contain a balance. Posting a transaction to a clearing account moves a balance into the account. To move the balance from the clearing account, post a transaction or series of transactions against the clearing account. When the account balance reaches zero, you have completely posted the balance.

Suppose that you have transferred money from a general chequing account to a payroll chequing account. Using a clearing account, you would create a transaction in each account.

Window of entry	Debit	Credit
Cheques/Bank Charges	Clearing	General Chequing
Deposits/Interest	Payroll Chequing	Clearing

To create a clearing account:

1. Open **1-7 General Ledger Accounts**.
2. In the data control box, enter the ledger account number in the cash accounts range of 1000 to 1999.
3. In the **Short Name** box, enter a brief description of the clearing account.

   Important! If an account uses departments or subsidiary accounts, the departments or subsidiary accounts must be set up before posting transactions. In the **Subsidiary** list, click **1-Subaccounts** or **2-Departments**.

4. As required, in the **Subsidiary** list, click **1-Subaccounts** or **2-Departments**.

   You can assign a cost type to ledger accounts, providing an additional way to verify transactions are posted to the proper accounts. When you post a transaction that has cost types, Sage 100 Contractor compares the transaction's cost type with the ledger account cost type. If the cost types do not match, Sage 100 Contractor provides a warning, but does not prevent posting the transaction.

5. In the **Cost Type** list, click the cost type you want to assign the ledger account.
6. On the **File** menu, click **Save**.

To transfer funds:

1. Transfer the funds from the source account to the clearing account:
   a. Open **1-1 Cheques and Bank Charges**.
   b. In the **Account#** box, enter the cash account from which you need to transfer the funds.
   c. In the **Cheque#** box, enter the bank transaction number or a dummy transaction number.
   d. In the **Date** box, enter the date of transfer.
   e. In the **Description** box, type a brief description of the transfer.
   f. In the **Status** list, click **1-Open**.
   g. In the grid:
      i. In the **Account** cell, enter the clearing account to which you are transferring funds.
      ii. If the selected account has subsidiary accounts, enter the number in the **Subaccount** cell.
      iii. In the **Debit Amount** cell, enter the amount of the transfer.
   h. Click **Edit** > **Period**, and then verify that the posting period is correct.
   i. Click **File** > **Save**.
2. Transfer the funds from the clearing account to the destination account:
   a. Open **1-2 Deposits and Interest**.
   b. In the **Account#** box, enter the cash account into which you need to transfer the funds.
   c. In the **Deposit#** box, enter the bank transaction number or a dummy transaction number.
   d. In the **Date** box, enter the date of the transfer.
   e. In the **Description** box, type a brief description of the transfer.
   f. In the **Status** list, click **1-Open**.
   g. In the grid:
      i. In the **Account** cell, enter the clearing account you used in step 1.
      ii. If the selected account has subsidiary accounts, enter the number in the **Subaccount** cell.
      iii. In the **Credit Amount** cell, enter the amount of the transfer.
3. Click **Edit** > **Period**, and then verify the posting period.

4. Click **File**> **Save**.

Tip: You can verify the complete transfer of funds by viewing the clearing account balance in **1-7 General Ledger Accounts**.

About suspense accounts

Suppose your company receives a corporate tax refund, and you want to deposit the cheque, but you do not know how to correctly post the transaction. The correct approach is to deposit the cheque and credit it to a suspense account in the **Cash Accounts** range. The amount remains in the suspense account until you determine where to post the credit.

Suspense accounts provide a temporary location where you can post a transaction until you determine the proper accounts. Similar in function to a clearing account, suspense accounts allow transactions to pass through the account. When you post transactions to a suspense account, however, the transactions can remain for an extended time until you determine the proper accounts.

It is a good idea to use a suspense account in the account range to which you will eventually post the transactions. For example, you are not sure how to post a transaction related to equipment. You can use a suspense account in the **Equipment** range of ledger accounts.

1-3 Journal Transactions

Use the **1-3 Journal Transactions** window to review most accounting records. You can also enter adjusting journal entries and change the status of bank account records. You cannot, however, enter transactions or adjusting journal entries for the **Accounts Payable**, **Accounts Receivable**, **Service Receivables**, **Inventory**.

Best accounting practices require that you do not void transactions that have been processed by the bank. Therefore, it is not possible to void transactions with a status of **2-Cleared**.

Note: You can create a template for journal transactions from the **File** menu from an existing record or from scratch.

Instead of creating the transaction from scratch, you can begin with an existing Journal Transaction template. From **File**, select **Load/Delete Template**.

To enter a journal transaction:

1. Open **1-3 Journal Transactions.**
2. In the **Transaction#** box, enter the transaction number.
3. In the **Date** box, enter the transaction date.
4. In the **Description** box, enter a brief statement about the line item.

5. In the **Status** list, click the record status.
6. If this is a bank-related transaction, select the category from the **Banking Category** list.
7. In the grid, for each item:
   a. In the **Description** cell, enter a brief statement about the line item.
   b. In the **Account** cell, enter the ledger account you want.
   c. In the **Subaccount** cell, enter the subsidiary account you want.
   d. In the appropriate **Debit Amount** or **Credit Amount** cell, enter the amount.
8. On the **File** menu, click **Save**.

- If the transaction references a purchase order number, enter it in the **Order#** box.
- When using over/under billing, you can reverse the entry in the next period.

Editing records in 1-3 Journal Transactions

Some fields are generally available to be edited and have a white background. Editing those fields and saving the record just updates the current record.

Some fields have a gray background and are generally not editable. However, in some instances, gray fields in **1-3 Journal Transactions** can be edited. In editing one of these gray background fields, a message displays advising that you are attempting to edit a posted transaction. To maintain the audit trail, saving an unlocked transaction creates a new transaction and voids the currently displayed transaction record. Inventory valuations are recalculated at current rates if applicable.

You can edit the locked field, such as the Account in the grid, by double-clicking on the field and clicking [**Yes**] to confirm unlocking the posted transaction.

Because the original record is voided, a new field was added in the header to all of the menus that shows the original record number. This allows you to view all the related original edited records which are now void.

Note: You must be a company administrator or have both save and void rights to unlock a posted transaction. If you save the transaction after unlocking fields, a new record is created without having to reenter all the information.

Important! To prevent data corruption, the ability to edit records in **1-3 Journal Transactions** is limited. You cannot change the record number.

To edit records in journal transactions:

1. Open **1-3 Journal Transactions**.

2. Using the data control, select the record.
3. Edit the record.
4. On the **File** menu, click **Save**.

Reversing a transaction in the next period

When entering a WIP adjustment in the **1-3 Journal Transactions** window, you can reverse the transaction in the following period. Doing so allows you to calculate the over or under billing without having to compensate for previous WIP adjustments.

When you select the **Reverse in Next Period** check box and post the transaction, Sage 100 Contractor simultaneously posts the transaction you entered and a reversing entry the next period.

To reverse a transaction in the next period, select the **Reverse in Next Period** check box.

Tip: If you receive a message stating that you cannot reverse the transaction in the next period because the next fiscal year is not available, open the **1-6 Period/FIscal Year Management** window, and then advance to period 12 of the current year. You can then post to period 1 of the next fiscal year.

Changing the journal transaction record status

Important! You cannot change the status of a record to **3-Void**. Instead, you must void the record.

To change the record status:

1. Open **1-3 Journal Transactions**.
2. Using the data control, select the record.
3. In the **Status** list, click **1-Open** or **2-Cleared**.
4. On the **File** menu, click **Save**.

Tip: If you accidentally clear a cheque or deposit in **1-5 Bank Reconciliation**, you can change the status of the record from **2-Cleared** back to **1-Open**. After changing the status, the record appears in the **1-5 Bank Reconciliation** window.

Voiding records in 1-3 Journal Transactions

Records in **1-3 Journal Transactions** can have a status of **1-Open** or **2-Cleared**.

Important!

- Best accounting practices require that you do not void transactions that have been processed by the bank. Therefore, it is not possible to void transactions with a status of **2-Cleared**.
- You can void an electronic receipt that has not been settled in Paya Exchange. If it has been settled and you proceed to void the transaction in Sage 100 Contractor, the program will attempt to create a credit transaction in Paya Exchange. If it cannot create the credit transaction, you must log on to Paya Exchange to correct the receipt manually.

  You can void records with a status of **1-Open**.

About zeroing out the clearing account

Previously you entered the ledger account balances for the bank accounts, and those balances already reflect the impact of the outstanding transactions. Entering the outstanding bank transactions, however, affects the ledger balance. To clear the effect of the outstanding transactions, post a journal transaction for the net balance of the clearing account.

For example, suppose you are entering the outstanding transactions for a chequing account. You enter $500 in cheques and $750 in deposits. This is posted to the bank account and the cash clearing account. Because of the entries, the bank account has a net debit of $250 and the clearing account has a net credit balance of $250. Therefore, you post a journal transaction crediting the bank account and debiting the clearing account for $250.

Once you have zeroed out the clearing account, the items have no impact on the ledger account balances. You can then clear the open items when you next reconcile the account.

Important! We strongly recommend that you work on one account at a time from start to finish before moving on to the next account.

To zero out the clearing account:

1. Open **1-3 Journal Transactions**.
2. In the **Transaction#** box, enter the transaction number.
3. In the **Date** box, enter the transaction date.
4. In the **Description** box, enter a brief statement.
5. In the **Status** list, click **2-Cleared**.
6. On a grid line, for the bank account:
   a. In the **Description** cell, enter a brief statement about the line item.
   b. In the **Account** cell, enter the ledger account you want.
   c. In the appropriate **Debit Amount** or **Credit Amount** cell, enter the amount.

7. Repeat step 6 for the clearing account.
8. On the **File** menu, click **Save**.
9. To verify that the clearing account has a zero balance, double-click an **Account** box to display a **Lookup** window. You can then locate the account and review its balance.

1-4 Recurring Journal Transactions

You can set up any transaction that you post on a regular basis for the same amount as a recurring transaction. You can even set a reminder to prompt users in a specific security group when it is time to post recurring transactions.

Note: You control the posting of recurring transactions to the general ledger. Sage 100 Contractor does not automatically post recurring transactions.

Use the posting date to determine when to post a recurring transaction. After you post a recurring transaction, Sage 100 Contractor advances the posting date based on the cycle assigned to the transaction.

The transaction date does not control or affect the period to which you post the transaction. If you need to post a recurring transaction to a different period, change the posting period.

Examples of recurring transactions

You can set up recurring transactions for identical amounts that you post on a regular basis, such as rent. or expense allocations.

Transaction	Description
Recurring Payments	Regular payments such as rents, vehicle insurance, janitorial services, and subscriptions or dues.
Pre-paid Expenses	Payments you need to expense over several periods, rather than a single period, such as a quarterly vehicle insurance payment that you need to expense monthly. Create a recurring transaction to post the monthly expense rate, rather than the quarterly rate.
Depreciation	You can depreciate items such as office equipment on a monthly basis. After obtaining the annual depreciated amount from your company accountant, calculate the monthly depreciation. Then set up a transaction to post the monthly depreciation. You can depreciate the value of equipment used on a job in the **8-6**

Transaction	Description
	Equipment Depreciation window.

Note: You cannot set up recurring transactions for direct expenses, equipment expenses, inventory, or service receivables.

Setting up recurring journal transactions

You can set up a recurring transaction for printing a cheque. In the **Trans#** box, type four zeros (**0000**). In the **Vendor#** box enter the vendor number for whom you are printing the cheque. Sage 100 Contractor increases the Vendor T5018 balance by the total amount of the cheque. Then, in the **Account** column, indicate the chequing account number.

After posting the transaction, you can print the cheque from the **1-1 Cheques/Bank Charges** window with other cheques. As you have posted the transaction, do not enter it in **1-1 Cheques/Bank Charges**.

To set up a recurring journal transaction:

1. Open **1-4 Recurring Journal Transactions**.
2. In the **Trans#** box, enter the transaction number.
3. In the **Next Date** box, enter the next date when the transaction needs to post.
4. In the **Cycle** box, enter the transaction cycle.

   In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

   - **30DY** means due every 30 days.
   - **02MO** means due every two months.
   - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor
5. In the **Description** box, enter a brief statement about the line item.
6. In the grid, for each item:
7. In the **Description** cell, enter a brief statement about the line item.
8. In the **Account** cell, enter the ledger account.
9. In the **Subaccount** cell, enter the subsidiary account.
10. Enter the amount in the appropriate **Debit Amount** or **Credit Amount** cell.

11. Click **File** > **Save**.

Setting up automatic reminders to post recurring transactions

When a user logs on to a company, Sage 100 Contractor checks the posting dates of recurring transactions. If there are transactions to post and the user is part of the **Recur. Trans. Group**, Sage 100 Contractor prompts you with a reminder. You can set up reminders for recurring transactions by following this procedure.

To set up reminders for recurring transactions:

1. Open **7-1 Company Information**.
2. In the **Company Name** box, enter the company name.
3. In the **Recur. Trans. Group** (Recurring Transactions Group) box, select the security group responsible for posting recurring transactions.

Important! If you want to post to a different period, you must change the posting period.

To post a single recurring transaction:

1. Open **1-4 Recurring Journal Transactions**.
2. Select the transaction.
3. On the **Post** menu, click **This Transaction Only.**

To post a group of transactions, use a cutoff date. Sage 100 Contractor posts all transactions through the indicated date.

Important! If you want to post to a different period, you must change the posting period.

To post a group of recurring transactions:

1. Open **1-4 Recurring Journal Transactions**.
2. On the **Post** menu, click **Multiple Transactions**.
3. The **Posting Cutoff** window appears.
4. In the **Cutoff Date** box, enter the cutoff date, and then click **OK**.

1-5 Bank Reconciliation

Important!

- When your cursor is in the grid area of the **1-5 Bank Reconciliation** window, no function keys except **F1** are available.
- You can launch the calculator (**F3**) after displaying the **1-5 Bank Reconciliation** window by clicking in the **Statement Cutoff Date** text box, and then pressing **F3**.

The **1-5 Bank Reconciliation** window, similar to a cheque register, displays transactions that have not cleared. As you compare the bank statement to the transactions in **1-5 Bank Reconciliation**, clear the transactions listed on the bank statement.

You can display transactions using a specific date. In the **Statement Cutoff Date** box, enter the statement ending date to display all transactions through the specified date. Sage 100 Contractor does not display transactions entered after the indicated date.

Sage 100 Contractor displays transactions in transaction number order. If a cheque number falls out of numbered sequence, Sage 100 Contractor displays an asterisk (*) next to the transaction number.

After clearing transactions, save the changes. Cleared items do not appear in the **1-5 Bank Reconciliation** window.

The **Statement Beginning Balance** box displays the balance as of the last reconciliation. The amount in the **Statement Beginning Balance** box does not change until you have cleared transactions and saved the changes.

When you display records for a chequing account, the **Statement Ending Balance** box displays the balance as of the last reconciliation. As you change the status of transactions, the amount in the **Statement Ending Balance** box changes. A **P** displayed with a transaction in the **Record#** column indicates that the transaction is from a prior year.

After clearing the transactions, the ending balance in **1-5 Bank Reconciliation** should match the ending balance of your bank statement. After reconciling the account with the statement and you save the changes, Sage 100 Contractor rolls the amount in the **Statement Ending Balance** box to the **Statement Beginning Balance** box.

Note: When saving a reconciliation as Final, the records are updated permanently. You cannot undo a reconciliation once you have clicked [**Final**].

Sage 100 Contractor lets you save a trial reconciliation that is only partially completed. You can then return later to finish the reconciliation.

Tip: The default location when saving the Bank Reconciliation Report as a PDF file is your company's Reports subfolder. You can save it to a different location.

Reconciling bank accounts with bank statements

Important! When your cursor is in the grid area of the **1-5 Bank Reconciliation** window, no function keys except **F1** are available. You may launch the calculator (F3) after displaying the **1-5 Bank Reconciliation** window by clicking in the **Statement Cutoff Date** text box and then pressing F3.

Before you reconcile a bank account with a bank statement, enter any extra charges or income in **1-3 Journal Transactions** that appear on your bank statement that you have not already entered in Sage 100 Contractor. These include automatic transfers, interest, or cheque charges. To maintain accurate records, it is a good idea to reconcile accounts each month when you receive the bank statements.

If you need to clear a majority of the transactions, it might be easier to clear all transactions and reopen only the items that do not appear on your bank statement. Select all items, and then click the **Clear** button. Then you can reopen individual items by selecting the item and clicking the **Open** button.

To reconcile a bank account with a bank statement:

1. Open **1-5 Bank Reconciliation**.
2. In the **Account#** box, enter the bank account number.
3. In the **Statement Cutoff Date** box, enter the statement ending date.
4. Click the **Display** button.
5. For each item you want to clear, select the item and click the **Clear** button.
6. Compare the amount displayed in the **Statement Ending Balance** box to the ending balance on the statement.
7. If the amount in the **Statement Ending Balance** box does not match the ending balance on the bank statement, you need to determine the cause of the discrepancy and correct the problem.
8. On the **File** menu, click **Save**.

   Important! To save a copy of the Reconciliation report for future reference, make sure the **Create PDF of the report file** check box is selected before you click [**Final**]. If check box is cleared before you click **Final**, a report is not created. You cannot go back and perform the reconciliation again to create the same report.

9. On the **Save Bank Reconciliation** window, do one of the following:
   - If you are not finished reconciling the account, click the **Trial** button.
   - If you are finished reconciling the account, click the **Final** button.

Note: A **"P"** displayed with a transaction in the **Record#** column indicates that the transaction is from a prior year.

About saving trial reconciliations

Sage 100 Contractor lets you save a reconciliation that is only partially completed. Sage 100 Contractor saves each transaction with the status that you have assigned to it. You can then return later to finish the reconciliation.

Note: When you display the trial reconciliation, Sage 100 Contractor displays any records entered since saving the trial reconciliation.

To save a trial reconciliation:

1. Open **1-5 Bank Reconciliation**.
2. In the **Account#** box, enter the bank account number.
3. On the **File** menu, click **Save**.
4. On the **Save Bank Reconciliation** window, click the **Trial** button.

To recall a trial reconciliation:

1. Open **1-5 Bank Reconciliation**.
2. In the **Account#** box, enter the bank account number.
3. Click the **Display** button.

Tip: When you save a trial reconciliation, the next time you recall the reconciliation, the cheques and deposits that were cleared still display with a **Clear** status. However, any new transactions appear with an **Open** status. The computed balance will be the same. To start the reconciliation over again, clear out the trial reconciliation.

Important! To save a copy of the Reconciliation report for future reference, make sure the **Create PDF of the report file** check box is selected before you click [**Final**]. If check box is cleared before you click **Final**, a report is not created. You cannot go back and perform the reconciliation again to create the same report.

To clear a trial reconciliation:

1. Open **1-5 Bank Reconciliation**.
2. In the **Account#** box, enter the bank account number.
3. Click the **Display** button.

4. Select the **Status** column.
5. Click the **Open** button.
6. On the **File** menu, click **Save**.
7. On the **Save Bank Reconciliation** window, click the **Final** button.

Reconciliation-in-process check box

In the **1-3 Journal Transactions** window, Sage 100 Contractor selects the **Active in Cheque Reconciliation** check box on all transactions that are included in trial bank reconciliation. After the reconciliation is completed, Sage 100 Contractor clears the check box.

About clearing outstanding bank transactions

Before entering outstanding transactions, you may need to clear existing transactions. Such transactions are usually the result of entering the beginning and period balances.

If you posted individual transactions to enter the ledger account balances using Method 4 as described in the topic Methods for entering financial activity for the current year, clear the items that have been cleared by the bank.

For the first time reconciliation for a new company, work on only one account at a time. For each bank account, enter the open bank transactions that are part of the startup ledger balances. If you have written cheques or made deposits that are not included in the startup ledger balances, do not enter them at this time. Wait until you have finished entering all start up data.

Because the effect of the outstanding bank transactions are already encompassed by the ledger account balances set up earlier, post the transactions to a clearing account in the period prior to the current period. Suppose you are setting up during period 7. Post each open transaction to period 6. Then post the journal transaction to the end of period 6.

Working on the outstanding items for one bank account at a time helps prevent startup errors. After entering the cheques and deposits, enter the journal transaction to zero out the clearing account. Compare your results to the last reconciliation. Then proceed to the next bank account. You can use the same clearing account to enter the balances for each bank account.

To clear an outstanding bank transaction:

1. Open **1-5 Bank Reconciliation**.
2. In the **Account#** box, enter the ledger account number for the bank account.
3. Click the **Display** button.
4. For each item you want to clear, select the item and click the **Clear** button.
5. On the **File** menu, click **Save**.

6. Repeat steps 2-5 for each bank account.

Comparing open transactions with bank statements

It is often easier to discover errors with a printed copy of the bank reconciliation. You can then compare the records assigned **1-Open** status with the bank statement for discrepancies.

To compare open transactions with the bank statement

1. Open **1-5 Bank Reconciliation**.
2. On the menu bar, click **Print Records**.

About incorrect statement beginning balances

When the amount in the **Statement Beginning Balance** box does not agree with the ending balance from the previous reconciliation and your account reconciled last period, examine the transactions since the last reconciliation.

Determine the difference between the statement beginning balance in Sage 100 Contractor and the statement ending balance from the last statement you reconciled. Then try searching for a transaction with that amount. It might prove helpful to print a copy of the cheque register from **2-6 Cheque Register**.

It is possible that you accidentally cleared a transaction before it cleared the bank. If this is the cause of the error, change the transaction status back to **1-Open**.

Look for a transaction that you cleared in a prior reconciliation that has status **1-Open**. If you find such a transaction, clear the transaction in **1-5 Bank Reconciliation**.

A voided transaction can also create an incorrect beginning balance. If a transaction was accidentally voided, you need to re-enter the transaction.

Locating specific amounts in 2-5 General Journals

When the bank reconciliation does not agree with the bank statement, search the journals for a specific amount.

To locate a specific amount:

1. Open **2-5 General Journals**.
2. Select the **Short Journal** report.
3. If you are searching for a deposit, enter the amount in the **Debit** box.
4. If you are searching for a credit, enter the amount in the **Credit** box.
5. On the **File** menu, click **Print Preview**.

About reconciliation errors

When you cannot reconcile an account with the bank statement, you need to determine the cause of the error. You can display all open records when you eliminate the statement cutoff date. This allows you to immediately search for transactions assigned to an incorrect date or period.

Common reconciliation errors

The following table lists some common reconciliation errors.

Type of Error	Correction
Incorrect posting	If you posted a transaction with an incorrect amount, the transaction amount between the reconciliation report and bank statement differs.
Incorrect bank posting	Cheques occasionally clear the bank for a different amount. Look at the magnetic coding at the base of the cheque to determine the amount paid by the bank. Compare this amount to the amount appearing on the bank statement and to the actual amount for which the cheque was written.
Incorrect dates	If a transaction appears on the bank statement but does not appear in the **1-5 Bank Reconciliation** window, you might have posted the transaction with incorrect dates. To locate the transaction, use **1-3 Journal Transactions** and search for the missing transaction.
Missing entries	When charges or credits appear on the bank statement but do not appear in your records, post the charges and reopen **1-5 Bank Reconciliation**.
Returned items	If the bank returns a cheque due to insufficient funds, reverse the cheque and post the charge for insufficient funds.
Forged items	While rare, it is possible that someone has altered a cheque amount. Another possibility is that someone has stolen cheque forms and forged cheques. It is important to identify forgery and alert the bank, thereby eliminating additional problems and preserving your ability to recover lost funds.

Processing prior year reconciliation items into the next fiscal year

If you notice that cheques, deposits, or adjustments are missing from your bank reconciliation after archiving a fiscal year, this topic can help you to resolve those issues.

Solutions

You might be missing cheques, deposits, adjustments, or a combination of these. Choose the solution according to your situation:

- Solution A: You are missing cheques or negative adjustments.
- Solution B: You are missing deposits or positive adjustments.
- Solution C: You are missing a combination of cheques, deposits, and adjustments.

Solution A

1. Open **1-1 Cheques/Bank Charges**, and then enter each missing cheque.
2. For each missing cheque:
   a. In the **Account#** box, enter the account from which original cheque was written.
   b. In the **Cheque#** box, enter the original cheque number.
   c. In the **Date** box, enter the date of the original cheque.
   d. In the **Description** box, type a description.
   It could be the description from the original entry. You may want to make a note that this was re-entered after the entry was removed during the close books process at year-end.
   e. Type information in other boxes in the header section, as required.
   f. Leave the **Status** set to **1-Open**.
3. In the grid, for each missing cheque:
   a. In the **Account** cell, enter a clearing account in the cash range. If you do not have a clearing account set up, go to **1-7 General Ledger Accounts** and create one. Be sure the number is in the **Cash Accounts** range defined in **1-8 General Ledger Setup**.
   b. In the **Debit** cell, type the amount of the original cheque.
   c. From the **Edit** menu, select **Period** and then select **Period 00 – Prior Year**. Any entries posted to **Period 00** cannot be voided after they have been entered. Verify all of your entry information is correct before you save the entry.
   d. Save the entry.
4. Enter a deposit in **1-2 Deposits/Interest** for the total amount of cheques from step 1, and then:
   a. In the **Account#** box, enter the original cash account from the original cheque.
   b. In the **Deposit#** box, type an entry, as required.
   c. In the **Date** box, enter the date of original cheque.
   If there are multiple cheques, you may use the last day of your last fiscal year.
   d. In the **Description** box, type a description, as required.

   e. Type information in other boxes in the header section, as required.
   f. Leave the **Status** set to **1-Open**.
5. In the grid:
   a. In the **Account** cell, use the same cash clearing account used in step 1.
   b. In the **Credit Amount** cell, type the total of all chequesentered in step 1.
   c. From the **Edit** menu, select **Period** and double-click **Period 00 – Prior Year**. Any entries posted to **Period 00** cannot be voided after they have been entered. Verify all of your entry information is correct before you save the entry.
6. Save the entry, but select **No** when prompted to **Post to Archive** because it already exists in the archive.
7. Open **1-3 Journal Transactions**, and then:
   a. Find the deposit transaction created in steps 4 through 6.
   b. Change the Status to **2-Cleared**.
   c. Save the transaction.

Solution B

1. Open **1-2 Deposits/Interest**, and then enter each missing deposit.
2. For each missing deposit:
   a. In the **Account#** box, enter the account to which the original cheque was entered.
   b. In the **Deposit#** box, enter the original deposit number.
   c. In the **Date** box, enter the date of the original deposit.
   d. In the **Description** box, type a description.
   e. Leave the **Status** set to **1-Open**.
3. In the grid, for each missing deposit:
   a. In the **Account** cell, enter a clearing account in the cash range. If you do not have a clearing account set up, go to **1-7 General Ledger Accounts** and create one. Be sure the number is in the **Cash Accounts** range defined in **1-8 General Ledger Setup**.
   b. In the **Credit Amount** cell, type the amount of original deposit.
   c. From the **Edit** menu, select **Period** and then select **Period 00 – Prior Year**. Any entries posted to **Period 00** cannot be voided after they have been entered. Verify all of your entry information is correct before you save the entry.
   d. Save the entry, but select **No** when prompted to **Post to Archive** because it already exists in the archive.
4. Open **1-1 Cheques/Bank Charges**, and then enter the total amount of the deposit from step 1.

5. For each item:
   a. In the **Account#** box, type the cash account from which original deposit was entered.
   b. In the **Cheque#** box, type a number, as required.
   c. In the **Date** box, type the date of original deposit.
   d. In the **Description** box, type a description.
   e. Type information in other boxes in the header section, as required.
   f. Leave the **Status** set to **1-Open**.
6. In the grid:
   a. In the **Account** cell, enter the same clearing account used in step 1.
   b. In the **Debit** cell, type the total of all deposits entered in step 1.
   c. From the **Edit** menu, select **Period** and then select **Period 00 – Prior Year**.
7. Save the entry, but select **No** when prompted to **Post to Archive** because it already exists in the archive.
8. Open **1-3 Journal Transactions**, and then:
   a. Find the cheque transaction created in steps 5 through 7.
   b. Change the **Status** to **2-Cleared**.
   c. Save the transaction.

Solution C

1. Create the cheques as stated in Solution A steps 1, 2, 3, and 4, but skip all other steps.
2. Create the deposits as stated in Solution B steps 1, 2, 3, and 4, but skip all other steps.
3. Open **2-4-21 General Ledger** report.
4. In the **Account** selection box, enter the cash clearing account used in steps 1 and 2.
5. From the **File** menu, select **Print Preview**.
6. Note the **Totals** in the **Balance** column, and write this amount down. You will need it later.
7. Open **1-3 Journal Transactions**, ,and then create an adjusting entry to zero out the amount in your cash clearing account:
   a. In the **Trans#** box, type any transaction number; for example **ADJ2007**.
   b. In the **Date** box, type the date of your fiscal year-end.
   c. In the **Description** box, type a description.

8. In the grid:
   a. **Row 1–Account box**: Enter the same cash account used for your cheques and deposits.
   b. If the noted amount from step 3 was positive, debit that amount.
   c. If the noted amount from step 3 was negative, credit that amount.
   d. **Row 2–Account box**: Enter the same cash clearing account used for your cheques and deposits.
   e. If the noted amount from step 3 was positive, credit that amount.

      If the noted amount from step 3 was negative, debit that amount.
9. From the **Edit** menu, select **Period** > **Period 00 - Prior Year**.

   Any entries posted to **Period 00** cannot be voided after they have been entered.

   Verify that all of your entry information is correct before you save the entry.
10. Save the entry, but select **No** when prompted to **Post to Archive** because it already exists in the archive.
11. From the **File** menu, select **Recall the transaction**.
12. Change the **Status** to **2-Cleared**.

Reconciling beginning and ending balances

There are several reasons a statement ending balance may not match the next month's beginning balance.

Reasons for unmatched items

- A transaction with a future date that falls beyond the **Statement Cutoff Date** was entered. See clearing the Statement Cutoff date.
- A transfer was made from one cash account to another cash account without using a clearing account. When the first cash account is reconciled, it balances correctly. When the second account is reconciled, the transaction is already cleared so the beginning balance is off by the amount of cleared transaction. See transferring cash without using a clearing account.
- The status of a transaction was changed outside of the **1-5 Bank Reconciliation**. For example, the status of a transaction was changed in **1-3 Journal Transactions** to **2-Cleared**. See have you changed the status of any transaction that posts to your cash account through 1-3 Journal Transactions?

Important! This step-by-step reconciliation process will help you identify discrepancies, and provide a solution. There may be multiple reasons that your books and your statement do not match. Therefore, if

you resolve a problem in one of the steps below, fix it, and then look at the **1-5 Bank Reconciliation** balances again. If they are still out or balance, continue to the next step.

In the 1-5 Bank Reconciliation window, did you type a Statement Cutoff Date?

If you did, clear the **Statement Cutoff Date**. Are the balances still wrong?

Consider the following:

- If the balances are correct, you have a transaction with a future date (a date beyond the **Statement Cutoff Date** you entered) which has been cleared.
- If the balances are still incorrect, but you see the transaction on the bank reconciliation grid, that transaction has a future date. If the date of the transaction is incorrect, go to **1-3 Journal Transactions** and change the date to the correct date.
- If the balances are still incorrect, proceed to step 2.

Is this the first bank reconciliation of the new fiscal year?

- If yes, you may have prior year outstanding transactions that were removed during the close fiscal year process. For more information, Processing prior year reconciliation items in to the next fiscal year.
- If no, continue with step 3.

Did you transfer cash from one cash account to another cash account without using a clearing account?

If yes, follow these steps to correct the problem:

- Find the cleared items from the first cash account.
- Open **1-3 Journal Transactions**, and change the **Status** on the transaction to **1-Open**.
- Void the transaction.
- Re-enter the transfer in two transactions using a clearing account. For more information, see Entering clearing account transfers.
- Display the transaction that represents the cash account that was previously cleared, and change the Status to **2-Cleared**.
- Open **1-5 Bank Reconciliation** to verify the balances are correct.

Have you changed the status of any transaction that posts to your cash account through 1-3 Journal Transactions?

- If yes, the beginning balance will be incorrect. To correct the beginning balance, open **1-3 Journal Transactions** and display the transaction.
- If the status is **Open**, change it to **Cleared**
- If the status is **Cleared**, change it to **Open**.

- If you do not know whether or not the status of any transactions has been changed, see Creating a query for transaction status changes made in 1-3 Journal Transactions.

Entering clearing account transfers

Before you start

Make sure you have a clearing account in the **Cash Accounts** range in the general ledger.

To enter clearing account transfers:

1. Transfer the funds from the source account to the clearing account:
   a. Open **1-1 Cheques and Bank Charges**.
   b. In the **Account#** box, enter the cash account from which you need to transfer the funds.
   c. In the **Cheque#** box, enter the bank transaction number or a dummy transaction number.
   d. In the **Date** box, enter the date of transfer.
   e. In the **Description** box, type a brief description of the transfer.
   f. In the **Status** list, click **1-Open**.
   g. In the grid:
      i. In the **Account** cell, enter the clearing account to which you are transferring funds.
      ii. If the selected account has subsidiary accounts, enter the number in the **Subaccount** cell.
      iii. In the **Debit Amount** cell, enter the amount of the transfer.
   h. Click **Edit** > **Period**, and then verify that the posting period is correct.
   i. Click **File** > **Save**.
2. Transfer the funds from the clearing account to the destination account:
   a. Open **1-2 Deposits and Interest**.
   b. In the **Account#** box, enter the cash account into which you need to transfer the funds.
   c. In the **Deposit#** box, enter the bank transaction number or a dummy transaction number.
   d. In the **Date** box, enter the date of the transfer.
   e. In the **Description** box, type a brief description of the transfer.
   f. In the **Status** list, click **1-Open**.

g. In the grid:

   i. In the **Account** cell, enter the clearing account you used in step 1.

   ii. If the selected account has subsidiary accounts, enter the number in the **Subaccount** cell.

   iii. In the **Credit Amount** cell, enter the amount of the transfer.

3. Click **Edit** > **Period**, and then verify the posting period.
4. Click **File**> **Save**.

Tip: You can verify the complete transfer of funds by viewing the clearing account balance in **1-7 General Ledger Accounts**.

Creating a query for finding transaction status changes made in 1-3 Journal Transactions

Use this query to list entries that were cleared on previous bank reconciliations, and to find entries that do not appear on the **1-5 Bank Reconciliation**.

To construct a query to find transaction status changes:

1. Open **1-3 Journal Transactions**.
2. Select **File** > **Find** to display the list of available queries.
3. In the **Query List** window, select **Open Ledger Transactions—by Period**, and then click **Edit**.
4. In the upper left area of the **Display Fields** window, click **Ledger Transaction Lines**.

   That action selects the table from which you can pick fields for the query.

5. Under **Fields**, double-click the following fields to select them for display:

   - **lgtnln.lgract Account**
   - **lgtnln.dbtamt Debit Amount**
   - **lgtnln.crdamt Credit Amount**

   The new fields appear with the original fields under **Fields to Display**. If you select an incorrect field, click the field under **Fields to Display**, and press the Delete key. Then click **Next** to accept your changes in the **Display Fields** window.

6. Click **Next** through the **Group Fields** and **Sort Fields** windows.
7. In the **Selection Fields** window, double-click the **lgtnln.lgract Account** field. It will be added to the list of fields under **Fields to Select By**.

8. Click **Next** to display the **Selection Criteria** window, and then click **Next** again to return to the **Query List** window.

To run the query:

> **Note:** You can use this query to reconcile previous bank statements again and to look for journal transactions in the query results that are not on the bank statements. If you discover a transaction on the bank statement that is not in the query results, the transaction status has been changed from **2-Cleared** to **1-Open** or **3-Void**.

1. In the **Query List**, click the **Open Ledger Transactions–by Period** query, and then click **Run**.
2. In the Selection Criteria window:
   a. Leave the **Period**, **Record#**, and **Source** fields blank.
   b. In the **Status** field, type **2** to display **Cleared** transactions.
   c. In the **Account** field, enter the cash account you want to reconcile.
   d. Click **Run** to display the transactions within the selection criteria. These results can be printed or exported.
3. Click **File** > **Print** to print the information, or click **File** > **Save As** to export the information.

About Sage Bank Feeds

Sage Bank Feeds enables you to download transaction records from your bank and let Sage 100 Contractor automatically match transactions from your bank with transactions entered in your Sage 100 Contractor system. If you download transactions for the same period as your bank statement, you essentially have an electronic copy of your bank statement.)

This automated matching process removes much of the tedium of bank reconciliation and ensures that your company records match the transactions processed by your bank.

How it works

In the **1-5 Bank Reconciliation** window, you select the account that you want to set up to use bank feeds, and the date of the statement you are going to reconcile. Then, you use the **Connect to Bank Feeds** option on the **Bank Feeds** menu to establish a secure online connection with your bank and download transactions.

Depending on which bank you use, Bank Feeds links to your bank using either the Sage Direct Bank Feeds service or a secure, third-party data aggregation service, such as Yodlee .

> **Note:** If you use Plaid or Yodlee to access your banking data, you must also provide them with your online banking credentials. To protect this sensitive information, your credentials are not stored by Sage

or available within Sage 100 Contractor.

After downloading transactions from your bank, you match them to Sage 100 Contractor transactions in the **Match Banking Transactions** window, also available from the Bank Feeds menu. You also use this window add new transactions that your bank may have processed to your account, such as interest charges or bank fees, that are not yet recorded in Sage 100 Contractor.

Using Sage Bank Feeds to reconcile accounts involves the following general steps:

1. Connect your Sage 100 Contractor bank account to Sage Bank Feeds.

   See Connecting an account to Sage Bank Feeds for more information.

2. In the **1-5 Bank Reconciliation** window, download the bank transactions for the bank statement you want to reconcile.

   Note: You click [**Display**] to download the transactions.

3. Use the **Match Banking Transactions** window to:

   - Match transactions from the bank feed with your Sage 100 Contractor bank account transactions. (Sage 100 Contractor matches many transactions for you, but you may still need to reconcile some transactions manually.)
   - Enter any transactions missing from your Sage 100 Contractor account, such as bank processing fees or interest charges.

   Note: You click **Bank Feeds** > **Match Banking Transactions** to open this window.

Connecting an account to Sage Bank Feeds

You must configure a Sage Bank Feeds connection before you can download bank feed transactions and reconcile them to a bank account in Sage 100 Contractor.

Before you start

Gather your banking information, such as your account number, online banking ID and password, and your last bank statement.

To connect to Sage Bank Feeds:

1. Open **1-5 Bank Reconciliation**.
2. Select a bank account, and then:

a. (Optional) Select a statement cutoff. (Sage 100 Contractor does not display transactions entered after the indicated date.)

b. From the **Banks Feeds** menu, click **Connect to Bank Feeds**.

> **Note:** This option is available only after you select a bank account.

3. In the **Bank Feed** wizard that opens:

a. Enter a primary email address for Sage Bank Feeds.

b. Agree to the Terms and Conditions, and then click [**Get Started**].

c. Enter your banking credentials.

d. Select a **Start** date for your historical transactions.

> **Note:** As long as the account is not "active" (connected), you can return to the **Connect** option and edit the Admin Email and other bank information. Editing this information could generate a new Bank Account ID.
> Once the account is active, the Connect option is no longer available, and the Disconnect option becomes available.

e. Click [**Process**].

> **Note:** Whether you connect directly to your bank or through an aggregator service (such as Plaid or Yodlee), retrieving historical transactions can take several days or just a few minutes, depending on how far back the historical transactions go.

f. Click [**OK**] to close the message box that appears.

After connecting to your bank account

Once the account is active (that is, the bank has authorized the connection), you can click [**Display Items**] to retrieve bank transactions, now and in future.

> **Note:** Depending on the bank, it could take a few days for the bank to authorize the connection, including requiring your company to complete paperwork.

Matching Bank Feed transactions with Sage 100 Contractor transactions

After you download transactions that your bank has processed to your account, you need to reconcile them to your Sage general ledger account.

Automatically matching bank transactions with Sage transactions

After you download bank transactions, the **Match Banking Transactions** window appears. Automatically matched transactions are displayed in the bottom portion of the **Match Banking Transactions** window.

The program automatically matches bank transactions with transactions in Sage 100 Contractor if they:

- Are unique (if very similar or duplicate transactions exist in your system, they cannot be matched automatically).
- Have the same payee and amount.
- Are dated earlier than the corresponding bank transaction.

If one Sage general ledger transaction matches a downloaded bank transaction, it is moved to the list of matched transactions at the bottom of the window.

If there are multiple potential matches, you receive a message that tells you that the associated Sage transactions remain open (unmatched).

Manually matching transactions to finish the reconciliation

To finish the reconciliation, you match any transactions remaining in the top part of the window manually.

Select each unmatched banking transaction on the left side of the window, and then click the corresponding Sage 100 Contractor transaction (or transactions) on the right side of the window.

Use the buttons on the window to finish the reconciliation as follows:

- **Remove.** You use this button to remove a selected transaction from the bank transaction list. For example, if you downloaded a bank transaction that you reconciled previously, it is no longer outstanding, so you can simply remove it from the transactions to be reconciled.

  > **Note:** Removing the transaction from the bank transaction list does not affect your Sage 100 Contractor transactions.

  If the transaction was matched previously, the Sage 100 Contractor transaction will appear in the **1-5 Bank Reconciliation** window as a manually matched transaction.

- **Add to Sage.** You use this button to add a selected bank transaction to your Sage 100 Contractor ledger using the **Post Bank Transaction to Sage** window. You can add the following typical bank transactions:

  - Bank fee
  - Bank service charge

  - Bank interest paid
  - Bank interest earned

- **Match.** When matching bank transactions manually, you can select one or more Sage transactions. (To select several Sage transactions, hold the Ctrl button down as you select transactions from the list.) When the amount of the selected Sage transactions equals the bank transaction, the Match button becomes available.

  > **Note:** The bank transaction type (Deposit or Payment) must match the type of Sage transaction selected, or you will not be able to match the transactions.

  Clicking [**Match**] moves the selected transactions to the list of matched transactions.

- **Unmatch.** If you make a mistake while matching, or if an automatic match is not correct, you can select the matched bank transaction, and then click [**Unmatch**] to remove the bank transaction and the Sage transaction(s) from the list of matches, restoring the transactions to the upper part of the window where you can match them with other transactions.

- **Confirm Matches.** You can click this button whenever you have matched transactions that you want to add to the **1-5 Bank Reconciliation** window.

  When you click this button, you are returned to the **1-5 Bank Reconciliation** window.

  Sage 100 Contractor displays the results in the grid in the **1-5 Bank Reconciliation** window, and marks automatically matched transaction with a double check mark, indicating that they have been cleared through the Bank Feeds reconciliation process.

  If you clear the check marks for a transaction, both the bank transaction and the previously matched Sage transaction are restored to the **Match Banking Transactions** window, where you will need to match them manually.

If you click **Bank Feeds** > **Match Banking Transactions** after beginning the reconciliation process, the **Match Banking Transactions** window appears showing the current state of reconciliation, until you save a Final reconciliation for the period.

Saving the bank reconciliation

When you save a reconciliation, you can choose to save it as a Trial version or a Final version.

- **If you save a Trial reconciliation,** when you next display the account, if you click [**Display Items**], all previously matched transactions, as well as any new transactions, are displayed in the **1-5 Bank Reconciliation** window.

- **If you save a Final reconciliation,** previously matched items are no longer available for reconciliation.

Providing you have not done a Final save of the bank reconciliation, you can click **Bank Feeds** > **Match Banking Transactions** at any time to return to the **Match Banking Transactions** window and continue the reconciliation process.

Posting Bank Transactions to Sage

When reconciling transactions from a bank feed in the **Match Banking Transactions** window, you will likely find bank transactions, such as bank fees and interest charges, that do not yet exist in your Sage 100 Contractor system. You must add them to your system before you can complete the reconciliation.

To add a bank transaction to Sage 100 Contractor:

1. In the Match Banking Transactions window, select a transaction from the list of unmatched **Transactions from your bank**, and then click [**Add to Sage**].

   The **Post Bank Transaction to Sage** window opens. The entries in the Sage Bank Account, Posted Date, and Amount boxes are from the bank transaction, and you cannot change them.

2. Enter the remaining information for the transaction as follows:

   a. In the **Transaction#** box, accept the default transaction number, or type a different one.

   b. In the **Payee** box, accept the payee from the bank transaction, but you can change it if necessary.

   c. In the **Description** box, accept the description from the bank transaction, or change it if necessary.

   d. In the **Offset Account** box, select the revenue or expense account you normally used to record bank charges, interest paid, or interest earned, depending on the type of transaction. Then:

      i. If this account is one you expect to process most bank transactions, select the **Set account as default** check box.

      > **Note:** You cannot select a Sales Tax Paid account.

      ii. If the account has subaccounts, select the subaccount to which to process the bank transaction.

      If you anticipate using this subaccount frequently when you add bank transactions, select the **Set subaccount as default** check box.

3. Click [**Post**].

   Sage 100 Contractor adds the transaction to your general ledger, and moves the bank transaction and its matched Sage transaction to the list of matched transactions in the Match Banking Transactions window.

1-6 Period and Fiscal Year Management

The **1-6 Period and Fiscal Year Management** window provides options for advancing to the next fiscal year. The 1-6 Period and Fiscal Year Management window includes the following options:

- **Change Period.** Opens the **Change Period** window. You can set the posting period to any period from 0 to 12. If you are on period 12, you can also advance the period to the next fiscal year. When you advance the posting period, the program performs an audit automatically and logs the audit results. For more details about this functionality, see the topics in the section, Change Posting Periods.
- **Audit Books.** Opens the **Audit Books** window. Click at any time to perform an audit, and the audit results are logged. For more details about this functionality, see the topics in the section, Audit the Books.
- **Recalculate Balances.** Opens the **Recalculate Balances** window. Click to recalculate account, job, vendor, client, and equipment balances. Recalculating the balances repairs certain period audit errors, and the remaining audit errors are logged. For more details about this functionality, see the topics in the section, Recalculate Balances.
- **Manage Period Availability.** If you log on to Sage 100 Contractor as a company administrator, click **Manage Period Availability** to open the **Manage Period Availability** window. Use the Manage Period Availability window to restrict other operator's access to selected posting periods. You must be logged on as Administrator to make changes in this window.
- **Audit History.** Every time you initiate an audit, the program logs audit history in the window's grid. The **Audit History** window displays three columns, **Date**, **User Name**, and **Audit Result**. The results displayed can be:
  - **Audit successful.** No errors were found.
  - **Repair successful.** Errors were found and repaired when the balances were recalculated.
  - **[n] errors detected.** A number of errors that couldn't be repaired and were logged.
    For more details about this functionality, see the topics in the section, Audit History.

About year-end processes

Sage 100 Contractor includes separate year-end processes:

- A process for closing payroll (calendar year close)
- A process for advancing the fiscal year
- A process for archiving data in General Ledger

For many companies, the fiscal year end is the same as the calendar year end on December 31, while other companies have a fiscal year end other than December 31. Throughout this guide, we provide steps for both your fiscal year end and your calendar year end.

The fiscal and calendar year end can be a busy time. To keep your ledgers current and accurate, audit your books monthly. Sage recommends performing an additional audit several weeks before your year end to resolve any errors before beginning transactions for the next fiscal year. However, as of version 19.2, if you are on period 12 of your current fiscal year, you can begin entering transactions for period 1 of the new fiscal year even if you are still resolving auditing errors.

After you enter accounting adjustments, resolve any audit errors, and archive your data, make at least two backup copies of your data for your permanent records.

The time required to complete your year-end processes depends on many factors, such as the size of your company, any audit errors, and any accounting adjustments. If all of the following conditions are true, you may be able to finish your year end in a few hours:

- You have already backed up your data.
- You have been keeping up with accounting period audits.
- You only have repairable period audit errors.

How do fiscal years and calendar years differ?

The end of your fiscal year is determined by your company. The calendar year ends on December 31. Payroll requires closing only at the end of the calendar year.

When you reach the calendar year end, advance your general ledger fiscal period to the next fiscal year using **1-6 Period and Fiscal Year Management**, and then archive the payroll year using Archive Payroll Data in Database Administration.

Sage 100 Contractor does not require a separate closing procedure for the end of your fiscal year. You create separate archives for your Payroll data and the rest of your accounting data. If your fiscal year ends on a date other than December 31, you need to archive (and close) Payroll only at calendar year end.

What happens when you advance the fiscal year?

Sage 100 Contractordoes not require you to close your books at the end of the fiscal year.

When you advance the fiscal year (from period 12 of the current year to period 1 of the next fiscal year), Sage 100 Contractor audits your accounting records to verify that valid, balanced transactions support the account balances. If no errors are present, Sage 100 Contractor advances the accounting period to period 1 of the next fiscal year. Periods 2-12 of the new fiscal year become available.

If you are on period 12 of your current fiscal year, you can begin entering transactions for period 1 of the new fiscal year by selecting **Period 1** from the **Posting Period** window or by changing the company period in **1-6 Change Period**.

Important! Make sure you have posted all the transactions for the year you are archiving. After archiving, you can post an entry to period 0 in the current books, but you must also open the archive and

make the entry for the previous year.

What about entering transactions?

If you are on period 12 of your current fiscal year, you can enter transactions for period 1 of the next fiscal year. Periods 2 through 12 of the next fiscal year become available when you advance to period 1 of the next fiscal year using the **Change Period** window.Change Period window. If you need to make adjustments to the previous fiscal year, you can do so by posting transactions to period 0.

To post a period 0-Prior Year transaction, post the transaction to period 0 of the current year. Then, to post the transaction to the archive, open the archive company then post the transaction to period 12. Sage 100 Contractor no longer supports posting simultaneously to period 0 of the current company and period 12 of the archive company.

You do not need to have every transaction entered in Sage 100 Contractor in order to close the year successfully. All cash transactions (cheques and deposits) and payroll transactions should be completed and posted prior to closing your year-end accounting books. Sage 100 Contractor, however, is designed to handle income or expenses (AR invoices and AP invoices) that you receive after you close your accounting year, so that you only have to enter these transactions once.

When a fiscal year's data is no longer needed in the current books, archive your data, which removes your ledger data from the current books and places it in a company archive. Creating an archive removes all accounting activity from the oldest fiscal year in your company and adjusts the current balances for asset, liability, and equity accounts and sub-accounts, as well as jobs, vendors, service clients, and equipment to match the archive year's ending balances. Income and expense balances roll into the Retained Earnings account beginning balance.

The archive company contains all the data from the oldest 12 periods (your oldest fiscal year) existing in your company at the time you create the archive. If you have more than 12 periods of data in your company that require archiving, perform the archive process more than once.

How does Sage 100 Contractor handle audit errors?

Every time you close a period, and when you advance the default posting period to period 1 of the next fiscal year, Sage 100 Contractor audits all transactions to verify that complete and balanced transactions support each account balance. If any transactions are out of balance, you are prompted to print an audit report. The audit report provides information you can use to resolve the errors.

Audit errors that refer specifically to periods contain the word “Period” in the row. You can resolve most period audit errors by recalculating the ledger balances: open **1-6 Period and Fiscal Year Management > Recalculate Balances**, then **Recalculate Balances** again.

Any remaining audit errors require assistance from Sage Customer Support. The Knowledgebase article How do I get technical support for Sage 100 Contractor? provides contact information and hours of

operation. A Sage Customer Support analyst may request additional reports to help determine the cause and resolution of the error.

Change Posting Periods

About the Change Period window

Use the **Change Period** window to change the default current posting period for the entire program. If you are on period 12 of your current fiscal year, the window allows you to select period 1 of the next fiscal year. This feature replaces the "close year" requirement for previous Sage 100 Contractor releases. Instead of closing your fiscal year, select period 1 of the next fiscal year. You can then archive your data at your earliest convenience.

Click the arrow key to the right of the **Change Period to** box **Posting Period** window to select the default period and fiscal year.

When you advance to the next posting period or a future posting period, for example from period 1 to period 2 or 2 to 9, the program performs an audit automatically. The audit results are logged in the **Audit History** window. After the audit has been completed, you click the button to change the period.

To change the posting period, under **Period Selection**, type a period number or click the arrow button to open the **Posting Period** window from which you can select a posting period.

Tip: No audit is performed when you go backward, for example, from period 2 to period 1.

Standard posting procedures and reporting

If you do not have standard posting procedures, it is a good idea to establish them for your company. For example, post any corrections to the current fiscal period unless there are other reasons not to do so. Set a date when you change the period each month. You can post to prior accounting periods after changing the period, but it is essential to change prior periods so that reports are accurate.

Suppose you have issued financial reports to a lender based on information from period 3. Now in period 5, you find that you need to make a correction related to data in period 3. Posting the corrections to period 3 changes the data in that period, which impacts the financial reports you have already produced and sent to the lender. To avoid any problems this might cause, it is better to post the corrections to the current fiscal period.

Changing posting periods

You use the **Change Period** window to change from one posting period to another, either forward or backward.

Important! You must open the company with exclusive access to change posting periods.

To change a period:

1. Open **1-6 Period and Fiscal Year Management**, and click **Change Period**.
2. On the **Change Period** window, click the arrow next to the **Change period to** box.
3. On the **Posting Period** window, double-click a posting period.

   Alternatively, you can type a number in the box.
4. Click **Change Period**.
5. Click **Yes** to change the period if:
   - The program performed an audit, and you accept the posting period.

     Or
   - The program changed the posting period you selected.

Locking access to posting periods

Caution! Do not confuse changing periods with locking access to a fiscal period. Locking access to a posting period only prevents posting.

If you log on to Sage 100 Contractor as a company administrator, you can control which fiscal periods accept posting by locking access to any posting periods except the current period. When you lock access to a fiscal period, operators cannot post to that period.

For example, suppose it is the end of period 6, and access to all other periods is locked. When you close the books, Sage 100 Contractor opens period 7, which becomes the current period. You then have to manually lock period 6.

You can restrict access to posting periods on any window that deals with posting periods. These windows appear throughout Sage 100 Contractor. For example, you can lock access in these windows: **1-1 Cheques/Bank Charges**, **1-2 Deposits/Interest**, **1-3 Journal Transactions**, **1-4 Recurring Journal Transactions**, **3-2 Receivable Invoices/Credits**, **4-2 Payable Invoices/Credits**, **11-2 Work Orders/ Invoices/Credits**, **12-2 Inventory Allocation**, and more.

Important! To lock access to posting periods, you first must log on to Sage 100 Contractor as company administrator.

To lock access to posting periods:

1. In the 1-6 Period and Fiscal Year Management window, click **Manage Period Availability**.
2. In the **Management Period Availability** window, select the period to which you want to restrict access.
3. Click **Lock Access**.

Note: To open access to a posting period if it is locked, click **Open Access**.

About posting to period 0

When you want to enter the startup balances and invoices for a new company or when you want to adjust the beginning balances for a company, post to period 0. Period 0 is not part of the fiscal year. Therefore, Sage 100 Contractor does not include transactions posted to period 0 in any year-to-date reports.

Tip: Sage 100 Contractor posts the transactions to the selected fiscal period until you change the period again or close the window.

When you post to the asset or liability accounts in period 0, Sage 100 Contractor adjusts the beginning balances. If you post to income or expense accounts in period 0, Sage 100 Contractor adjusts the beginning balance of the **Retained Earnings** ledger account because income and expense accounts do not have beginning balances.

Posting to period 0 does not affect the data in your archive company. Change archive company totals by opening the archive company and making changes directly. When you change data in an archive, back up the archived data. (We recommend making two backup copies.) The archived records are your permanent records.

Audit the Books

About the Audit Books window and auditing the books

When you audit the books of a company, Sage 100 Contractor verifies that the accounts are balanced and that valid transactions support the balances.

You can audit the books at any time by opening **1-6 Period and Fiscal Year Management > Audit Books** and clicking the **Audit Books** button. When you audit the books, the program does not make any changes, but it does log any errors using the **Audit History** function.

When you advance to a new period in the future, the program audits the books automatically as part of the process to change the default posting period.

When you start a new company or suspect data corruption, it is a good idea to audit the books and recalculate balances. If unbalanced data exists, the program alerts you so that you can correct the errors as early as possible.

Tip: Additional entries cannot fix imbalances and errors. If recalculating balances does not fix the errors, you may have accounting errors that can only be fixed with the help of Customer Support.

About audit errors

When you advance to the next posting period, click the **Audit Books** button, or archive a fiscal year, Sage 100 Contractor audits the books to verify that valid, balanced transactions support each account balance. If the books are out of balance, then the program notifies you that there are audit errors.

Sage 100 Contractor tracks audit errors in a log. You can access the log from the **View Audit History** link on the **1-6 Period and Fiscal Year Management** window.

Period Audit Errors

Some audit errors refer specifically to periods. If period audit errors exist, the **Audit** report displays them prominently. For example, a period audit error will contain the word **Period** in the row.

You can resolve most period audit errors by recalculating the ledger balances. To recalculate the ledger balances, open **1-6 Period and Fiscal Year Management > Recalculate Balances**, and then click **Recalculate Balances**.

Audit Errors Requiring Customer Support Assistance to Repair

Any remaining audit errors cannot be repaired by clicking **Recalculate Balances** on **1-6 Period and Fiscal Year Management > Recalculate Balances**. These audit errors might originate in accounts receivable, jobs, vendors, service clients, equipment, or other areas of the program where transactions originate.

Caution! Resolving remaining audit errors after a repair requires assistance from Customer Support. The Knowledgebase article How do I get technical support for Sage 100 Contractor? provides contact information and hours of operation. Be prepared to provide your company name, telephone number, and the company contact person. At that time, a Customer Support technician may request additional reports to help determine the cause of the error.

Additional audit error reports are now included with Sage 100 Contractor to assist Customer Support technicians in identifying the transaction sources of audit errors.

Recalculate Balances

About the Recalculate Balances window and repairing the balances

When you click **Recalculate Balances** in the **1-6 Period and Fiscal Year Management** window, Sage 100 Contractor:

- Recalculates and repairs account and subsidiary account balances.
- Recalculates balances for jobs, vendors, service clients, and equipment.
- Audits and may resolve period audit errors. For example, if you notice “Period” errors on the error report, clicking **Recalculate Balances** often resolves them.

To repair ledger balances:

1. Open **1-6 Period and Fiscal Year Management**.
2. Click **Recalculate Balances**.

Important! After completing the ledger balance repair, Sage 100 Contractor audits the books. If any audit errors remain, you will need assistance from Customer Support to resolve them.

The Knowledgebase article How do I get technical support for Sage 100 Contractor? provides contact information and hours of operation. Be prepared to provide your company name, telephone number, and the company contact person. At that time, a Customer Support technician may request additional reports to help determine the cause of the error. There are specific audit error reports to help Customer Support technicians identify the transactions related to some audit errors.

Audit History

About the Audit History window

You open the Audit History window from **1-6 Period and Fiscal Year Management** by way of the **View Audit History** link located at the bottom-left of the window. Every time you initiate an audit, the program logs audit history in the window’s grid.

The **Audit History** window displays three columns, **Date**, **User Name**, and **Audit Results**. The results displayed can be:

Audit successful. No errors were found.

Repair successful. Errors were found and repaired when the balances were recalculated.

[n] errors detected. A number of errors that couldn’t be repaired and were logged.

The **Audit History** window also provides menu commands for saving your audit history in several file formats and for printing the audit history file.

Viewing audit history

Each time you change the default posting to the next or future period or close the accounting at fiscal year-end, the program performs a full audit of the accounting. If the audit finds discrepancies in the accounting, they are logged. You can view the log using the link on **1-6 Period and Fiscal Year Management**.

To view the audit history:

1. Open **1-6 Period and Fiscal Year Management**, and click the **View Audit History** link.
2. The **Audit History** window opens providing a list of your audit history.
3. Use the menu commands to open or print the audit history file.

Archiving data at year end

You archive data using these Archive Company Data tabs in the Database Administration tool:

- Use Archive Oldest Fiscal Year to archive accounting data for a fiscal year.
- Use Archive Payroll Data to close and archive the payroll for a calendar year.

About archiving company data

You can archive your data from a given fiscal year at any time. You can advance your fiscal period and archive fiscal data separately. You do not need to close the books at year end, and you do not have to archive your data before advancing to the next fiscal year.

You can archive up to 12 periods at one time. If you have more than one year of fiscal data to archive, perform the archive process more than once.

The Archive Data wizard leads you through the process of archiving your data from previous fiscal periods. It removes the oldest fiscal year of data from your current company, and places it in a separate archive company. Therefore, before archiving a fiscal year, ensure your current period is not in the same fiscal year.

Note: You cannot archive a fiscal year until you advance the default posting period to at least period 1 of the following year. You must advance your fiscal period using the **Change Period** window in the Sage 100 Contractor application.

Important! Closing the payroll is not the same as closing the accounting books. All companies close payroll at the end of the calendar year, but not all companies close the fiscal year in the general ledger at the end of the calendar year.

Archiving the oldest fiscal year

The data archive process removes the oldest fiscal year of data from your current company, and places it in a separate archive company. Therefore, before archiving a fiscal year, ensure your current period is not in the same fiscal year.

The Archive Data wizard leads you through the process of archiving your data from previous fiscal periods. You can archive up to 12 periods at one time. You do not have to close your fiscal year before archiving your data

Before archiving

Make sure you have :

- Administrator rights for the company you want to archive.
- Posted all transactions for the year your are archiving.
- Advanced the default posting period to at least period 1 of the year following the one you are archiving. (You advance your fiscal period using the **Change Period** window in the Sage 100 Contractor application.)
- Created at least two backups of your company data.

To archive a fiscal year

1. Click Archive Company Data **> Archive Oldest Fiscal Year**.
2. On the Archive Oldest Fiscal Year tab, select the company you want to archive from the list box.

   Note: Only companies for which your current login ID has administrator rights appear in the list.

   The **Archive Data** wizard opens, displaying information about the archiving process and the tasks you should have completed before archiving.

   Tip: As you proceed through the wizard, you can click the [**Help**] button to view more detailed information about each page.
3. Click [**Next**] .
4. On the Preparation page:

a. Click [**Begin Preparation**] to start performing all the listed preparatory tasks.

> **Note:** If any problems are encountered, the process stops, and the text on this button changes to [**Resume Preparation**]. Click [**Resume Preparation**] to continue running subsequent tasks to see if there are additional items that require your attention.

b. When all the preparatory tasks are complete and without error, click [**Next**].

> **Note:** You can click [**Next**] only when all tasks have been completed successfully.

5. On the Maintenance Options page, select one or more maintenance tasks you want to perform prior to archiving, and then click [**Next**].
6. On the Archive Data page:

   a. Type a name for the company archive in the **Enter name for the company archive** box. The name cannot contain any special characters

   b. Click [**Begin Archiving**], and then click [**Yes**] if you are sure you have backed up your data and completed the other tasks in the "Before archiving" section.

   > **Note:** If the archive folder exists, it must be empty. Click [**Yes**] to continue the process, or click [**No**] to go back to the Archive Data page.

   If you selected maintenance options before archiving, you can click **View Result** to display a message box that lists information about the maintenance tasks completed.

   c. Click [**Next**].

   When the archiving process has finished, the wizard backs up your data, and then displays information about working with your archive company.

7. Click [**Close**] .

After archiving a fiscal year

If you have more than one year of fiscal data to archive, perform the archive process more than once.

About removing jobs at fiscal year end

> **Caution!** If you need to review any deleted records, refer to the company's archive or restore a backup made prior to the archiving of your fiscal year.

When archiving your accounting data, you can remove job records from the company database. When a job is completed, fully invoiced, completely paid, and you do not want to carry its data into the next fiscal year, change the job record status to **6-Closed**.

Important! All jobs with a job record status of **2-Refused** will also be removed when archiving your data if you select the **Remove jobs with closed or refused status** maintenance option.

When Sage 100 Contractor removes a job record, it also removes job-related records, including schedules, takeoffs, progress billing, time and materials setup, closed purchase orders, subcontracts, change orders, budgets, proposals, and accounts payable and receivable invoices assigned status **4-Paid** or **5-Void**.

The archive process does not remove a closed or refused job unless the job has a zero balance, no open payable invoices/credits, no job costs in the current books, no payable invoices/credits in the current books (even if they are paid or void), and no balance in a WIP account. You can confirm that the jobs meet the criteria for removal.

Note: If jobs, vendors, employees, and equipment records created in subsequent years exist at the time you archive, these records are copied to the archive company, although the associated accounting data is removed.

Finishing the Archive Data process

Create backup of the company archive

When backing up data as part of the archiving process, it is important to count the number of files and folders in your company.

1. In Windows Explorer, right-click the company folder and select **Properties**.
2. On the **Properties** window, the **General** tab, look in the list for the **Contains** line for the number of files and folders.
3. Write this number down so that you can refer to it after you have made the two copies. The number of files and folders must be exactly the same in both the company and the backup copy.

Note: If you are working across a network, you must back up company folders, report folders, and form folders that reside at the server.

We strongly recommend that you also back up:

- Custom reports and custom form designs.
  - Shared custom reports on a network. Back up the **\\ServerName\Sage100Contractor\Custom Reports** on your network.

- Shared custom report forms on a network. Back up the \\ServerName\Sage100Contractor\Report Forms on your network.
- Private custom reports. Back up the\\ServerName\Sage100Contractor\User Data\username\Custom Reports folder on your network.
- Private report forms on a local drive. Back up the \\ServerName\Sage100Contractor\User Data\username\Report Forms folder on your network..

Make changes to existing general ledger accounts

You can make prior year adjustments by posting transactions to period 0 in the current company folder and then logging into the archive company to update the ending balance.

- Transactions posted to period 0 update the beginning balance in your current company.
- Prior year adjustments posted to income and expense accounts update the Retained Earnings account in the current year.

Change security in the archive company

If required, change security in the archive company by changing the rights of all user groups in **7-2-1 Security Groups** to **No** for **Save**, **Delete**, **Void**, **Change Period**, and **Print Cheques**. This prevents users from accidentally saving or printing records in the archive.

Note: By setting Groups to **No**, reports can still be printed, but cheques cannot be printed. Then each user will have access to everything they had access to before closing. They will be able to print reports but only view cheques.

Year-End Checklists

Fiscal Year-End Processes

Preparing for fiscal year end

The following instructions assume that these steps are performed at the Sage 100 Contractor server location. Sage strongly recommends this method because it avoids network irregularities that can disrupt the closing process.

Important! You must have exclusive access to your company file to perform these steps.

Each task listed below should be completed in preparation for fiscal year end. Resolve audit errors as found during each step.

- Verify posting period
- Backup and verification
- Recalculate balances
- Inventory audit (optional, but we strongly recommend it if you use the Inventory module)
- Verify cheques
- Job status and removal
- Print reports and record counts for verification

Important! You must complete these preparation steps prior to archiving the general ledger.

Note: These steps assume you will not have your bank statement before you archive. If you have your bank statement, you may complete your bank reconciliation before you archive in the current company or after you archive in the new company file. If you do your bank reconciliation after you close your books in the new file, the archive file is not updated. If you want the archive file updated, you will need to do the bank reconciliation again in your archive.

Verify Posting Period

☐ In **1-6 Period and Fiscal Year Management** > **Change Period**, ensure the posting period is set to **Period 12**.

Backup and verification

☐ Back up and validate your company file by following your regular backup and verification procedures.

Inventory audit (optional, but strongly recommended if you use the Inventory module)

☐ If you use inventory, open **12-5 Inventory Audit**, click **Audit.**

Verify cheques

☐ Verify that there are no unprinted cheques.

To find and resolve unprinted cheques:

1. Open **2-5 General Journals**.
2. Print the **2-5-21 General Journal** report with the following settings:
   a. In the **Account** box, use the range for all cash accounts listed in **1-8 General Ledger Setup.**
   b. In the **Transaction#** box, select **Equal**, and type **0000**.
   c. In the **Credit Amount** box, select **Greater or =**, and type **$0.01**.
3. If the transaction is an unprinted cheque, open **1-1 Cheques/Bank Charges**, and then click the **Print records** button to print the cheque, if desired.

   If you don't need to print a cheque, open **1-3 Ledger Transactions**, and change the **Transaction#** to anything other than 0000.

Note: If it is a **Source 16-Payroll**, click the **Go To Source** button to change the **Check#**. It's highly unusual that the cheque number would have been changed to 0000 unless the cheque had to be reprinted immediately.

Period Audit Errors

Some audit errors refer specifically to periods. If period audit errors exist, the **Audit** report displays them prominently. For example, a period audit error will contain the word **Period** in the row.

You can resolve most period audit errors by recalculating the ledger balances. To recalculate the ledger balances, open **1-6 Period and Fiscal Year Management > Recalculate Balances**, and then click **Recalculate Balances**.

Audit Errors Requiring Customer Support Assistance to Repair

Any remaining audit errors cannot be repaired by clicking **Recalculate Balances** on **1-6 Period and Fiscal Year Management > Recalculate Balances**. These audit errors might originate in accounts receivable, jobs, vendors, service clients, equipment, or other areas of the program where transactions originate.

Caution! Resolving remaining audit errors after a repair requires assistance from Customer Support. The Knowledgebase article How do I get technical support for Sage 100 Contractor? provides contact information and hours of operation. Be prepared to provide your company name, telephone number, and the company contact person. At that time, a Customer Support technician may request additional reports to help determine the cause of the error.

Additional audit error reports are included with Sage 100 Contractor to assist Customer Support technicians in identifying the transaction sources of audit errors.

Job status and removal

☐ Verify that the status on each job in **3-5 Jobs (Accounts Receivable)** is correct. Any job that should be removed at year-end must have a status of **6-Closed** or **2-Refused**.

> **Note:** If you need to change several jobs' statuses to **6-Closed**, you can use a Picklist window to close multiple jobs at once. To access this command, open **3-5 Jobs (Accounts Receivable)** and select **Update** > **Closed Status**.

Print reports and record counts for after year-end verification

☐ Print the following reports that will be used for verification purposes after the books have been closed:

- **2-2-21 Balance Sheet** report for period 12
- **2-3-21 Income Statement** report for periods 1 through 12
- **3-1-3-26 AR Invoice Aging** report for period 12
- **4-1-3-26 AP Invoice Aging** report for period 12
- **5-1-2-41 Payroll Check Register** report with “totals for status” equal to 3-**Posted**
- **6-1-6-21 Job Cost Totals** report for periods 1 through 12
- **11-1-3-26 Service Invoice Aging** report for period 12, if you use Service Receivables

Advance the General Ledger period for fiscal year end

Back up your Sage 100 Contractor data

☐ Back up and verify two copies of your Sage 100 Contractor data. Put one copy in a safe storage area. Save at least one copy to a separate removable storage device.

> **Note:** A backup created at this point in the process reveals whether or not the program has discovered data problems during the year-end close. You can use this backup to verify data integrity if you have to close again.

Advance the fiscal period

☐ Open **1-6 Period and Fiscal Year Management > Change Period**, and then under **Change period to**, select period **1** of the next fiscal year.

You are now in the current fiscal year in your company file.

> **Tip:** What actions does Sage 100 Contractor take when you advance the fiscal year?

Note: You do not have to advance to period 1 of a new fiscal year before you can make transactions in it. If you are on period 12 of your current fiscal year, period 1 of the next fiscal year is available for transactions. Periods 2-12 of the next fiscal year become available only after you advance to period 1 of the new year.

Verification tasks after archiving your data

☐ Open **3-5 Jobs (Accounts Receivable)**, and verify that the jobs you selected to be removed have been removed.

Important! If you need to restore a backup and re-close the file, delete the archive file and the current company file (using Database and Company Administration Guide) because they are not valid or correct files.

New Fiscal Year Preparation

Make changes to existing general ledger accounts

At this point, you can make changes to existing general ledger accounts and make entries for the new fiscal year.

To post a period 00-Prior Year transaction, post the transaction to period 00 of the current year. Then, to post the transaction to the archive, open the archive company then post the transaction to period 12. As of the version 19.2 release, Sage 100 Contractor no longer supports posting simultaneously to period zero of the current company and period 12 of the archive company.

Prior year adjustments posted to income and expense accounts update the **Retained Earnings** account in the current year in period zero(0).

Change security in the archive company

☐ If you archived your previous fiscal year after advancing the fiscal period (recommended), change security in the archive company if required by changing the rights of all user groups in **7-2-1 Security Groups** to **No** for **Save**, **Delete**, **Void**, **Change Period**, and **Print Cheques**. This prevents users from accidentally saving or printing records in the archive.

By setting Groups to **No**, reports can still be printed, but cheques cannot be printed. Then each user will have access to everything they had access to before closing. They will be able to print reports but only view cheques.

☐ For additional security, in **7-2-2 User List**, change the password for the company administrator.

Calendar Year End Processes (Closing the Payroll and Verifying T5018 Balances)

About archiving and closing the payroll

Important! Archiving and closing the payroll is not the same as closing the accounting books. All companies close payroll at the end of the calendar year, but not all companies close the fiscal year in the general ledger at the end of the calendar year.

At the end of the calendar year, use the Archive Payroll Data tab in the Database Administration tool to archive and close the payroll to prepare for the new calendar year. During the archiving process, Sage 100 Contractor removes all payroll records and resets the quarter-to-date and year-to-date totals to $0. You can also delete old or unnecessary employee records.

Note: Closing payroll does not affect the accrued vacation, sick, and compensation times in the employee records that you choose to retain.

Before entering timecards for the new calendar year, audit, back up, and then archive the payroll. Although you may back up your company data at any time, when archiving the payroll, it is sensible to back up your data after you have audited it and corrected any errors.

Archiving payroll can be time consuming, and the time necessary to create an archive may be considerable depending on the number of payroll records and employees contained in each company. We recommend creating a schedule of tasks to perform before archiving and closing payroll. For example, consider auditing the payroll a month before the scheduled closing date to provide enough time to resolve any errors.

While it is not recommended, Sage 100 Contractor lets you archive payroll with uncomputed records, unposted records, even payroll audit errors. If you close with unfinished work, you must go back to the archive later to compute and post the records, repair the audit errors, and adjust the payroll records in the active company. From the archive, you can also prepare and print the federal reports (including T4 forms).

After you archive payroll, payroll numbers continue in sequence, rather than starting from 1, so that payroll record numbers are unique for a company, even across years.

Preparation for archiving the Payroll year and verifying T5018 Balances

Important! The following instructions assume that these steps are performed at the Sage 100 Contractor server location. Sage strongly recommends this method because it avoids network irregularities that can disrupt the closing process.

Each task listed below should be completed in preparation for a calendar year-end close. Resolve audit errors as found during each step.

- Back up and verification
- Payroll audit

- Employee status and removal
- Print reports for after-close verification
- Verify vendor information

Important! You must have exclusive access to your company file to perform these steps.

Back up and verification

☐ Back up and validate your company files using **Database Administration** for Sage 100 Contractor.

Payroll audit

☐ Open **5-3-7 Payroll Audit**, click **Audit**.

If payroll is outsourced, it is okay to close with payroll audit errors.

If you have any errors, first try to resolve them by clicking **Repair** in **5-3-7 Payroll Audit**.

Employee status and removal

☐ Open **5-2-1 Employees**, and review employee statuses.

If you want to remove employees, they must have a status of **Quit**, **Laid Off**, **Terminated**, or **Deceased**.

Print reports for after-close verification

☐ Open **5-2-2 Payroll Records**, and select **File** > **Count**, and write down the number of files.

The number of files will be used for verification purposes after the books have been closed.

☐ Print the **5-1-2-41 Payroll Check Register ~Totals Page** report.

This report will be used for verification purposes after the books have been closed.

Verify vendor information

☐ Verify **Vendor Tax ID** and **Vendor T5018 Types** by printing the **4-1-1-31 Vendor List Report**. Be sure to verify that the tax ID for each vendor is correct.

☐ Verify T5018 balances using the **4-1-5-61 Vendor Payment** report by date.

Close and archive Payroll at calendar year end

- During close, the program removes all **5-2-2 Payroll Records** and resets all employee quarter-to-date and year-to-date totals.
- You use Database Administration to perform the following tasks.
- The payroll archive company is not the same as the general ledger archive company.

Back up your company

☐ Use the **Back Up Companies** tab to backup two copies of your Sage 100 Contractor company data.

Put one copy in a safe storage area. Save at least one of your backup copies on a separate removable storage device.

Note: You can use this backup copy to verify data integrity if you have to close again.

Designate your archive company, select employee removal options, and archive payroll

☐ On the **Archive Payroll Data** tab, select the company you want to archive, and then enter a name for the payroll archive.

Note: There are different ways to name your payroll archive company file. We suggest including the following information:

- `2018 Payroll [Your Company Name]` (for example).
- The year of the archive file.
- The type of archive file you are making.
- The name of the company.

☐ Select employee removal options.

☐ Click **Create Archive**

The program is now in the new payroll year.

Verification tasks after closing the payroll year

Verification tasks

☐ In the current file, open **5-2-2 Payroll Records**, select **File > Count**, and verify that you find zero records.

☐ In the payroll archive company, open **5-2-2 Payroll Records**, select **File > Count**, and compare this record count to the record count done in the preparation steps above.

☐ In the archive company, print the **5-1-2-41 Payroll Check Register~Totals Page** report and compare it to the one printed during preparation. If the verification of the record count and **Payroll Check Register** report do not match what was expected, there was a problem during the close process. Restore the most recent backup made before closing payroll and re-close by starting with the Payroll Close steps.

> **Note:** If you need to restore a backup and reclose the file, delete the payroll archive company file created during the payroll close process, as it is not a valid or correct file.

Backup and validate files

☐ Back up and validate your current and archive company files using **Database Administration for** Sage 100 Contractor.

New Calendar Year Preparation

Install year-end tax update

☐ Install the year-end tax update included in the software notice.

Update payroll calculations

☐ Update any payroll calculations, as needed, in **5-3-1 Payroll Calculations.** Delete calculations that will no longer be used or update rates if required.

☐ Adjust the **Default Max** to the correct maximums for the selected **Max Type**. Save the calculations, recall the calculations, and select **Options** > **Update Employees** > **ALL Employees**.

> **Important!** Updating employee calculations using **5-3-1 Payroll Calculations** > **Options** > **Update Employees** for calculations that involve different rates per employee can cause values to be reset to zero. If you have variable rates on your payroll calculations, do not update your employee rates from **5-3-1 Payroll Calculations**. Calculations that involve different rates per employee need to be updated in each employee's record on the Calculations tab of **5-2-1 Employees**.

> **Note:** The **Default Max** may need to be updated manually with employees who are having wages garnished.

Change security in the archive company

☐ If required, change security in the archive company by changing the rights of all user groups in **7-2-1 Security Groups** to **No** for **Save**, **Delete**, **Void**, **Change Period**, and **Print Checks**. This prevents users from

accidentally saving or printing records in the archive.

By setting Groups to **No**, users can still print reports, but can only view (not print) cheques. Each user has the same access they had before closing.

☐ For additional security, in **7-2-2 User List**, change the password for the company administrator.

Print year-end reports

☐ Print required year-end reports:

- T-4s from **5-4-1 Federal Forms**
- T5018 from **4-5 Vendor T5018 Forms**

Preparing payroll for the new calendar year

Before you process your first payroll in the new year, we recommend that you adjust rates for unemployment, adjust thresholds for payroll calculations, and reset vacation and sick accrual.

Make the corrections and adjustments from the menu option **Payroll Calculations (5-3-1)** in your active company folder:

- Correct Employment Insurance (EI) default rates and default maximums. Do not forget to select **Options > Update Employees > Employees** with this calculation after saving the changes.
- Correct Canada Pension Plan/Quebec Pension Plan default maximums. Do not forget to select **Options > Update Employees > All Employees** after saving the changes.
- Verify if you need to update default maximums for Registered Pension Plan (RPP) contributions. After saving the changes and only if all employees with this calculation have the same maximum, select **Options > Update Employees > Update Maximum Only > All Employees** with this calculation. Do not update the rate from **5-3-1** because this has to be done for each individual employee in the **5-2-1 > Compensation** tab.
- Delete, alter, or add payroll calculations (**5-3-1**). If the changes apply to all employees with these calculations, carefully select the appropriate update option from the **Options** menu.
- Reset sick and vacation time accrual for eligible employees (**5-2-1 > Compensation** tab) only if leftover hours do not carry over to the next year.
- Adjust **Employees (5-2-1)** calculation maximums to reflect what has been collected in prior years on the Calculations tab. For example, you may need to adjust employee loan repayment or employee garnishment maximums.

Tip: For more information on closing the payroll year, look in Help and search for “closing.”

Processing vendor T5018 forms at calendar year end

At the end of the calendar year, finish entering all vendor payments for the calendar year, back up the company data, and close the payroll. Verify the vendor T5018 balances and print the T5018 forms.

To process vendor T5018 forms at calendar year end:

1. Back up the company data, close the payroll, and create your payroll archives.
2. In your *current company*, select the **4-1-5-61 Vendor T5018 Payments** report.
3. Print the report.
4. Review the report for accuracy.
5. If you discover any discrepancies in the vendor T5018 amounts listed, open **4-4 Vendors (Accounts Payable)** and select the vendor; then select **Options > T5018 Balance Startup/Adjustment** and make the correction.
6. Open **4-5 Vendor T5018 Forms** to process your T5018s.

Tip: Print an individual vendor payment journal for each vendor, and mail it to the vendor for additional verification.

Combined General Ledger, Payroll, and T5018 Year End

Preparation for General Ledger, Payroll, and T5018Year End

The following instructions assume that these steps are performed at the Sage 100 Contractor server location. Sage 100 Contractor strongly recommends this method because it avoids network irregularities that can disrupt the closing process.

Important! You must have exclusive access to your company file to perform these steps.

Each task listed below should be completed in preparation for a combined fiscal year end and calendar year end. Resolve audit errors as found during each step.

- Verify Posting Period
- Backup and verification
- Record counts
- Inventory audit (optional)
- Verify cheques
- Job status and removal
- Payroll Audit

- Reconcile quarterlies
- Employee status and removal
- Verify vendor information
- Print reports for after-close verification

Note: These steps assume you will not have your bank statement before your year end. If you have your bank statement, you may complete your bank reconciliation before your year end in the current company or after you archive your fiscal year in the new company file. If you do your bank reconciliation after you archive your data, the archive file is not updated. If you want the archive file updated, you will need to do the bank reconciliation again in your archive.

Verify Posting Period

☐ In **1-6 Period and Fiscal Year Management** > **Change Period**, the posting period must be set to **Period 12**.

Backup and verification

☐ Back up and validate your company file by following your regular backup and verification procedures.

Record Counts

☐ On the **5-2-2 Payroll Records** window, select **File** > **Count**, and then write down the record number counts. This record count will be used for verification after closing payroll.

Inventory Audit (optional)

☐ If you use inventory, open **12-5 Inventory Audit**, click **Audit**.

Verify cheques

☐ Verify that there are no unprinted cheques.

To find and resolve unprinted cheques:

1. Open **2-5 General Journals**.
2. Print the **2-5-21 General Journal** report with the following settings:
   a. In the **Account** box, use the range for all cash accounts listed in **1-8 General Ledger Setup.**
   b. In the **Trans#** box, select **Equal**, and type **0000**.

c. In the **Credit** box, select **Greater or =**, and type **$0.01**.

3. If the transaction is an unprinted cheque, open **1-1 Cheques/Bank Charges** and click the **Print Records** button to print the cheque if desired. If you don't need to print a cheque, open **1-3 Ledger Transactions**, and change the **Trans#** to anything other than 0000.

Note: If it is a **Source 16-Payroll**, click on the **Go To Source** button to change the **Check#**. It's highly unusual that the cheque number would have been changed to 0000 unless the cheque had to be reprinted immediately.

Job status and removal

☐ Verify that the status on each job in **3-5 Jobs (Accounts Receivable)** is correct. Any job that should be removed at year-end must have a status of **6-Closed** or **2-Refused**.

Note: If you need to change several jobs' statuses to **6-Closed**, you can use a Picklist window to close multiple jobs at once. To access this command, open **3-5 Jobs (Accounts Receivable)** and select **Update** > **Closed Status**.

Payroll Audit

☐ Open **5-3-7 Payroll Audit**, and click **Audit**.

Note: If Payroll is outsourced, it is okay to close with payroll audit errors.

Important! If there are audit errors, resolve them before continuing.

Period Audit Errors

Some audit errors refer specifically to periods. If period audit errors exist, the **Audit** report displays them prominently. For example, a period audit error will contain the word **Period** in the row.

You can resolve most period audit errors by recalculating the ledger balances. To recalculate the ledger balances, open **1-6 Period and Fiscal Year Management > Recalculate Balances**, and then click **Recalculate Balances**.

Audit Errors Requiring Customer Support Assistance to Repair

Any remaining audit errors cannot be repaired by clicking **Recalculate Balances** on **1-6 Period and Fiscal Year Management > Recalculate Balances**. These audit errors might originate in accounts receivable, jobs, vendors, service clients, equipment, or other areas of the program where transactions originate.

Caution! Resolving remaining audit errors after a repair requires assistance from Customer Support.

You can contact Customer Support at 800-866-8049. Be prepared to provide your company name, telephone number, and the company contact person. At that time, a Customer Support technician may request additional reports to help determine the cause of the error.

Additional audit error reports are now included with Sage 100 Contractor to assist Customer Support technicians in identifying the transaction sources of audit errors.

Reconcile quarterlies

☐ Reconcile quarterlies.

Employee status and removal

☐ Review employee statuses in **5-2-1 Employees**, and change employee statuses as needed.

If you want to remove employees, they must have a status of **Quit**, **Laid Off**, **Terminated**, or **Deceased**.

Verify vendor information

☐ Verify **Vendor Tax ID** and **Vendor T5018 Types** by printing the **4-1-1-31 Vendor List** report.

Important! Be sure to verify that the tax ID for each vendor is correct. For more information, see the Help topic, About T5018 types

☐ Verify T5018 balances using the **4-1-5-21 Vendor Payment** report by date.

Print reports for after year-end verification

☐ Print the following reports to use for verification purposes after year end:

- **2-2-21 Balance Sheet** report for period 12
- **2-3-21 Income Statement** report for periods 1 through 12
- **3-1-3-26 AR Invoice Aging** report for period 12
- **4-1-3-26 AP Invoice Aging** report for period 12
- **5-1-2-41 Payroll Check Register** report with totals for status equal to **3-Posted**
- **6-1-6-21 Job Cost Totals** report for periods 1 through 12
- **11-1-3-26 Service Invoice Aging** report for period 12, if you use Service Receivables

General Ledger actions for combined fiscal year end and calendar year end

Back up your Sage 100 Contractor data

☐ Back up and verify two copies of your Sage 100 Contractor data. Put one copy in a safe storage area. Save at least one of your backup copies to a separate removable storage device.

Note: A backup created at this point can be used to verify whether or not the program has data problems during the year-end process. You can use this backup to verify data integrity.

Advance the Fiscal Period

☐ Open **1-6 Period and Fiscal Year Management > Change Period**, and then, under **Change period to**, select period**1** of the next fiscal year.

You are now in the current fiscal year in your company file.

Archive your fiscal year (recommended)

You can perform this step at any time. However, Sage recommends archiving your data after advancing your fiscal period. Sage 100 Contractor moves the oldest 12 periods of data into a separate archive company. If you have more than 12 periods of data to archive, perform this step more than once.

☐ In Database Administration, click Archive Company Data > Archive Oldest Fiscal Year. Select the company to archive, and then click [**Create Archive**]. Perform all steps in the wizard, including selecting the appropriate maintenance options for removing invoices, purchase orders, or job-related records.

Note: There are different ways to name your archive company file. We suggest it include the following information.

- The year of the archive file.
- The type of archive file you are making.
- The name of the company.

For example, you could name it "`2013 GL [Your Company Name]`" or "`2013 PR [Your Company Name]`."

Payroll Close for combined fiscal year end and calendar year end

Important! Before you begin to close your calendar year in payroll, make sure that you are in your current company and not in your archive company.

Select employee removal options when archiving payroll

When you archive payroll, the program removes the employee records from **5-2-2 Payroll Records** and resets all employee **Year to Date** totals.

☐ Open **Database Administration**, click **Archive Company Data** > **Archive Payroll Data**. Select the company whose payroll you are going to archive, and then enter a name for the payroll archive.

☐ Select **Employee removal options**, and then click **Create Archive**.

You are now in the new year for your payroll and fiscal years.

Verification tasks for year end

After finishing the year-end process, you can verify the process was successful by doing the following tasks.

Verification tasks in the new company

☐ Open **3-5 Jobs (Accounts Receivable)**, and verify that the jobs you selected to be removed have been removed.

☐ Open **5-2-2 Payroll Records**, select **File** > **Count** and verify that you find zero records.

New Calendar Year Preparation

Install year-end tax update

☐ Install the year-end tax update included in the software notice.

Update payroll calculations

☐ Update any payroll calculations, as needed, in **5-3-1 Payroll Calculations.** Delete calculations that will no longer be used or update rates if required.

☐ Adjust the **Default Max** to the correct maximums for the selected **Max Type**. Save the calculations, recall the calculations, and select **Options** > **Update Employees** > **ALL Employees**.

Important! Updating employee calculations using **5-3-1 Payroll Calculations** > **Options** > **Update Employees** for calculations that involve different rates per employee can cause values to be reset to zero. If you have variable rates on your payroll calculations, do not update your employee rates from **5-3-1 Payroll Calculations**. Calculations that involve different rates per employee need to be updated in each employee's record on the Calculations tab of **5-2-1 Employees**.

Note: The **Default Max** may need to be updated manually with employees who are having wages garnished.

Change security in the archive company

☐ If required, change security in the archive company by changing the rights of all user groups in **7-2-1 Security Groups** to **No** for **Save**, **Delete**, **Void**, **Change Period**, and **Print Checks**. This prevents users from accidentally saving or printing records in the archive.

By setting Groups to **No**, users can still print reports, but can only view (not print) cheques. Each user has the same access they had before closing.

☐ For additional security, in **7-2-2 User List**, change the password for the company administrator.

Print year-end reports

☐ Print required year-end reports:

- T-4s from **5-4-1 Federal Forms**
- T5018 from **4-5 Vendor T5018 Forms**

Preparing payroll for the new calendar year

Before you process your first payroll in the new year, we recommend that you adjust rates for unemployment, adjust thresholds for payroll calculations, and reset vacation and sick accrual.

Make the corrections and adjustments from the menu option **Payroll Calculations (5-3-1)** in your active company folder:

- Correct Employment Insurance (EI) default rates and default maximums. Do not forget to select **Options > Update Employees > Employees** with this calculation after saving the changes.
- Correct Canada Pension Plan/Quebec Pension Plan default maximums. Do not forget to select **Options > Update Employees > All Employees** after saving the changes.
- Verify if you need to update default maximums for Registered Pension Plan (RPP) contributions. After saving the changes and only if all employees with this calculation have the same maximum, select **Options > Update Employees > Update Maximum Only > All Employees** with this calculation. Do not update the rate from **5-3-1** because this has to be done for each individual employee in the **5-2-1 > Compensation** tab.
- Delete, alter, or add payroll calculations (**5-3-1**). If the changes apply to all employees with these calculations, carefully select the appropriate update option from the **Options** menu.
- Reset sick and vacation time accrual for eligible employees (**5-2-1 > Compensation** tab) only if leftover hours do not carry over to the next year.

- Adjust **Employees (5-2-1)** calculation maximums to reflect what has been collected in prior years on the Calculations tab. For example, you may need to adjust employee loan repayment or employee garnishment maximums.

Tip: For more information on closing the payroll year, look in Help and search for “closing.”

1-7 General Ledger Accounts

Learning about Ledger and Subsidiary Accounts

In the **1-7 General Ledger Accounts** window, you can view a summary of activity for an account broken down by fiscal period. As an aid to organizing the financial data, you can use subsidiary accounts or departments.

You can manually enter a budget for each ledger account that takes into consideration the activity of each period within the fiscal year. Over the course of the fiscal year, you can generate reports detailing the budget versus actual account activity. Sage 100 Contractor also stores period balances for the previous fiscal year. When you close the books at the fiscal year-end, Sage 100 Contractor transfers the period balances from the **This Year** column to the **Last Year** column.

Comparisons between the account activity of the current year and the budget or account activity for the prior year provide a valuable way for you to analyze the company finances. The comparisons enable you to create budgets with greater accuracy, determine areas in the company that are over or under budgeted, and compare projections to the actual activity.

Because the **1-7 General Ledger Accounts** window only displays account activity, you cannot enter adjusting entries in this window. If you need to correct a period balance, you can enter the transaction using the **1-3 Journal Transactions** window.

In ledger accounts, you can organize data using departments or subsidiary accounts. Departments allow you to group data across the income and expense accounts, whereas subsidiary accounts allow you to divide data under a single, controlling ledger account. Sage 100 Contractor also allows you to set up summary accounts, which allow you to combine ledger accounts for financial reports.

Account categories

Ledger accounts are divided into two categories: permanent accounts (also called balance sheet accounts) and temporary accounts (also called profit and loss or income statements).

Asset, liability, and equity accounts are permanent accounts. With permanent accounts, a period’s ending balance carries forward to become the beginning balance for the following period. Therefore, the period balances provide you with a running total over the course of a fiscal year.

The income and expense accounts are temporary accounts. With temporary accounts, the balance for each period is recorded separately. When a period closes, the following period starts with a zero balance. Temporary accounts only provide the activity for each individual period and not the year to date.

When you choose a pre-built chart of accounts, Sage 100 Contractor creates the ledger accounts. You can then edit the ledgers to create the type of accounts needed. When you post the first transaction to a company's books, Sage 100 Contractor locks the system of ledger account ranges. To change the account number for a ledger account after having posted a transaction to it, create a new ledger account manually and transfer the balance through an adjusting journal entry.

You can rename a ledger account at any time. Sage 100 Contractor uses the short name for **Picklists** and most accounting reports, and uses the long name for the **Balance Sheet**, **Financial Report**, and **Income Statement** reports.

Subsidiary. If an account uses departments or subsidiary accounts, the departments or subsidiary accounts must be set up before posting transactions. In the **Subsidiary** list, click departments or subsidiary accounts.

Summary Account. Using summary accounts, you can combine multiple ledgers into a single ledger for generating a financial report in **2-8 Financial Reports**. When you generate a financial report, Sage 100 Contractor looks to the **Summary Account** box in each ledger. If Sage 100 Contractor finds an account number, it combines the balance of that account into the indicated summary account.

Account Type. Displays the account range to which an account belongs and whether the account maintains a debit or credit balance. Ledger accounts that fall within specific account ranges are assigned certain properties:

- Ledgers in the **Cash Accounts** range cannot use subsidiary accounts.
- When posting to **WIP Assets** or **Direct Expense** ranges, Sage 100 Contractor requires you to create job costs before posting transactions.
- When posting to equipment accounts, Sage 100 Contractor requires you to create equipment costs.

Starting Balance. Displays the account balance at the beginning of the fiscal year, and that balance does not change by posting transactions to period zero.

Beginning Balance. Displays the account balance at the beginning of the fiscal year. The beginning balance is adjusted to reflect any postings made to period zero. Temporary accounts start with a $0 balance, and permanent accounts carry forward the ending balance from the prior fiscal year.

Ending Balance. Displays the ending balance as it appears in period 12 for permanent accounts. It is important to note that with temporary accounts, Sage 100 Contractor displays the total of all period balances. Posting to period 0 changes the beginning balances of the active company, and changes the ending balances in the archived company.

Caution! Once set up and saved, you cannot delete a chart of accounts, and you cannot edit it after you have entered a transaction. Call Customer Support or your business partner if you need more

information.

About account ranges

You can set up the ranges for the ledger accounts. The **Account Range** boxes determine the overall range of accounts for the entire chart of accounts. If you are creating a chart of accounts manually, indicate the lowest and highest account numbers in the range. Then set the individual accounts ranges within the chart of accounts. The range for a chart of accounts usually begins with one (100, 1000, or 10,000) and ends with eight (800, 8000, or 80,000). You can create ledger accounts that use up to ten digits. The range of the largest chart of accounts that you can create is 1,000,000,000 to 9,999,999,999.

When an account is set up, its account number cannot exceed the range limit. Suppose the **Current Liabilities** range of accounts is from 200 to 249. You cannot create a current liability using an account number below 200 or above 249.

Note: You cannot use decimals in the account numbers.

Designating ledger accounts to accept departments

After you determine that your company is going to use departments to track income and expenses, you must designate which ledger accounts will accept departments.

Important! Before you create departments, you must designate ledger accounts to accept departments.

To designate ledger accounts to accept departments:

1. Open **1-7 General Ledger Accounts**.
2. Open the account that you want to designate to accept departments.
3. In the Subsidiary box drop-down menu, select **2-Departments** and then click **Save**.
4. Repeat steps 1 through 3 to designate other accounts.

To create a ledger account

1. Open **1-7 General Ledger Accounts**.
2. In the data control box, enter the ledger account number.
3. In the **Short Name** box, enter a brief description of the ledger account.
4. If an account uses departments or subsidiary accounts, the departments or subsidiary accounts must be set up before posting transactions. In the **Subsidiary** list, click **1-Subaccounts** or **2-Departments**.
5. On the **File** menu, click **Save**.

Tip: Summary accounts let you combine ledger accounts for reports.

Creating summary accounts

Using summary accounts, you can combine multiple ledgers into a single ledger for generating a financial report in **2-8 Financial Reports**. When you generate a financial report, Sage 100 Contractor looks to the **Summary Account** box in each ledger. If Sage 100 Contractor finds an account number, it combines the balance of that account into the indicated summary account.

Suppose that you have four cash accounts: **1000-General Chequing**, **1002-Payroll Chequing**, **1011-Petty Cash**, and **1020-Savings**. To combine all the cash account balances into the General Chequing ledger account, enter **[1000]** in the **Summary Account** box of the **Payroll Chequing**, **Petty Cash**, and **Savings** ledger accounts.

You must always use the lowest account number of the ledgers you want to combine. In the above example, the cash accounts used **1000-General Chequing** for the summary account because it had the lowest account number.

To combine ledger accounts into a summary account

1. Open **1-7 Ledger Accounts**, and select the account.
2. In the **Summary Account** box, enter the ledger account number to which you want to add the current account balance.
3. On the **File** menu, click **Save**.

Tips:

- The **Financial Report** uses the long name of each account. Before printing the report, you can change the long name of each summary account to accurately represent the data.
- The **Financial Report** gives you the ability to produce a single report that combines two or more companies.
- If you produce summarized reports frequently, create accounts dedicated to this purpose. Dedicated summary accounts eliminate the need to rename summary accounts each time you produce a report.

About controlling accounts

A controlling account is a ledger account in the general ledger that summarizes the balances for a group of similar subsidiary accounts. With specific, dedicated controlling accounts, the program uses the accounts you designate to automatically post certain transactions to the correct ledger accounts.

When you select a pre-built chart of accounts, Sage 100 Contractor assigns the account numbers to the ledger accounts. You can change the account numbers during setup; each account number must fall within the correct range.

Under **Controlling Accounts**, Sage 100 Contractor uses the accounts you designate to automatically post certain transactions to the correct ledger accounts. For example, when you post a receivable invoice, you do not need to supply the accounts receivable ledger account. After posting a transaction to the general ledger, Sage 100 Contractor locks the account numbers for the accounts under **Controlling Accounts**. The account numbers will appear shaded.

You can change the account numbers on the **Receivables**, **Payables**, **Equipment**, and **Inventory** tabs whether or not you have posted transactions. If you change the account number on the **Receivables**, **Payables** or **Equipment** tabs, you will have to move the balances to the new account through a journal transaction.

Verifying the date and period

When you save a transaction, Sage 100 Contractor can compare the transaction date to the period to ensure you post to the correct period. If the transaction date does not fall under the correct posting period, Sage 100 Contractor provides a warning, but does not prevent posting the transaction.

To verify the date and period, in the **1-8 General Ledger Setup** window, select the **Verify Date/Period** check box.

Adding ledger accounts to an existing account structure

When you first set up your account structure, you would typically use the pre-build chart of accounts. The pre-build chart of accounts may not have all the accounts that you need for your business needs. However, you can add ledger accounts to the your existing account structure.

To add a ledger account to an existing account structure:

1. Open **1-7 General Ledger Accounts**, and then click the data control drop-down arrow.
2. On the **Ledger Accounts** window, review the account numbers that are available in the **Current Liabilities** range. If you have three business credit cards by three different issuers, determine three account numbers to use.
3. Close the **Ledger Accounts** window, and in the data control box, enter a ledger account number.
4. In the **Short Name** and **Long Name** boxes, type names.
   For example, for a bank issued credit card, you could type, “Bank name–VISA.”
5. Press **Ctrl+S** or **File** > **Save**.

Setting accounts Inactive

If you are a company administrator, you can designate an account as inactive. For example, you could set an account to Inactive prior to deleting it. Also, you could mark an account Inactive if you no longer want to use it, but cannot delete it because it is still referenced by other records.

You designate an account Inactive by selecting **Edit** > **Inactive Record** for an account you display in the 1-7 General Ledger Accounts window.

Deleting ledger accounts

You cannot delete an account if it has a balance or any activity during the fiscal year.

To delete a ledger account

1. Open **1-7 General Ledger Accounts**.
2. Using the data control, select the ledger account number.
3. On the **Edit** menu, click **Delete Account**.

About general ledger accounts

In the **1-7 General Ledger Accounts** window, you can view a summary of activity for an account broken down by fiscal period. As an aid to organizing the financial data, you can use subsidiary accounts or departments.

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Learning more about ledger accounts

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balances. Posting to period 0 changes the beginning balances of the active company, and changes the ending balances in the archived company.

Caution! Once set up and saved, you cannot delete a chart of accounts, and you cannot edit it after you have entered a transaction. Call Customer Support or your business partner if you need more information.

Pre-built chart of accounts

When you select the pre-built chart of accounts, Sage 100 Contractor automatically sets up the account ranges, controlling account numbers, posting account numbers, and then creates the ledger accounts. You can then modify the ledger setup to meet your particular needs. However, you will then need to edit the ledger accounts to match any changes made in the **1-8 General Ledger Setup** window.

You can select from four different pre-built charts of accounts:

- General Contractor Accounts (Four-Digit or Five-Digit)
- Subcontractor Accounts (Four-Digit or Five-Digit)
- Home Builder Accounts
- Remodeler Accounts

After setting up the chart of accounts, you can edit account numbers, delete unnecessary accounts, and set up controlling accounts for subsidiary accounts or departments in the **1-7 Ledger Accounts** window. If you change a controlling or posting account number in **1-8 General Ledger Setup**, you must also change the ledger account number.

Caution! You cannot delete a chart of accounts after you set it up and save it, and you cannot edit it after you have entered a transaction. Call Customer Support or your business partner if you need more information.

About account ranges

You can set up the ranges for the ledger accounts. The **Account Range** boxes determine the overall range of accounts for the entire chart of accounts. If you are creating a chart of accounts manually, indicate the lowest and highest account numbers in the range. Then set the individual accounts ranges within the chart of accounts. The range for a chart of accounts usually begins with one (100, 1000, or 10,000) and ends with eight (800, 8000, or 80,000). You can create ledger accounts that use up to ten digits. The range of the largest chart of accounts that you can create is 1,000,000,000 to 9,999,999,999.

When an account is set up, its account number cannot exceed the range limit. Suppose the **Current Liabilities** range of accounts is from 200 to 249. You cannot create a current liability using an account number below 200 or above 249.

Note: You cannot use decimals in the account numbers.

Designating ledger accounts to accept departments

After you determine that your company is going to use departments to track income and expenses, you must designate which ledger accounts will accept departments.

Important! Before you create departments, you must designate ledger accounts to accept departments.

To designate ledger accounts to accept departments:

1. Open **1-7 General Ledger Accounts**.
2. Open the account that you want to designate to accept departments.
3. In the Subsidiary box drop-down menu, select **2-Departments** and then click **Save**.
4. Repeat steps 1 through 3 to designate other accounts.

About controlling accounts

A controlling account is a ledger account in the general ledger that summarizes the balances for a group of similar subsidiary accounts. With specific, dedicated controlling accounts, the program uses the accounts you designate to automatically post certain transactions to the correct ledger accounts.

When you select a pre-built chart of accounts, Sage 100 Contractor assigns the account numbers to the ledger accounts. You can change the account numbers during setup; each account number must fall within the correct range.

Under **Controlling Accounts**, Sage 100 Contractor uses the accounts you designate to automatically post certain transactions to the correct ledger accounts. For example, when you post a receivable invoice, you do not need to supply the accounts receivable ledger account. After posting a transaction to the general ledger, Sage 100 Contractor locks the account numbers for the accounts under **Controlling Accounts**. The account numbers will appear shaded.

You can change the account numbers on the **Receivables**, **Payables**, **Equipment**, and **Inventory** tabs whether or not you have posted transactions. If you change the account number on the **Receivables**, **Payables** or **Equipment** tabs, you will have to move the balances to the new account through a journal transaction.

Working with Subsidiary Accounts

Using subsidiary accounts, you can arrange financial information into related categories under a single ledger account, providing quick access to specific information. A ledger account that uses subsidiary

accounts is known as the controlling account. You use subsidiary accounts primarily with asset and liability accounts, but you can also use subsidiary accounts with income and expense accounts.

Note: You cannot create subsidiary accounts for cash accounts.

Suppose that you want to track telephone expenses. You can split the telephone account into subsidiary accounts such as **Basic Service**, **Long Distance**, **Cellular**, and **Paging**. The **Telephone** ledger account then provides you with the overall expenses as well as a breakdown of the expenses by the subsidiary accounts.

Sage 100 Contractor automatically sets up subsidiary accounts for accounts receivable, accounts payable, and service receivables using the job, vendor, and client numbers as the subsidiary account numbers. However, Sage 100 Contractor does not provide access to these subsidiary accounts through the **Ledger Accounts** window because you can view the subsidiary account balances in the **Job**, **Vendor**, and **Client** windows. Sage 100 Contractor also sets up subsidiary accounts for **Equipment Assets**, **Equipment Depreciation**, and **Equipment Loans** using the equipment numbers as the subsidiary account numbers. Similarly, you view the subsidiary account balances for equipment in the **Equipment** window.

Setting up subsidiary accounts takes careful planning. Like ledger accounts, you cannot change the subsidiary account number after posting a transaction to a subsidiary account. It is important to note that you can always add subsidiary accounts to an existing controlling account.

You cannot make a ledger account into a controlling account if that ledger account that has had any activity or carried a balance. You can, however, create a new controlling account, set up subsidiary accounts, and transfer the balance from the ledger account into the subsidiary accounts of the new controlling account.

Creating subaccounts automatically

Subaccounts can be created automatically when you create and save a job in the **3-5 Jobs (Accounts Receivable)**window, when the job is specified for WIP posting. This will create the subaccounts with the same job number and name as the job.

To allow for the generation of subaccounts from **3-5 Jobs** for any given general ledger account, you must specify for each general ledger account that you want to activate this feature.

To set up automatic subaccount generation

1. Open **1-7 General Ledger Accounts**.
2. Using the data control, select or specify the ledger account.
3. In the **Subsidiary** list, click **1-Subaccounts**.
4. Select **Job# as Subaccount#**.
5. Repeat steps 2-3 for all general ledger accounts that you want to activate this feature for.
6. Open **3-5 Jobs (Accounts Receivable)**.

7. Using the data control, select or create the job.
8. Complete any necessary data.
9. Select **Post expenses to WIP asset account**.
10. On the **File** menu, click **Save**.

    A message appears listing all the general ledger accounts that you designated as controlling accounts. You can automatically create subaccounts under each of the displayed accounts.
11. Select **OK**.

Tip: When creating subaccounts, either manually or automatically, it is critical to plan wisely before you make your designations.

To view subsidiary accounts

1. Open **1-7 General Ledger Accounts**.
2. Select the ledger account.
3. Click the **Subaccount** button.

To delete a subaccount:

1. Open **1-7 General Ledger Accounts**.
2. Using the data control, locate the ledger account with the subaccount you want to delete.
3. Ledger accounts with subaccounts display **1 - Subaccounts** in the **Subsidiary** box.
4. From the **Edit** menu, select **Delete Account**.
5. On the verify delete message, click **Yes**.

Transferring balances from ledger accounts to subsidiary accounts

Important! Before you can transfer the balance from a ledger account to a subsidiary account, you must create the new controlling account and subsidiary accounts or departments.

To transfer balances from a ledger account to a subsidiary account:

1. Open **1-3 Journal Transactions**.
2. In the **Trans#** box, enter the transaction number.
3. In the **Date** box, enter the transaction date.
4. In the **Description** box, enter a brief statement about the transaction.

5. In the grid, create a line that clears the old ledger account's balance:
   a. In the **Description** cell, enter a brief statement about the line item.
   b. In the **Account** cell, enter the ledger account you want to clear.
   c. Enter the amount in the appropriate **Debit Amount** cell or **Credit Amount** cell.
6. In the grid, create as many lines as necessary to move the balance into the appropriate subsidiary accounts under the new controlling account:
   a. In the **Description** cell, enter a brief statement about the line item.
   b. In the **Account** cell, enter the controlling account.
   c. In the **Subaccount** cell, enter the subsidiary account you want.
   d. Enter the amount in the appropriate **Debit Amount** cell or **Credit Amount** cell.
7. On the **File** menu, click **Save**.

Setting up controlling ledger accounts and subaccounts

Important!

- You cannot create subsidiary accounts for accounts receivable, accounts payable, or equipment.
- If you transfer an account balance to a new controlling account with subsidiary accounts, do not delete the original ledger account. The original account is necessary to maintain a complete audit trail through the current fiscal year.
- If departments are set up during the fiscal year, departmental income statements will not include non-departmentalized transactions.

To set up a controlling ledger account and subaccounts:

1. Open **1-7 General Ledger Accounts**.
2. Using the data control, select the ledger account.
3. In the **Subsidiary** list, click **1-Subaccounts** or **2-Departments**.
4. On the **File** menu, click **Save**, and then recall the ledger account.
5. On the **Options** menu, click **Subaccount**.
6. In the **Subsidiary Accounts** window, do the following to manually create a subaccount:
   a. In the data control box, enter the subsidiary account or department number.
   b. In the **Short Name** box, enter the short name.

c. In the **Long Name** box, enter the short name.

d. On the **File** menu, click **Save**.

7. Repeat step 6 for each subsidiary account to be located under the controlling account.

Tip:

- You can automatically create subaccounts for jobs that are using the WIP posting feature.
- To create a new ledger account, enter the account number in the data control box.

Verifying the date and period

When you save a transaction, Sage 100 Contractor can compare the transaction date to the period to ensure you post to the correct period. If the transaction date does not fall in the correct posting period, Sage 100 Contractor provides a warning, but does not prevent posting the transaction.

To verify the date and period, in the **1-8 General Ledger Setup** window, select the **Verify Date/Period** check box.

Creating summary accounts

Using summary accounts, you can combine multiple ledgers into a single ledger for generating a financial report in **2-8 Financial Reports**. When you generate a financial report, Sage 100 Contractor looks to the **Summary Account** box in each ledger. If Sage 100 Contractor finds an account number, it combines the balance of that account into the indicated summary account.

Suppose that you have four cash accounts: **1000-General Chequing**, **1002-Payroll Chequing**, **1011-Petty Cash**, and **1020-Savings**. To combine all the cash account balances into the General Chequing ledger account, enter **[1000]** in the **Summary Account** box of the **Payroll Chequing**, **Petty Cash**, and **Savings** ledger accounts.

You must always use the lowest account number of the ledgers you want to combine. In the above example, the cash accounts used **1000-General Chequing** for the summary account because it had the lowest account number.

To combine ledger accounts into a summary account:

1. Open **1-7 Ledger Accounts**, and select the account.
2. In the **Summary Account** box, enter the ledger account number to which you want to add the current account balance.
3. On the **File** menu, click **Save**.

Tips:

- The **Financial Report** uses the long name of each account. Before printing the report, you can change the long name of each summary account to accurately represent the data.
- The **Financial Report** gives you the ability to produce a single report that combines two or more companies.
- If you produce summarized reports frequently, create accounts dedicated to this purpose. Dedicated summary accounts eliminate the need to rename summary accounts each time you produce a report.

Adding ledger accounts to an existing account structure

When you first set up your account structure, you would typically use the pre-build chart of accounts. The pre-build chart of accounts may not have all the accounts that you need for your business needs. However, you can add ledger accounts to the your existing account structure.

To add a ledger account to an existing account structure:

1. Open **1-7 General Ledger Accounts**, and then click the data control drop-down arrow.
2. On the **Ledger Accounts** window, review the account numbers that are available in the **Current Liabilities** range. If you have three business credit cards by three different issuers, determine three account numbers to use.
3. Close the **Ledger Accounts** window, and in the data control box, enter a ledger account number.
4. In the **Short Name** and **Long Name** boxes, type names.
   For example, for a bank issued credit card, you could type, “Bank name–VISA.”
5. Press **Ctrl**+**S** or **File** > **Save**.

Deleting ledger accounts

You cannot delete an account if it has a balance or any activity during the fiscal year.

To delete a ledger account:

1. Open **1-7 General Ledger Accounts**.
2. Using the data control, select the ledger account number.
3. On the **Edit** menu, click **Delete Account**.

1-8 General Ledger Setup

One of the first tasks when creating a new company in Sage 100 Contractor is to set up the general ledger structure. When you select a pre-built ledger, Sage 100 Contractor creates the ledger accounts for you.

You can also set up the general ledger manually. If you choose to enter the account ranges, controlling accounts, and posting accounts manually, Sage 100 Contractor will not create the ledger accounts. You will then need to create each ledger account in the **1-7 General Ledger Accounts** window.

Note: Unless you have prior experience setting up general ledgers, it is a good idea to choose a pre-built chart of accounts.

Accounting setup considerations

Before you begin to set up your general ledger and other parts of accounting, there are several things that you should consider. For example, what is your startup date? It is going to take days and perhaps a couple of weeks to set up your company, so you need to have a startup date for your company in Sage 100 Contractor. You also must know your company's fiscal year-end. In addition, you'll need to consider the amount of information that you plan to bring into Sage 100 Contractor and its level of detail.

Here is a list of suggested information:

- **Balance sheet and income statement as of now.** If it's currently mid-year, you have to merge the income statement from Sage 100 Contractor with the prior system for year-to-date reporting.
- **Balance sheet as of beginning of fiscal year and year-to-date activity as of Sage 100 Contractor start date.** You do not need month-by-month income statements, and you do not need prior year history.
- **Balance sheet as of the beginning of the fiscal year and activity for each month.** You do not need details. All detailed information must come from your prior system.
- **Balance sheet as of beginning of fiscal year and all transactions.** Starting up your accounting this way requires a lot of work unless only a few hundred entries need to be made.

In addition, you need the following information:

- A chart of accounts
- Listing of open accounts payable invoices
- Listing of accounts receivable invoices (including fully paid) for jobs that are in progress
- Job information: names, clients, and addresses
- Contract amounts
- Payroll information regarding employee balances, unions, company deductions, local taxes, and so forth.

Caution! Once you have set up and saved a chart of accounts, you cannot delete it, and you cannot edit it after you have entered a transaction. Call Customer Support or your business partner if you need more information.

Pre-built chart of accounts

When you select the pre-built chart of accounts, Sage 100 Contractor automatically sets up the account ranges, controlling account numbers, posting account numbers, and then creates the ledger accounts. You can then modify the ledger setup to meet your particular needs. However, you will then need to edit the ledger accounts to match any changes made in the **1-8 General Ledger Setup** window.

You can select from four different pre-built charts of accounts:

- General Contractor Accounts (Four-Digit or Five-Digit)
- Subcontractor Accounts (Four-Digit or Five-Digit)
- Home Builder Accounts
- Remodeler Accounts

After setting up the chart of accounts, you can edit account numbers, delete unnecessary accounts, and set up controlling accounts for subsidiary accounts or departments in the **1-7 Ledger Accounts** window. If you change a controlling or posting account number in **1-8 General Ledger Setup**, you must also change the ledger account number.

Caution! Once you have set up and saved a chart of accounts, you cannot delete it, and you cannot edit it after you have entered a transaction. Call Customer Support or your business partner if you need more information.

Selecting pre-built general ledger structure

When you create a new company in Sage 100 Contractor, you must set up a minimum number of items in addition to selecting a chart of accounts. You must also set program defaults for the following:

- Date for the **Fiscal Year End**.
- Set the **Current Period**, which is the program default posting period.
- Select an inventory **Valuation Method** (if you have the Inventory add-on module).

Important! When you create a new company and set up accounting, you must set the program default **Current Period**. After that initial setup, you can only change the **Current Period** using **1-6 Period/Fiscal Year Management** > **Change Period**.

To select a pre-built general ledger structure:

1. Open **1-8 General Ledger Setup**.
2. On the **Options** menu, select one of the four pre-built chart of accounts.

3. Modify the account ranges.

   Important! You must make any changes to the account structure or to ledger accounts before posting transactions to the general ledger.

4. In the **Fiscal Year End** box, enter the date of the fiscal year-end.
5. Do one of the following:
   - To begin entering transactions for the current fiscal year, enter the number of the current period in the **Current Period** box.
   - To enter a few startup transactions, set the current period in the **Current Period** box. You can change the period in the window of entry for individual transaction records without changing the programs default for the current posting period.
   - To enter a large number of startup transactions, type 0 in the **Current Period** box. Then after entering the startup transactions, enter the current accounting period in the **Current Period** box using **1-6 Period/Fiscal Year Management**.
6. On the **File** menu, click **Save**.

Tip: After selecting an account structure, print the entire chart of accounts from **2-7 Chart of Accounts**. Review the accounts and determine which accounts you want to edit or delete before you enter any transactions.

About posting periods

Based on the fiscal year-end date in the **1-8 General Ledger Setup** window, Sage 100 Contractor determines the current default posting period, which is used program-wide. The **Current Period** in **1-8 General Ledger Setup** corresponds to the **Change Period** in **1-6 Period/Fiscal Year Management** > **Change Period**.

Note: When you create a new company, you must set the program default **Current Period**. After the initial setup, you can only change the **Current Period** using **1-6 Period/Fiscal Year Management** > **Change Period**. When you create a new company from existing company data, the new company's default posting period is set to the same posting period as the existing company. If you want to change the default posting period, you can only change it using **1-6 Period/Fiscal Year Management** > **Change Period**.

In any accounting transactions window, such as **4-2 Payable Invoice/Credits**, you can, if necessary, post individual transaction records to a different posting period. The following bullet points describe some of the features related to posting periods:

- Accounting transaction windows contain a **Change the posting period** button that displays the posting period to which you are posting transactions. By changing the posting period, you can post transactions to the specified period until you change the period again or close the window. When the window opens again, the posting period is set to the current default posting period.
- Users at different workstations can work in the same window and post to different periods. For example, while Andy and Melissa are entering invoices in the **Accounts Payable Invoices** window, Andy finds a few invoices that need posting to a previous period. While Melissa continues entering invoices in the current fiscal period, Andy can change the fiscal period and enter those invoices.
- When you change the posting period to something other than the default current posting period, Sage 100 Contractor changes the color of the **Posting Period** button to yellow.
- At the end of the period, open **1-6 Period/Fiscal Year Management** > **Change Period** and advance the current default posting period to the next one.
- When advancing to the next posting period, the program performs a complete audit of the books. If you discover audit errors, you can view them and possibly repair the ledger balances at that time rather than at the end of the fiscal year.

  Important! We strongly recommend that you recalculate balances to repair discrepancies if they are discovered during audits at the end of each posting period. Repairing audit errors as you advance to the next posting period is much more efficient than waiting until the year-end close to repair a year's worth of audit errors.

- You can restrict users from posting transactions to previous or future periods.
- If you have an archive from the previous year, you can simultaneously post transactions to period 0 of the current year and period 12 in the archive.
- When using Sage 100 Contractor across a network, changing the current period using **1-6 Period/Fiscal Year Management** > **Change Period** affects all workstations that access Sage 100 Contractor.

About starting balances

You can enter the starting balances for asset and liability accounts by posting a journal transaction—usually to period zero. As journal transactions can contain up to 999 lines, it is possible to enter most starting balances in a single journal transaction. Enter each account balance on a separate line.

Larger companies may not be able to enter the balances in one transaction. If you need to enter two journal transactions, use a clearing account to create a balanced entry.

At the end of the first transaction, enter the clearing account number and the amount necessary to balance the transaction. In the second journal transaction, finish entering the starting balances. Then at the end of the second transaction, enter the clearing account number and the amount necessary to balance the transaction. After you complete the entry of the starting balances, the clearing account returns to a zero balance.

To enter starting balances

1. Open **1-3 Journal Transactions**.
2. On the **Edit** menu, click **Period**, and then select period **0**.
3. In the **Trans#** box, enter the transaction number.
4. In the **Date** box, enter the transaction date.
5. In the **Description** box, type **Starting balances**.
6. In the **Status** list, click **1-Open**.
7. In the grid:
   - In the **Description** cell, enter a brief statement about the line item.
   - In the **Account** cell, enter the ledger account you want.
   - In the **Subaccount** cell, enter the subsidiary account you want.
   - Enter the amount in the appropriate **Debit Amount** cell or **Credit Amount** cell.
8. Repeat step 7 for each account.
9. On the **File** menu, click **Save**.

Methods for entering financial activity for the current year

After you have entered the starting balances, enter the net activity of the ledger accounts for the current year. It is important to note that you cannot directly enter the startup balances for the dedicated ledger accounts: **Accounts Receivable**, **Accounts Payable**, **Service Receivables**, and **Inventory**.

You can choose from four methods for entering the net activity. Entering the current activity for ledger accounts is nearly identical to entering the starting balances. Remember to adjust the posting period as necessary, and provide a description *of what is reflected in the period balances*.

Each successive method provides more detail for reports than the previous method and requires more time to enter data. Read each of the methods thoroughly before deciding which to use. Except where noted, you must first enter the starting balances of all the ledger accounts.

Method 1

When you post the starting balances, include all the period activity in the beginning balance. Post a single journal transaction to the period before the current posting period. Suppose you are setting up a new company during period 2. The net activity for period 1 is added to the starting balances. In the journal transaction, enter the total for each ledger account (beginning balance + period one net activity) and post the transaction to the end of period 1.

Method 1 is best suited for use near the start of a fiscal year. The method does not include the entry of historical information. It is not recommended for use during the middle of the fiscal year.

Method 2

Post the starting balances to period 0; then post a journal transaction that contains the net activity for each ledger account during the current fiscal year. Post the transaction to the period before the current posting period. Suppose you are setting up during period 7. Create a journal transaction that contains the net activity for each account through the end of period 6. Then post the journal transaction to the end of period 6.

Method 2 provides data for a Year-to-Date Income Statement, and lets you view the entire activity for the year, but does not provide data for reports in periods before the setup.

When you close the books at the fiscal year-end, the balances roll over to the **Last Year** column in the **Ledger Accounts** window. This method does not set up individual period balances, so the period balances do not represent the true period activity.

Method 3

Post the starting balances to period 0; then in each of the prior periods, post a journal transaction that contains the net activity of each ledger account for that period. Suppose you are setting up during period 7. Create and post a journal transaction that contains the net activity for each account during period 1. Then repeat the process for periods 2 through 6.

Method 3 provides accurate period balances. Each account contains its correct period balances for the current fiscal year. When you close books at the fiscal year-end, the balances roll over to the **Last Year** column in the **Ledger Accounts** window. The ledger accounts therefore reflect the true activity in each period. This method lets you generate reports that compare data from the previous year to data in the current year.

Method 4

Post the starting balances to period 0; then enter each transaction for the current year. Method 4 requires a great deal of work. This method is only practical when no accounting has been posted for the current year, or it is only a few weeks into the new fiscal year.

About dedicated accounts

Sage 100 Contractor does not let you post journal transactions directly to the **Accounts Receivable**, **Accounts Payable**, **Service Receivables**, or **Inventory** ledger accounts. You can post to those accounts only through invoices. Therefore, entering the starting balances is a two-part process.

During the first part of the process, the **Accounts Receivable**, **Accounts Payable**, **Service Receivables**, and **Inventory** balances are posted to clearing accounts. Later, the individual open invoices are posted against the clearing accounts, thereby moving the balances into the proper accounts.

Similarly, you cannot directly post to the **Inventory** ledger account. Normally, you move inventory into the accounting system through payable invoices. For startup purposes, however, it is necessary to post a journal transaction to an **Inventory** clearing account. Later, the inventory is posted against the clearing account and allocated to specific inventory locations and parts, thereby moving the balances into the **Inventory** ledger account.

In this portion of the setup process, post the starting balances to the clearing accounts. If you are using a pre-built general ledger structure, Sage 100 Contractor already has the necessary clearing accounts established. At the fiscal year-end, you can delete the setup clearing accounts, as they are no longer needed.

Important! After posting the invoice and allocations for inventory, your clearing accounts should have a zero balance. If they do not, review your data to find out why.

About setting up accounts for posting equipment

- **Direct Equipment.** Enter the ledger account to which you are posting equipment expenses attributable to a job.

  When you enter a direct equipment expense in the **5-5 Daily Payroll** or **8-4 Equipment Allocation** windows, Sage 100 Contractor posts a debit to the account in the **Direct Equipment** box, and a credit to the account in the **Equipment Revenue** box.

- **Equipment Repair.** Enter the ledger account to which you are posting equipment expenses attributable to equipment repair or maintenance.

  When you enter an equipment expense for repairs or maintenance in the **5-5 Daily Payroll** or **8-4 Equipment Allocation** window, Sage 100 Contractor posts a debit to the account in the **Equipment Repair** box, and a credit to the account in the **Equipment Revenue** box.

- **Equipment Revenue.** Enter the ledger account to which you are posting equipment expenses.

  When you enter an equipment expense, Sage 100 Contractor always posts the credit to the account in the **Equipment Revenue** box.

About setting up accounts for posting payable invoices

Sage 100 Contractor uses the accounts indicated on the **Payables** tab in the **1-8 General Ledger Setup** window to post payable invoice transactions.

- **Workers' Compensation.**Enter the ledger account to which you are posting the charge to subcontractors for Workers' Compensation insurance.
- **Discounts Earned.**Enter the ledger account to which you are posting discounts taken on payable invoices.

Freight

- **WIP Cost Account.** Enter the WIP cost account to which you are posting freight costs.

  When posting the invoiced costs against a job, Sage 100 Contractor looks at the **WIP Posting** check box in the job file. If you selected the **WIP Posting** check box, Sage 100 Contractor posts freight costs to the account in the **WIP Cost Account** box.

- **Direct Cost Account.** Enter the direct cost account to which you are posting freight costs.

  When posting the invoiced costs against a job, Sage 100 Contractor looks at the **WIP Posting** check box in the job file. If the **WIP Posting** check box is clear, Sage 100 Contractor posts freight costs to the account in the **Direct Cost Account** box.

- **Overhead Costs Account.** Enter the overhead cost account to which you are posting freight costs.

  When posting the invoiced costs to overhead (posting the invoice without a job number), Sage 100 Contractor posts costs to the account in the **Overhead Cost Account** box.

Note: When posting the invoiced costs against a job, Sage 100 Contractor assigns the total of the freight costs to the first job cost record.

Variance

Variances in materials costs are posted to the **Overhead Costs Account**.

Note: Freight costs and the variance in materials costs each appear as separate lines in the journal transaction.

About setting up accounts for posting receivable invoices

- **Finance Charges.** Enter the ledger account to which you are posting the finance charges.

  When printing client statements, you can create the finance charges for overdue invoices. Select the **Calculate Finance Charges** check box, and generate the statements. Sage 100 Contractor uses the finance rate set up in the job record to compute the finance charge and create a separate invoice for the amount.

- **Discounts Given.** Enter the ledger account to which you are posting discounts given to cash receipts.

- **WIP Payroll.** Enter the ledger account to which you are posting WIP payroll.

When posting the invoiced costs against a job, Sage 100 Contractor looks at the **WIP Posting** check box in the job file. If you selected the **WIP Posting** check box, Sage 100 Contractor posts payroll costs to the account in the **WIP Payroll** box.

- **Retained Earnings.** Enter the ledger account to which you are posting the net profit when closing the books at the fiscal year-end.

  You can change the account numbers on the **Receivables** tab regardless of whether you have posted transactions. If you change the account number, you have to move the balances to the new account through a journal transaction.

Requiring cost types for direct expense and WIP accounts

You can enforce the use of the cost type specified for the account (in the General Ledger Accounts record) when users post direct or WIP expenses to General Ledger. This validation ensures that allocated job costs do not exceed the sum of expenses posted to general ledger direct expense and WIP accounts for any cost type.

To require users to enter valid cost types with journal transactions, select the **Require cost types on expense accounts** option on the **Posting Accounts** tab in the **1-8 General Ledger Setup** window. You define the cost type for each direct expense or WIP account in the **1-7 General Ledger Accounts** window.

Cost types are then validated when you post, and in some cases when you save, transactions to direct expense or WIP accounts in the following windows:

- 1-1 Checks and Bank Charges
- 1-2 Deposits and Interest
- 1-3 Journal Transactions
- 1-4 Recurring Journal Transactions (saving and posting)
- 3-2 Receivable Invoices/Credits (saving and posting)
- 3-11 Recurring Receivables (saving and posting)
- 4-2 Payable Invoices/Credits (also holdback billing)
- 4-6 Recurring Payables (saving and posting)
- 4-7-3 Enter Credit Card Receipts
- 6-6-1 Purchase Orders (you receive a warning if you save with an invalid cost code)
- 11-2 Work Orders/Invoices/Credits (validated in the Invoice Type window)
- 12-2 Inventory Allocation (for new shipped records, existing shipped records, and existing hold stocks now shipped)
- 12-4 Purchase Order Receipts

Note: When you select the select the **Require cost types on expense accounts** option in the **1-8 General Ledger Setup** window, you cannot change the cost type for direct expenses in the **6-3 Job Cost** window.

To audit and reconcile general ledger accounts that accept direct job costs, print the **6-3-41 Job Cost Reconciliation** and **6-3-42 Job Cost Type Reconciliation** reports.

Accounting setup considerations

Before you begin to set up your general ledger and other parts of accounting, there are several things that you should consider. For example, what is your startup date? It is going to take days and perhaps a couple of weeks to set up your company, so you need to have a startup date for your company in Sage 100 Contractor. You also must know your company's fiscal year-end. In addition, you'll need to consider the amount of information that you plan to bring into Sage 100 Contractor and its level of detail.

Here is a list of suggested information:

- **Balance sheet and income statement as of now.** If it's currently mid-year, you have to merge the income statement from Sage 100 Contractor with the prior system for year-to-date reporting.
- **Balance sheet as of beginning of fiscal year and year-to-date activity as of Sage 100 Contractor start date.** You do not need month-by-month income statements, and you do not need prior year history.
- **Balance sheet as of the beginning of the fiscal year and activity for each month.** You do not need details. All detailed information must come from your prior system.
- **Balance sheet as of beginning of fiscal year and all transactions.** Starting up your accounting this way requires a lot of work unless only a few hundred entries need to be made.

In addition, you need the following information:

- A chart of accounts
- Listing of open accounts payable invoices
- Listing of accounts receivable invoices (including fully paid) for jobs that are in progress
- Job information: names, clients, and addresses
- Contract amounts
- Payroll information regarding employee balances, unions, company deductions, local taxes, and so forth.

Caution! Once set up and saved, you cannot delete a chart of accounts, and you cannot edit it after you have entered a transaction. Call Customer Support or your business partner if you need more information.

About general ledger setup

One of the first tasks when creating a new company in Sage 100 Contractor is to set up the general ledger structure. When you select a pre-built ledger, Sage 100 Contractor creates the ledger accounts for you.

You can also set up the general ledger manually. If you choose to enter the account ranges, controlling accounts, and posting accounts manually, Sage 100 Contractor will not create the ledger accounts. You will then need to create each ledger account in the **1-7 General Ledger Accounts** window.

Caution! Once set up and saved, you cannot delete a chart of accounts, and you cannot edit it after you have entered a transaction. Call Customer Support or your business partner if you need more information.

Note: Unless you have prior experience setting up general ledgers, it is a good idea to choose a pre-built chart of accounts.

About setting up sales taxes for Canadian provinces

You use the **Canada Sales Tax Setup** table in the **1-8 General Ledger Setup** window to set up the tax codes required for each province. You can create different tax codes to apply different tax rates to certain items, as required by a province, and you can set up tax codes with a zero tax rate for tax-exempt vendors.

Also, for provinces that require the recapture of input tax credits (RITC) on specified property and services, you can create a tax code for goods and services that are subject to RITC. Sage 100 Contractor can then compute and track Recaptured Input Tax Credits (RITC) on Accounts Payable invoices and credit notes for provinces that have HST.

Where there are multiple tax codes for a province, you use the **Is Primary Code** column in the table to indicate which tax code Sage 100 Contractor uses as the primary tax code for the province.

Although the primary tax code becomes the default for each province, you can override this code for specific transactions and vendors. When you enter Accounts Payable transactions in the **4-2 Payable Invoices/Credits**, **4-6 Recurring Payables**, and **4-7-3 Credit Card Receipts** windows, Sage 100 Contractor automatically applies the tax code override from the vendor record, if one is specified for the vendor. If no tax override is specified in the vendor record, the primary tax code for the province is used.

Important! When defining multiple tax codes for a province, you must assign an identical set of accounts to each tax code for the province.

Setting up Canadian taxes by province

After you have set up the account ranges, dedicated accounts, and posting accounts in your general ledger, you must set up taxes by province.

- The collected account should be selected from one of the Liabilities account ranges.
- The paid account should be selected from one of the Asset account ranges.
- The PST Rate column requires a PST Collected Account.
- The QST Paid account is used for Quebec, only.

  QST is not included in job costs or committed costs, and does not trigger warnings over-budget or over-subcontract warnings.
- Subaccounts are not allowed for any of the posting accounts.

Important! When defining multiple tax codes for a province, you must assign an identical set of accounts to each tax code for the province.

To set up sales tax by province:

1. Open **1-8 General Ledger Setup**.
2. On the Options menu, click **Canada Sales Tax Setup**.
3. In the grid on the **Canada Sales Tax Setup** window that appears, enter the information for each province your company deals with.

Column Name	Description
Province	**Tip:** The **9999--Unidentified Province** tax code uses "ZZ" as the Province code, which the Canadian Revenue Agency recognizes as the code for vendors located outside Canada.
Is Primary Code	Enter a value of **Y**, unless the tax is a secondary tax or a surtax.
Province Name	The Province Name is used when overriding the sales tax rate for one or more lines on a record.
GST Rate	Sets the GST rate for the following windows: • 3-2 Receivable Invoices/Credits • 4-2 Payable Invoices/Credits • 11-2 Work Orders/Invoices/Credits

Column Name	Description
PST Rate	Sets the PST rate for the following windows: • 3-2 Receivable Invoices/Credits • 4-2 Payable Invoices/Credits • 11-2 Work Orders/Invoices/Credits
PST Compounded	Enter a value of **Y**, if applicable.
HST Rate	Sets the HST tax rate.
RITC Rate	Recaptured Input Tax Credits (RITC) apply to large businesses that are HST registrants in provinces that use the HST. Enter the current recapture rate for the province.
PST Collected Account	Enter the ledger account for the collected PST. The ledger account should be selected from one of the Liabilities account ranges.
GST/HST Collected Account	Enter the ledger account for the collected GST/HST. The ledger account should be selected from one of the Liabilities account ranges.
GST/HST Paid Account	Enter the ledger account for the collected PST. The ledger account should be selected from one of the Current Assets account ranges.
QST Paid Account	Enter an asset or liability account (not a WIP asset). When you use a QST tax code in Accounts Receivable invoices, credit card receipts, and credit card charges, or in Accounts Payable invoices, recurring payables, purchase orders, and subcontracts, QST rather than PST fields appear in the transaction window.
RITC Paid Account	Enter the ledger account for the Recaptured Input Tax Credits (RITC).

About posting periods

Use the Posting Period window to select the period where you want to post your transactions.

In any accounting transactions window, such as **4-2 Payable Invoice/Credits**, you can post individual transaction records to a different posting period. For example, if you need to post a transaction to period 1 of a new fiscal year, but you are still currently in period 12 of the current fiscal year, use this window to post the transaction to period 1 of the new fiscal year.

Note: If you want to change the default posting period for all transactions, you can only change it using **1-6 Period and Fiscal Year Management** > **Change Period**.

Period 1 of the next fiscal year becomes available only after you advance your current fiscal period to **period 12** (see Changing posting periods). Advance your current period to **period 1** to make periods 2 through 12 available for the next fiscal year.

To post to a particular posting period:

Select the period to which you want to post transactions, and then click [**Select**].

Important Posting Period features

Note the following important features of posting periods:

- Accounting transaction windows contain a **Change the posting period** button that displays the posting period to which you are posting transactions. By changing the posting period, you can post transactions to the specified period until you change the period again or close the window. When the window opens again, the posting period is set to the current default posting period.
- Users at different workstations can work in the same window and post to different periods. For example, while Andy and Melissa are entering invoices in the **Accounts Payable Invoices** window, Andy finds a few invoices that need posting to a previous period. While Melissa continues entering invoices in the current fiscal period, Andy can change the fiscal period and enter those invoices.
- When you change the posting period to something other than the default current posting period, Sage 100 Contractor changes the color of the **Posting Period** button to yellow.
- At the end of the period, open **1-6 Period and Fiscal Year Management** > **Change Period** and advance the current default posting period to the next one.
- When advancing to the next posting period, the program performs a complete audit of the books. If you discover audit errors, you can view them and possibly repair the ledger balances at that time rather than at the end of the fiscal year.

  Important! We strongly recommend that you recalculate balances to repair discrepancies if they are discovered during audits at the end of each posting period. Repairing audit errors as you advance to the next posting period is much more efficient than waiting until year-end to repair a year's worth of audit errors.

- You can restrict users from posting transactions to previous or future periods.
- If you have an archive from a previous year, you can post transactions to the archive. However, you must open the archive company first. Sage 100 Contractor does not post entries simultaneously to period 12 of an archive company and period 0 of the current company.
- When using Sage 100 Contractor across a network, changing the current period using **1-6 Period and Fiscal Year Management** > **Change Period** affects all workstations that access Sage 100 Contractor.

Selecting pre-built general ledger structure

When you create a new company in Sage 100 Contractor, you must set up a minimum number of items in addition to selecting a chart of accounts. You must also set program defaults for the following:

- Date for the **Fiscal Year End**.
- Set the **Current Period**, which is the program default posting period.
- Select an inventory **Valuation Method** (if you have the Inventory add-on module).

Important! When you create a new company and set up accounting, you must set the program default **Current Period**. After that initial setup, you can only change the **Current Period** using **1-6 Period/Fiscal Year Management** > **Change Period**.

To select a pre-built general ledger structure:

1. Open **1-8 General Ledger Setup**.
2. On the **Options** menu, select one of the four pre-built chart of accounts.
3. Modify the account ranges.
4. You must make any changes to the account structure or to ledger accounts before posting transactions to the general ledger.
5. In the **Fiscal Year End** box, enter the date of the fiscal year-end.
6. Do one of the following:
   - To begin entering transactions for the current fiscal year, enter the number of the current period in the **Current Period** box.
   - To enter a few startup transactions, set the current period in the **Current Period** box. You can change the period in the window of entry for individual transaction records without changing the programs default for the current posting period.
   - To enter a large number of startup transactions, type 0 in the **Current Period** box. Then after entering the startup transactions, enter the current accounting period in the **Current Period** box using **1-6 Period/Fiscal Year Management**.
7. On the **File** menu, click **Save**.

Tip: After selecting an account structure, print the entire chart of accounts from **2-7 Chart of Accounts**. Review the accounts and determine which accounts you want to edit or delete before you enter any transactions.

About starting balances

You can enter the starting balances for asset and liability accounts by posting a journal transaction—usually to period zero. As journal transactions can contain up to 999 lines, it is possible to enter most starting balances in a single journal transaction. Enter each account balance on a separate line.

Larger companies may not be able to enter the balances in one transaction. If you need to enter two journal transactions, use a clearing account to create a balanced entry.

At the end of the first transaction, enter the clearing account number and the amount necessary to balance the transaction. In the second journal transaction, finish entering the starting balances. Then at the end of the second transaction, enter the clearing account number and the amount necessary to balance the transaction. After you complete the entry of the starting balances, the clearing account returns to a zero balance.

About dedicated accounts

Sage 100 Contractor does not let you post journal transactions directly to the **Accounts Receivable**, **Accounts Payable**, **Service Receivables**, or **Inventory** ledger accounts; you can only post to those accounts through invoices. Therefore, entering the starting balances is a two-part process.

During the first part of the process, the **Accounts Receivable**, **Accounts Payable**, **Service Receivables**, and **Inventory** balances are posted to clearing accounts. Later, the individual open invoices are posted against the clearing accounts, thereby moving the balances into the proper accounts.

Similarly, you cannot directly post to the **Inventory** ledger account. Normally, you move inventory into the accounting system through payable invoices. For startup purposes, however, it is necessary to post a journal transaction to an **Inventory** clearing account. Later, the inventory is posted against the clearing account and allocated to specific inventory locations and parts, thereby moving the balances into the **Inventory** ledger account.

In this portion of the setup process, post the starting balances to the clearing accounts. If you are using a pre-built general ledger structure, Sage 100 Contractor already has the necessary clearing accounts established. At the fiscal year-end, you can delete the setup clearing accounts, as they are no longer needed.

Important! After posting the invoice and allocations for inventory, your clearing accounts should have a zero balance. If not, review your data to find out why.

Entering starting balances

To enter starting balances:

1. Open **1-3 Journal Transactions**.
2. On the **Edit** menu, click **Period**, and then select period **0**.
3. In the **Trans#** box, enter the transaction number.
4. In the **Date** box, enter the transaction date.
5. In the **Description** box, type **Starting balances**.
6. In the **Status** list, click **1-Open**.
7. In the grid, for each account:
   a. In the **Description** cell, enter a brief statement about the line item.
   b. In the **Account** cell, enter the ledger account you want.
   c. In the **Subaccount** cell, enter the subsidiary account you want.
   d. Enter the amount in the appropriate **Debit Amount** cell or **Credit Amount** cell.
8. On the **File** menu, click **Save**.

Methods for entering financial activity for the current year

After you have entered the starting balances, enter the net activity of the ledger accounts for the current year. It is important to note that you cannot directly enter the startup balances for the dedicated ledger accounts: **Accounts Receivable**, **Accounts Payable**, **Service Receivables**, and **Inventory**.

You can choose from four methods for entering the net activity. Entering the current activity for ledger accounts is nearly identical to entering the starting balances. Remember to adjust the posting period as necessary, and provide a description *of what is reflected in the period balances*.

Each successive method provides more detail for reports than the previous method and requires more time to enter data. Read each of the methods thoroughly before deciding which to use. Except where noted, you must first enter the starting balances of all the ledger accounts.

Method 1

When you post the starting balances, include all the period activity in the beginning balance. Post a single journal transaction to the period before the current posting period. Suppose you are setting up a new company during period 2. The net activity for period 1 is added to the starting balances. In the journal transaction, enter the total for each ledger account (beginning balance + period one net activity) and post the transaction to the end of period 1.

Method 1 is best suited for use near the start of a fiscal year. The method does not include the entry of historical information. It is not recommended for use during the middle of the fiscal year.

Method 2

Post the starting balances to period 0; then post a journal transaction that contains the net activity for each ledger account during the current fiscal year. Post the transaction to the period before the current posting period. Suppose you are setting up during period 7. Create a journal transaction that contains the net activity for each account through the end of period 6. Then post the journal transaction to the end of period 6.

Method 2 provides data for a Year-to-Date Income Statement, and lets you view the entire activity for the year, but does not provide data for reports in periods before the setup.

When you close the books at the fiscal year-end, the balances roll over to the **Last Year** column in the **Ledger Accounts** window. This method does not set up individual period balances, so the period balances do not represent the true period activity.

Method 3

Post the starting balances to period 0; then in each of the prior periods, post a journal transaction that contains the net activity of each ledger account for that period. Suppose you are setting up during period 7. Create and post a journal transaction that contains the net activity for each account during period 1. Then repeat the process for periods 2 through 6.

Method 3 provides accurate period balances. Each account contains its correct period balances for the current fiscal year. When you close books at the fiscal year-end, the balances roll over to the **Last Year** column in the **Ledger Accounts** window. The ledger accounts therefore reflect the true activity in each period. This method lets you generate reports that compare data from the previous year to data in the current year.

Method 4

Post the starting balances to period 0; then enter each transaction for the current year. Method 4 requires a great deal of work. This method is only practical when no accounting has been posted for the current year, or it is only a few weeks into the new fiscal year.

Creating ledger accounts

To create a ledger account:

1. Open **1-7 General Ledger Accounts**.
2. In the data control box, enter the ledger account number.
3. In the **Short Name** box, enter a brief description of the ledger account.

4. If an account uses departments or subsidiary accounts, the departments or subsidiary accounts must be set up before posting transactions. In the **Subsidiary** list, click **1-Subaccounts** or **2-Departments**.
5. On the **File** menu, click **Save**.

Tip: Summary accounts let you combine ledger accounts for reports.

About setting up accounts for posting equipment

Direct Equipment. Enter the ledger account to which you are posting equipment expenses attributable to a job.

When you enter a direct equipment expense in the **5-5 Daily Payroll** or **8-4 Equipment Allocation** windows, Sage 100 Contractor posts a debit to the account in the **Direct Equipment** box, and a credit to the account in the **Equipment Revenue** box.

Equipment Repair. Enter the ledger account to which you are posting equipment expenses attributable to equipment repair or maintenance.

When you enter an equipment expense for repairs or maintenance in the **5-5 Daily Payroll** or **8-4 Equipment Allocation** window, Sage 100 Contractor posts a debit to the account in the **Equipment Repair** box, and a credit to the account in the **Equipment Revenue** box.

Equipment Revenue. Enter the ledger account to which you are posting equipment expenses.

When you enter an equipment expense, Sage 100 Contractor always posts the credit to the account in the **Equipment Revenue** box.

About setting up accounts for posting payable invoices

Sage 100 Contractor uses the accounts indicated on the **Payables** tab in the **1-8 General Ledger Setup** window to post payable invoice transactions.

Workers' Compensation. Enter the ledger account to which you are posting the charge to subcontractors for Workers' Compensation insurance.

Discounts Earned. Enter the ledger account to which you are posting discounts taken on payable invoices.

Freight

WIP Cost Account. Enter the WIP cost account to which you are posting freight costs.

When posting the invoiced costs against a job, Sage 100 Contractor looks at the **WIP Posting** check box in the job file. If you selected the **WIP Posting** check box, Sage 100 Contractor posts freight costs to the account in the **WIP Cost Account** box.

Direct Cost Account. Enter the direct cost account to which you are posting freight costs.

When posting the invoiced costs against a job, Sage 100 Contractor looks at the **WIP Posting** check box in the job file. If the **WIP Posting** check box is clear, Sage 100 Contractor posts freight costs to the account in the **Direct Cost Account** box.

Overhead Costs Account. Enter the overhead cost account to which you are posting freight costs.

When posting the invoiced costs to overhead (posting the invoice without a job number), Sage 100 Contractor posts costs to the account in the **Overhead Cost Account** box.

> **Note:** When posting the invoiced costs against a job, Sage 100 Contractor assigns the total of the freight costs to the first job cost record.

Variance

Variances in materials costs are posted to the **Overhead Costs Account**.

> **Note:** Freight costs and the variance in materials costs each appear as separate lines in the journal transaction.

About setting up accounts for posting receivable invoices

Enter the following information and options when setting up accounts for posting receivable invoices:

Finance Charges. Enter the ledger account to which you are posting the finance charges.

When printing client statements, you can create the finance charges for overdue invoices. Select the **Calculate Finance Charges** check box, and generate the statements. Sage 100 Contractor uses the finance rate set up in the job record to compute the finance charge and create a separate invoice for the amount.

Discounts Given. Enter the ledger account to which you are posting discounts given to cash receipts.

WIP Payroll. Enter the ledger account to which you are posting WIP payroll.

When posting the invoiced costs against a job, Sage 100 Contractor looks at the **WIP Posting** check box in the job file. If you selected the **WIP Posting** check box, Sage 100 Contractor posts payroll costs to the account in the **WIP Payroll** box.

Retained Earnings. Enter the ledger account to which you are posting the net profit when closing the books at the fiscal year-end.

You can change the account numbers on the **Receivables** tab regardless of whether you have posted transactions. If you change the account number, you have to move the balances to the new account through a journal transaction.

About 2-8 Financial Reports

A **Financial Report** gives you the ability to summarize ledger accounts and consolidate company books into a single cohesive report (combined financial) that combines an income statement with a balance sheet for presentation to financial institutions.

You can combine ledger account balances together under a summary account. The summary account provides you with a means of combining many similar accounts under a single heading.

Important! You can consolidate company books into a single financial report only if all the data is on the same network drive.

Note: To consolidate the company books, Sage 100 Contractor combines the general ledgers based on the account numbering structures. It is important that the different companies use the same ledger structures; otherwise, the combined financial data is meaningless.

Printing Financial Reports

To print a financial report:

1. Open **2-8 Financial Reports**.
2. In the **Period** box, enter the fiscal period.
3. Click the **Print Records** button.
4. In the **Combine Companies** dialog box, select the companies you want to combine by clicking on the check boxes, and then click **OK**.

Sage 100 Contractor prints your report.

1-9 Company Departments

Company departments help organize income and expense data and provide a means to evaluate the profit and loss for a company. Departments and subsidiary accounts both arrange data in meaningful ways, but with a significant difference in how the data is used. While a single controlling account uses a set of subsidiary accounts tailored to the controlling account, income and expense controlling accounts share departments.

With departments in place, you can analyze your income and expenses. For example, to determine which departments are profitable, you can generate a departmental income statement. You can also view a department balance for either all ledger accounts or for a specific ledger account.

After you set up the controlling accounts and create your list of departments, you can add the departments to the controlling accounts. Because Sage 100 Contractor simultaneously updates departments to all controlling accounts, you can add departments, or change the department names or numbering structure at any time.

Important! Before you create departments, you must designate ledger accounts to accept departments.

You cannot transform a ledger account into a controlling account if that ledger account has had any activity or carries a balance. The ideal time to create departments is at the start of a new fiscal year after all account balances have been cleared. If necessary, however, you can create departments for a ledger account in the middle of the fiscal year. To do this, create a new controlling account to handle departments, and transfer the balance from the ledger account into the departments in the new controlling account.

Departments and subsidiary accounts both provide tools to evaluate the profit and loss for companies. Both arrange data in meaningful ways. However, there are significant differences in how the data is used. A single controlling account uses a set of subsidiary accounts tailored to the controlling account. In contrast, income and expense controlling accounts share the same set of departments, and each controlling account that uses departments has the same set of subsidiary accounts.

Creating departments

Important! Before you create departments, you must designate ledger accounts to accept departments.

To create a department

1. Open **1-9 Company Departments**.
2. In the **Department#** box, enter the department number.
3. In the **Department Name** box, enter a description of the department.
4. Repeat steps 2-3 for each department.
5. On the **File** menu, click **Save**.

To assign departments

1. Open **1-9 Company Departments**.
2. On the menu bar, click **Update Accounts**.

Tip: If a ledger account is not set up to use departments, Sage 100 Contractor does not create any departments for that ledger account.

About Company Departments

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5. Click **File** > **Save**.

Assigning departments

To assign departments:

1. Open **1-9 Company Departments**.
2. On the menu bar, click **Update Accounts**.

Tip: If a ledger account is not set up to use departments, Sage 100 Contractor does not create any departments for that ledger account.

Chapter 2: Accounting Reports

Working with Accounting Reports

Sage 100 Contractor provides the **2-Accounting Reports** module for important reports that are more general in scope for the purpose of reporting on your company as a whole. There are other reports in other Sage 100 Contractor modules, but they tend to be more focused on certain areas. For example, in **2-Accounting Reports**, you'll find **2-2 Balance Sheet** and **2-3 Income Statement**. If you need more detail, in **6-Project Management**, you'll find such reports as **6-1-1 Job Status Report** and **6-1-8 Bonding Report**.

For a listing of all the other reports available in Sage 100 Contractor, see Appendix B, Sage 100 Contractor Reports.

2-1 Trial Balance Reports

Report Name	Locked
21–Trial Balance	Yes
31–Trial Balance~Working	Yes

2-2 Balance Sheet Reports

Report Name	Locked
21–Balance Sheet	Yes
31–Balance Sheet~This Year/Last Year Comparison	Yes

2-3 Income Statement Reports

Report Name	Locked
21–Income Statement	Yes
31–Income Statement~Period and YTD	Yes
32–Income Statement~This Year/Last Year	Yes

Report Name	Locked
Comparison	
33–Income Statement~Actual/Budget Comparison	Yes
34–Income Statement~All Periods For details about printing this report on legal-sized paper, see the note in the Help topic, About report printing.	Yes
41–Dept. Income Statement	Yes
51–Dept. Income Statement~Period/Year	Yes
53–Dept. Income Statement~Actual/Budget Comparison	Yes
61–General Ledger Cost Comparison	Yes
71–Income Summary~with Subaccount Detail Period and YTD	Yes

2-4 General Ledger Reports

Report Name	Locked
21–General Ledger	Yes
31–General Ledger~Land	Yes
41–General Ledger~Summary	Yes
51–Subsidiary Ledger	Yes
53–Subsidiary Ledger~Land	Yes
61–Subsidiary Summary	Yes

2-5 General Journal Reports

Report Name	Locked
21–General Journal	Yes

Report Name	Locked
31–Journal Summary	Yes

2-6 Cheque Register Reports

Report Name	Locked
21–Cheque Register~Cheques Only	Yes
31–Cheque Register	Yes
41–Cheque Register~Deposits Only	Yes

2-7 Chart of Accounts Reports

Report Name	Locked
21–Chart of Accounts	No
22–Chart of Accounts~with Notes	No
31–Chart of Subsidiary Accounts	No
41–Subsidiary Account Balances	No

2-8 Financial Reports

Report Name	Locked
21–Financial Report	Yes

2-9 Statement of Cash Flows Reports

Report Name	Locked
21–Statement of Cash Flows	Yes

Chapter 3: Accounts Receivable

Working with Accounts Receivable

Using Sage 100 Contractor's robust accounts receivable system, you can receive payments, customize invoices, statements, overdue reminders, and more to present your clients with professional and personalized documents. You can also use the sales information in the client database to track customers from initial contact to job completion.

Sage 100 Contractor provides call sheets and aging reports to improve collection efficiency. For example, you can produce aging reports at any time, which can reflect the end of any prior fiscal period to match financial reports for the same period.

The billing options available are contract, progress (custom and generic) unitary, and time and materials billing, plus loan draws.

Each billing option offers records of prior and current billing application; prior ones are maintained in full detail so that you can examine earlier transactions for amounts carried forward.

3-1 Receivable Reports

See Appendix B for a complete list of 3-1 Receivable Reports.

3-2 Receivable Invoices & Credits

Invoices (Accounts Receivable)

You use the **3-2 Receivable Invoices/Credits** window to enter transactions that affect receivable accounts. You can create invoices or credit invoices, track holdback, or view a history of payments for a specific invoice.

You can also create a simple invoice based on the percentage of work completed for the contract. This type of billing is suitable for subcontractors or small projects.

Overriding sales taxes

The Options menu in the **3-2 Receivable Invoices/Credits** window provide the following selections that let you override the sales taxes calculated for the current invoice:

- **Override Sales Tax Rates.** When you click this option, a separate window opens where you can enter a different tax rate for GST, PST, QST, or HST.
- **Override Sales Tax Amounts.** When you click this option, you can overwrite the tax amounts calculated in the grid.

Caution! If you select this option, the program will not calculate any taxes for the current invoice.

About receivable invoice status

The status of a receivable record indicates its location in the process.

Important! You can change the status of records assigned status **1-Open**, **2-Review**, or **3-Dispute** to another of the first three status settings. However, you cannot assign status **4-Paid** or **5-Void**.

Status	Description
1-Open	Indicates a record posted to the general ledger.
2-Review	Indicates the management or bookkeeping staff should review the record.
3-Dispute	Indicates a record disputed by the client.
4-Paid	Indicates a record paid in full.
5-Void	Indicates a void record.

Note: When an invoice or credit is fully paid, Sage 100 Contractor automatically assigns status **4-Paid**. If you void the record, Sage 100 Contractor automatically assigns status **5-Void**.

About receivable invoice types

Type	Description
1-Contract	Use type **1-Contract** when the invoice affects the billing for the contract. A receivable invoice assigned type **1-Contract** increases the job balance, and a credit invoice with this type reduces the job balance.
2-Memo	Use type **2-Memo** when the invoice does not affect the job billing for the contract. For example, when you enter a job deposit as a

Type	Description
	credit invoice, assign it **2-Memo** so that the credit does not affect the invoiced to date amount. You can also use this type with bad debts. Entering a credit invoice assigned **2-Memo** does not reduce the invoiced to date amount, but clears the debt.

Entering receivable invoices

- You can review the record totals before saving the invoice or credit. On the **Options** menu, click **Calculate**.
- You can provide part numbers on an invoice. Sage 100 Contractor only includes the parts on the invoice, and does not use the part information elsewhere.

To enter a receivable invoice

1. Open **3-2 Receivable Invoices/Credits**.
2. Enter the following header information:
   a. In the **Invoice#** text box, enter the invoice number.
   b. In the **Date** text box, enter the date of the invoice.
   c. In the **Job** text box, enter the job number.
   d. If the job uses phases, enter the phase number in the **Phase** text box.
   e. In the **Description** text box, enter a brief statement about the invoice.
   f. In the **Due Date** text box, enter the invoice due date.
   g. In the **Discount Date** text box, enter the due date by which you must receive payment for the client to receive the discount.
   h. In the **Status** list, click the invoice status.
   i. In the **Type** list, click the invoice type. The contract affects the invoiced balance when **Type 1-Contract** is selected. Type **2-Memo** does not affect the invoiced balance.
3. In the grid, for each item on the invoice:
   a. In the **Description** cell, enter a brief statement about the item.
   b. In the **Quantity** cell, enter the quantity of items.
   c. In the **Price** cell, enter the price for a single item.

d. In the **Account** cell, enter the ledger account number.

e. In the **Discount** text box, enter the discount for early payment.

4. On the **File** menu, click **Save**.

Voiding receivable invoices

If you discover an invoice was entered incorrectly, determine the best method to correct the error. For example, if the error is in the header information, you can edit the information contained in any of the text boxes, except in the **Job** text box, and re-save the record.

When the invoice contains an incorrect job number, ledger account, or amount, void the invoice and then re-enter it with the correct information. By voiding and re-entering the invoice, you create a clear audit trail.

There are also circumstances when you cannot void the original record. For example, you cannot void a credit invoice that has been applied in full, or an invoice posted to period 0. Because you cannot void these types of transactions, it is necessary to enter an adjusting invoice.

Before voiding an invoice, reverse all the payments posted to it. You can then enter the invoice correctly and reapply the payments.

You can void a receivable invoice with an assigned status of **1-Open**, **2-Review**, or **3-Dispute**.

When voiding an invoice that contains discretionary taxes, Sage 100 Contractor also voids the tax amount. If the voided invoice reduces the discretionary taxes below the billing maximum, Sage 100 Contractor continues to calculate the discretionary taxes until the tax maximum is met.

To void a receivable invoice

1. Open **3-2 Receivable Invoices/Credits**.
2. Using the data control, select the record.
3. If an amount appears in the **Paid** text box, reverse the payments.
4. On the **Edit** menu, click **Void Invoice**.

Creatinginvoices based on contract balances

You can create a receivable invoice for a job based on the amount of work completed. Using the original contract amount or the new contract amount and the amount you have invoiced to date, Sage 100 Contractor determines the balance remaining on the contract.

When you supply the percentage of the contract that is completed, Sage 100 Contractor computes the amount to bill. This method is similar to progress billing, but does not provide a detailed breakdown by cost code of the progress. Instead, the invoice contains a single line describing the percentage of work completed and the invoice amount. This method of billing is best suited for subcontractors.

To create an invoice based on the contract balance

1. Open **3-2 Receivable Invoices/Credits**.
2. Enter the invoice.
3. On the **Options** menu, click **Contract Summary**.
4. Choose the type of invoice you want to create by selecting the **Percentage of Contract** or **Percentage of New Contract** option.
5. In the **Percent Complete** text box, enter the total amount of the contract that is completed.
6. The **Amount to Bill** text box displays the computed amount. You can edit both figures if necessary.
7. Click **OK**.

Note: Sage 100 Contractor automatically increments the new contract amount as change orders are approved. The amount billed does not change, but the percent billed changes since it is determined from the new contract amount.

About receivable credits

Important! You cannot reverse a credit invoice after applying it to an invoice. If you apply a credit invoice to the wrong invoice, make adjusting invoice entries to correct the error.

Many situations could cause you to enter a credit invoice. Suppose a client provides a prepayment on a job, or overpays an invoice. In either case, it is necessary to reduce the accounts receivable.

When you save a credit invoice, Sage 100 Contractor reduces the job balance. However, the credit invoice retains status **1-Open** until you apply it against other invoices in the **3-3-1 Cash Receipts** window. After you have applied the credit balance to other invoices, Sage 100 Contractor assigns the credit invoice status **4-Paid**.

You can also apply a credit invoice to an invoice at the time you save the record. If the invoice is fully paid by means of the credit invoice, Sage 100 Contractor changes the status of the invoice to **4-Paid**. If the invoice still has a balance after applying the credit, the invoice status is not changed. Likewise, if the entire amount of the credit is applied, the status of the credit invoice changes to **4-Paid**. If a credit invoice still has a balance after applying it to an invoice, the status of the credit invoice remains unchanged. You can then apply the remaining credit invoice balance to other invoices in the **3-3-1 Cash Receipts** window.

Recalculating invoices or credits

After making changes, you can recalculate the new totals.

To recalculate an invoice or credit

To calculate the invoice balances, on the **Options** menu, click **Calculate**.

Issuing refund cheques to customers

Situations arise where you might have to issue a refund cheque to a customer. This process progresses through several windows and multiple steps.

You begin the process to issue a refund in **3-2 Receivable Invoices**, then you work in **1-3 Journal Transactions**, **1-1 Cheques/ Bank Charges**, and you complete the process in **3-2 Receivable Invoices**.

Refunding a service receivables cheque uses a procedure similar to refunding an accounts receivable cheque.

To issue a refund cheque to a customer:

1. Open **3-2 Receivable Invoices**, and create a type **2-Memo** accounts receivable invoice. In **11-2 Service Receivables**, create an invoice with a status of **1-Open**.
2. In the **Invoice#** box, enter **0000**.
3. In the grid:
   a. In the **Quantity** column, type **1**.
   b. In the **Price** column, type the amount of the refund.
   c. Enter your chequing account as the offsetting account.

   Important! You must use transaction number 0000 in order to print the cheque. If you have recorded other journal transactions with the 0000 number and they are still in an open status, they will also print when you print the cheque.
4. From the **File** menu, select **Save**.
5. From the **File** menu, select **Recall**.
6. Click **Go to Transaction** to open the **1-3 Journal Transactions** window for this invoice.
7. In the **Payee** box, enter the name of the customer.
8. From the **File** menu, select **Save**.
9. Open **1-1 Cheques/Bank Charges**.
10. From the **File** menu, select **Print**.
11. From the drop-down list in the first field on the first line, choose the appropriate report form.
12. In the blank field on the **Account** line, enter the appropriate chequing account number.

Tip: If you need a list of accounts, double-click in the blank field.

13. From the **File** menu, choose **Print**.
14. Verify that the cheque number and date are correct, and then click **OK** to print the cheque.
15. Open **3-2 Receivable Invoices**, change the number in the **Invoice#** box to match the printed cheque number.

Note: In **11-2 Service Receivables**, you cannot change the Invoice #.

16. Create a credit to apply to the invoice created in step 1.

Managing old debts in accounts receivable

Sometimes there are situations where you have completely billed a contract, but you never receive full payment. You can post a credit invoice to the job, crediting the **Bad Debt Expense** account, for the uncollected amount. By not applying the credit to the open invoice, the credit invoice creates a $0 job balance but the invoice remains open. If you eventually collect the remaining contract balance, you can still post the payment to the invoice and void the credit.

At the fiscal year-end, you can close the job and remove it from the job database as long as it meets all the closing criteria.

About accounts receivable payment history

Each time you post a payment to an invoice, Sage 100 Contractor creates a separate record of the payment. To review the individual payments made to a particular invoice, you can select the invoice and display its payment history.

When you void an accounts receivable payment, Sage 100 Contractor deletes the historical record of the payment and increases the invoice balance by the amount of the voided cheque.

Suppose you void a payment that applies to five invoices. Sage 100 Contractor deletes the record for payment in each of the related invoice histories and increases each invoice's balance appropriately.

When you reverse a cash receipt, Sage 100 Contractor creates an additional record in the payment history for a negative amount.

You can use the payment history to reconstruct account balances for aging reports. To do this, first determine the fiscal period for which you want to recreate the aging. Then subtract the payments made after that fiscal period from the ending balance.

To view accounts receivable payment history for an invoice

1. Open **3-2 Receivable Invoices/Credits**.

2. Select the invoice for which you want to view a payment history.
3. On the **Options** menu, click **Payment History**.

Creating a holdback billing

To create a holdback billing:

1. Open **3-2 Receivable Invoices/Credits**.
2. Select **Create Holdback Billing** in the **Options** menu.
3. Select a job in the **Job** dropdown menu.
4. Click [**Display Invoices**].
5. In the top right, do one of the following:
   - To manually enter billing amounts, select the **Manually enter billing amounts** option and enter the amount in the Amount to Bill column. When initially clicking the field in the Amount to Bill column, a default value is shown. You can accept that value or enter your own amount.
   - To have the holdback remaining amount copied to the **Amount to Bill** column for each invoice, select the **Bill All Remaining Holdback** option and click [**Calculate Billing Amounts**].
   - To adjust the remaining holdback to a percentage amount of the invoice total, select the Adjust remaining holdback to [___]% of Invoice Total option, enter the desired percentage, and then click [**Calculate Billing Amounts**].
6. Click [**Create Bill**].
7. In the 3-2 Receivable Invoices/Credits window:
   a. Enter an invoice number in the **Invoice#** field.
   b. Enter the due date for the payment in the **Due Date** field.
   c. Enter the date when the discount will expire in the **Discount Date** field.
8. Click **File** > **Save**.

Receivable Credits

Important! You cannot reverse a credit invoice after applying it to an invoice. If you apply a credit invoice to the wrong invoice, make adjusting invoice entries to correct the error.

Many situations could cause you to enter a credit invoice. Suppose a client provides a prepayment on a job, or overpays an invoice. In either case, it is necessary to reduce the accounts receivable.

Here are some points to consider:

- When entering cash receipts, you can apply the credit invoice.
- You can review the record totals before saving the invoice or credit. On the **Options** menu, click **Calculate**.
- You can provide part numbers on an invoice. Sage 100 Contractor only includes the parts on the invoice, and does not use the part information elsewhere.

When you save a credit invoice, Sage 100 Contractor reduces the job balance. However, the credit invoice retains status **1-Open** until you apply it against other invoices in the **3-3-1 Cash Receipts** window. After you have applied the credit balance to other invoices, Sage 100 Contractor assigns the credit invoice status **4-Paid**.

To enter a credit invoice

1. Open **3-2 Receivable Invoices/Credits**.
2. In the **Invoice#** text box, enter the credit invoice number.
3. In the **Date** text box, enter the date of the invoice.
4. In the **Job** text box, enter the job number.
5. If the job uses phases, enter the phase number in the **Phase** text box.
6. In the **Description** text box, enter a brief statement about the invoice.
7. In the **Due Date** text box, enter the invoice due date.
8. In the **Discount Date** text box, enter the due date by which payment must be received for the discount to apply.
9. In the **Status** list, click the invoice status.
10. In the **Type** list, click the invoice type.
11. In the grid, do the following:
    a. In the **Description** cell, enter a brief statement about the item.
    b. In the **Quantity** cell, enter the quantity of items as a negative amount.
    c. In the **Price** cell, enter the price for a single item.
    d. In the **Account** cell, enter the ledger account number.
12. Repeat step 11 for each item.

On the **File** menu, click **Save**.

You can also apply a credit invoice to an invoice at the time you save the record. If the invoice is fully paid by means of the credit invoice, Sage 100 Contractor changes the status of the invoice to **4-Paid**. If the invoice still has a balance after applying the credit, the invoice status is not changed. Likewise, if the entire amount of the credit is applied, the status of the credit invoice changes to **4-Paid**. If a credit invoice still has

a balance after applying it to an invoice, the status of the credit invoice remains unchanged. You can then apply the remaining credit invoice balance to other invoices in the **3-3-1 Cash Receipts** window.

To enter a credit invoice and apply it to an invoice

1. Open **3-2 Receivable Invoices/Credits**.
2. In the **Invoice#** text box, enter the credit invoice number.
3. In the **Date** text box, enter the date of the invoice.
4. In the **Job** text box, enter the job number.
5. If the job uses phases, enter the phase number in the **Phase** text box.
6. In the **Description** text box, enter a brief statement about the invoice.
7. In the **Reference#** text box, enter the receivable invoice number to which you want to apply the credit.
8. In the **Due Date** text box, enter the invoice due date.
9. In the **Discount Date** text box, enter the due date by which must be received for the discount to apply.
10. In the **Status** list, enter the invoice status.
11. In the **Type** list, enter the invoice type.
12. In the grid, do the following:
    a. In the **Description** cell, enter a brief statement about the item.
    b. In the **Quantity** cell, enter the quantity of items as a negative amount.
    c. In the **Price** cell, enter the price for a single item.
    d. In the **Account** cell, enter the ledger account number.
13. Repeat step 12 for each item.
14. On the **File** menu, click **Save**.

3-3-1 Cash Receipts

You use the **3-3-1 Cash Receipts** window to enter payments for receivable invoices, discounts for early payment of invoices, and overpayments. You can also reverse payments.

You also use the **Cash Receipts** window to reverse payments and discounts. To reverse payments, enter a negative amount in the paid column and discount column if you have taken a discount. If the reversal is for a credit invoice enter a positive amount in the paid column.

To enter a payment against an invoice

1. Open **3-3-1 Cash Receipts**.
2. Fill in the header information as follows:
   a. In the **Account** text box, enter the ledger account number for the cash account.
   b. In the **Deposit#** text box, enter the deposit number.
   c. In the **Date** text box, enter the deposit date.
   d. In the **Description** text box, enter a brief statement about the transaction.
   e. Enter either client or job information as follows:
      - In the **Client** text box, enter the client number.
      - In the **Job** text box, enter the job number.
3. Depending on the type of invoice the client is paying, select either the **Contract Invoices** tab or the **Service Invoices** tab.
4. Click [**Display Invoices**].
5. In the grid, for each invoice you want to pay:
   - In the **Paid** cell, enter the total amount received.
     Do not include any discount or credit in this amount.
   - If you are using discounts, in the **Disc Available** cell, enter the amount of the discount.
     If you are not using discounts, skip step b.

   Important! To enter an overpayment for an invoice, the total of the **Paid** and **Discount** cells must equal the amount in the **Balance** text box. Then in the **Overpayment** cell, enter the amount paid in addition to the **invoice** payment, not the total amount.
6. On the **File** menu, click **Save**.

Tip: If you do not enter a job number or client number, Sage 100 Contractor displays all invoices.

Entering payments and applying credits to invoices simultaneously

You can simultaneously enter a payment and apply a credit invoice. Suppose a job has a $500.00 credit invoice, a $1,000 invoice, and a $3,000 invoice. The client sends a payment of $3,500, the total amount due. You can apply the credit to either invoice, then apply the payment to the remaining balance.

To enter a payment and apply a credit to an invoice

1. Open **3-3-1 Cash Receipts**.

2. In the **Account** text box, enter the ledger account number for the cash account.
3. In the **Deposit#** text box, enter the deposit transaction number.
4. In the **Date** text box, enter the deposit date.
5. In the **Description** text box, enter a brief statement about the transaction.
6. Do one of the following:
   - In the **Client** text box, enter the client number.
   - In the **Job** text box, enter the job number.
7. Do one of the following:
   - Click the **Contract Invoices** tab.
   - Click the **Service Invoices** tab.
8. Click the **Display** button.
9. In the grid, do the following:
   - In the **Paid** cell, enter the total amount received.
   - In the **Discount Available** cell, enter the amount of the discount.
   - To apply the credit in the **Paid** cell of the credit invoice, enter the credit as a negative amount.
10. Repeat step 9 for each item.
11. On the **File** menu, click **Save**.

Applying credit invoices to receivable invoices

You can apply the balance of a credit invoice to one or more receivable invoices. It is also possible to apply only a portion of the credit invoice balance to an invoice and apply the remaining balance later.

To apply a credit invoice to a receivable invoice

1. Open **3-3-1 Cash Receipts**.
2. In the **Account** text box, enter the ledger account number for the cash account.
3. In the **Deposit#** text box, enter the deposit transaction number.
4. In the **Date** text box, enter the deposit date.
5. In the **Description** text box, enter a brief statement about the transaction.
6. Do one of the following:

- In the **Client** text box, enter the client number.
- In the **Job** text box, enter the job number.

7. Do one of the following:
   - Click the **Service Invoices** tab.
   - Click the **Contract Invoices** tab.
8. Click [**Display Invoices**].
9. In the grid, in the **Paid** cell, enter the credit as a negative amount.
10. Repeat step 9 for each invoice to which you want to apply a credit.
11. On the **File** menu, click **Save**.

Reversing cash receipts

Important! After you apply a credit invoice to an invoice and save the transaction, you cannot reverse the credit. If you have applied a credit invoice to the wrong invoice, enter an invoice to correct the error.

To reverse a cash receipt

1. Open **3-3-1 Cash Receipts**.
2. In the **Account** text box, enter the ledger account number for the cash account.
3. In the **Deposit#** text box, enter the deposit transaction number.
4. In the **Date** text box, enter the deposit date.
5. In the **Description** text box, enter a brief statement about the transaction.
6. Do one of the following:
   - In the **Client** text box, enter the client number.
   - In the **Job** text box, enter the job number.
7. Do one of the following:
   - Click the **Contract Invoices** tab.
   - Click the **Service Invoices** tab.

   Note: Consider the following:
   - If the invoices are partially paid, the **Open only** option should be selected.
   - If the invoices are completely paid, select the **Paid only** option.

- If you have a combination of paid and partially paid invoices, select the **All** option.

8. Click [**Display Invoices**].
9. In the grid, for each payment you want to reverse:
   a. In the **Paid** cell, enter the amount as a negative amount.
   b. In the **Discount** cell, enter the discount amount, if any, as a negative amount.
10. On the **File** menu, click **Save**.

- When you reverse a payment made to an invoice with status **4-Paid**, Sage 100 Contractor changes the status to **1-Open**.
- After reversing all payments made to an invoice, you can void the invoice.

Reversing an Accounts Receivable Credit Applied to an Invoice with a Reference Number

To reverse an applied credit

1. Open **3-3-1 Cash Receipts**.
2. In the **Job** field, select the correct **Job**.
3. Click the [**All Invoices**] button.
4. Click [**Display Invoices**].
5. On the **Contract Invoices** tab grid, locate the accounts receivable invoice and the accounts receivable credit which was applied to the invoice.
6. On the grid line for the accounts receivable credit memo, click the **Discount** field and enter the amount of the credit you wish to reverse as a positive sum.
7. On the grid line for the accounts receivable invoice, click the **Discount** field, and then enter the amount of the credit you wish to reverse as a negative sum.
8. In the **Account** field, enter the correct cash account.
9. In the **Deposit #** field, enter a number.
10. In the **Description** field, enter a description.
11. In the **Date** field, enter the correct date.
12. Select the correct **Posting Period**.
13. Click **File > Save**.

Entering receivable two-party cheques

There are several ways to handle two-party cheques. If the other payee has signed the cheque over to your company, deposit and receive the cheque normally. When you have to sign over the cheque to a second payee, it is necessary to enter two transactions in the accounting. Make the first transaction in **3-3-1 Cash Receipts**, and the second in **4-3-1 Select Invoices to Pay and 4-3-2 Pay Vendors**.

To enter a receivable two-party cheque

1. Open **3-3-1 Cash Receipts**.
2. In the **Account** text box, enter the cash clearing account number.
3. In the **Deposit#** text box, enter the deposit transaction number.
4. In the **Date** text box, enter the deposit date.
5. In the **Description** text box, enter a brief statement about the transaction.
6. Do one of the following:
   - In the **Client** text box, enter a client number.
   - In the **Job** text box, enter a job number.
7. Do one of the following:
   - Click the **Contract Invoices** tab.
   - Click the **Service Invoices** tab.
   - Click the **Display** button.
8. In the grid:
   a. In the **Paid** cell, enter the total amount received. Do not include any discount or credit in this amount.
   b. In the **Discount Available** cell, enter the amount of the discount.
9. Repeat step 8 for each invoice.
10. On the **File** menu, click **Save**.
11. Open **4-3-1 Select Invoices to Pay**.
12. In the **Invoice Selection** window:
    a. Enter the selection criteria.
    b. Select other options as desired.
    c. Click **OK**.

d. Locate the invoice.

e. In the **Set to Pay** text box, enter the total amount to be paid.

> **Note:** Do not include a discount in this amount.

f. On the **File** menu, click **Save**.

13. Open **4-3-2 Pay Vendors**.
14. Select the payee.
15. Select **Cheque** in the Pay By field.
16. Click [**OK**].
17. Print the cheque to blank paper in the **4-3-5 Report Printing** window.

> **Note:** The account used should be the same cheque clearing account used when you received the two party cheque, not your regular chequing account.

> **Tips:**
>
> - Entering the two transactions produces the same audit trail as if you cashed the client's payment and then sent a cheque to the vendor. If you do not have to send a cheque, immediately print the cheque on blank paper instead of a cheque form. This will help prevent any confusion about the transaction the next time you print cheques.
> - It is a good idea to include a note referencing the client cheque number in both transactions. This connects the two transactions together, providing a clear audit trail.

About cash receipts

In the **3-3-1 Cash Receipts** window, you can enter payments for invoices, discounts for early payment of invoices, and overpayments. You can also reverse payments using this window.

If you have a merchant account with Paya, you can use the **3-3-2 Electronic Receipts** window to enter credit card payments electronically for your clients.

For information about electronic receipts, see "About electronic receipts" (page 143)

Applying receipts

To process receipts, you display client invoices in the **3-3-1 Cash Receipts** window, select the invoice being paid, and then enter the amount of the payment and any applicable discount or overpayment. If the payment includes a credit invoice, you enter a negative amount for that invoice.

Entering overpayments

When a client pays more than the total balance of an invoice, you can enter the additional money as an overpayment. The total amount of the **Paid** and **Discount** cells must equal the amount in the **Balance** cell before Sage 100 Contractor allows you to enter the overpayment. When you save the cash receipts, Sage 100 Contractor reduces the job balance by the amount of the overpayment. In addition, the invoice now carries a negative balance and acts as a credit invoice.

Suppose a client informs you that he is going on vacation for a few weeks. The client wants to make sure you have enough money to continue building while he is gone, so instead of paying the $5,000 he was billed, he pays $10,000. For the invoice, enter $5,000 in the **Paid** cell and $5,000 in the **Overpayment** cell. After saving transactions, the invoice now carries a -$5,000 balance. The next time you invoice the client, you can apply the credit.

Applying discounts

Sometimes clients receive a discount for early payment. Sage 100 Contractor automatically determines whether a discount is available based on the due date you indicated on the invoice. When a discount is available, it is shown in the **Discount Available** text box. If a discount is not available, you can still apply a discount to an invoice.

About reversing payments and discounts

The **Cash Receipts** window also allows you to reverse payments and discounts. To reverse payments, you enter a negative amount in the **Paid** column and in the discount column, if the client took a discount.

If the reversal is for a credit invoice, you enter a positive amount in the **Paid** column.

3-3-2 Electronic Receipts

You use the **3-3-2 Electronic Receipts** window to process credit card payments for receivable invoices.

> **Note:** Before you can process electronic receipts, you must open a merchant account with Paya. You must also enter your merchant credentials, as well as the general ledger account associated with your merchant account, in the **7-1 Company Information** window.

For more information about Paya Exchange and the Paya ExchangeVault, see About Paya Exchange.

For conceptual information about processing electronic receipts, see About electronic receipts.

Entering a payment against an invoice

Entering an electronic payment is similar to entering a cash receipt. Because you enter electronic invoices for only one client at a time,you need to enter only the Client number in the transaction header.

To enter a payment against an invoice

1. Open **3-3-2 Electronic Receipts**.
2. In the **Client** text box, enter the client number.
3. Do one of the following:
   - Click the **Contract Invoices** tab.
   - Click the **Service Invoices** tab.
4. Click the **Display** button.
5. For each invoice you want to pay, in the grid:
   a. In the **Paid** cell, enter the total amount received.
      Do not include any discount or credit in this amount.
   b. If you are using discounts, in the **Disc Available** cell, enter the amount of the discount.
      If you are not using discounts, skip step b.

   Important! To enter an overpayment for an invoice, the total of the **Paid** and **Discount** cells must equal the amount in the **Balance** text box. Then in the **Overpayment** cell, enter the amount paid in addition to the **invoice** payment, not the total amount.

6. If you use the company option to store client information in the Paya Exchange Vault:
   - You can select **Save payment information** to save payment information that you enter for a transaction and client securely in the Paya Exchange Vault.
   - If you processed a payment for the client previously, you can choose to use the same payment method as before.

     If you processed a payment for the client previously and you also saved the client's payment information in the vault, you can select **Use last credit card**. If you select this option, when you click **Process and Post**, the credit card details stored in the vault for this customer appear on the Paya Exchange integration screen. You can change the credit card information on the Paya Exchange screen.
7. Choose to process and post the payment, or only post the payment to your ledger, as follows:

- To process the payment through Paya and post the transaction to your ledger, click **Process and Post**.

  A separate Paya Exchange integration window appears, where you can proceed with payment (entering credit card information as needed), cancel the payment, or change payment card details.

- To post a payment to your ledger that has already been processed through Sage Virtual Terminal or through a third-party payment service, click **Post Only**.

  A separate **Electronic Receipt** window appears, where you enter details about the receipt, including the date, reference number, payer's name, the last four digits of the deposit account number, and the type of credit card used.

Entering payments and applying credits to invoices simultaneously

You can simultaneously enter a payment and apply a credit invoice. Suppose a job has a $500.00 credit invoice, a $1,000 invoice, and a $3,000 invoice. The client sends a payment of $3,500, the total amount due. You can apply the credit to either invoice, then apply the payment to the remaining balance.

To enter a payment and apply a credit to an invoice

1. Open **3-3-2 Electronic Receipts**.
2. In the **Client** text box, enter the client number.
3. Do one of the following:
   - Click the **Contract Invoices** tab.
   - Click the **Service Invoices** tab.
4. Click the **Display** button.
5. For each item in the grid:
   a. In the **Paid** cell, enter the total amount received.
   b. In the **Discount Available** cell, enter the amount of the discount.
   c. To apply the credit in the **Paid** cell of the credit invoice, enter the credit as a negative amount.
6. Choose to process and post the payment, or only post the payment to your ledger, as follows:
   - To process the payment through Paya and post the transaction to your ledger, click **Process and Post**.

A separate Paya Exchange integration window appears, where you can proceed with payment (entering credit card information as needed), cancel the payment, or change payment card details.

- To post a payment to your ledger that has already been processed through Sage Virtual Terminal or through a third-party payment service, click **Post Only**.

  A separate **Electronic Receipt** window appears, where you enter details about the receipt, including the date, reference number, payer's name, the last four digits of the deposit account number, and the type of credit card used.

Applying credit invoices to receivable invoices

You can apply the balance of a credit invoice to one or more receivable invoices. It is also possible to apply only a portion of the credit invoice balance to an invoice and apply the remaining balance later.

To apply a credit invoice to a receivable invoice

1. Open **3-3-2 Electronic Receipts**.
2. In the **Client** text box, enter the client number.
3. Do one of the following:
   - Click the **Service Invoices** tab.
   - Click the **Contract Invoices** tab.
4. Click the **Display** button.
5. For each invoice to which you want to apply a credit, in the grid, enter the credit as a negative amount in the **Paid** cell.
6. Choose to process and post the payment, or only post the payment to your ledger, as follows:
   - To process the payment through Paya and post the transaction to your ledger, click **Process and Post**.

     A separate Paya Exchange integration window appears, where you can proceed with payment (entering credit card information as needed), cancel the payment, or change payment card details.
   - To post a payment to your ledger that has already been processed through Sage Virtual Terminal or through a third-party payment service, click **Post Only**.

     A separate **Electronic Receipt** window appears, where you enter details about the receipt, including the date, reference number, payer's name, the last four digits of the deposit account number, and the type of credit card used.

About electronic receipts

If you have a merchant account with Paya, you can use the **3-3-2 Electronic Receipts** window to enter credit card payments electronically for your clients.

> **Note:** Before you can process electronic receipts, you must enter your Paya merchant ID and merchant key, as well as the general ledger account associated with your merchant account, on the Electronic Receipts Setup tab in the **7-1 Company Information** window.

Processing electronic receipts is very similar to processing cash receipts using the **3-3-1 Cash Receipts** window, with a few notable differences:

- You process an electronic receipt for one client at a time. Therefore:
  - You need to enter only the Client number in the transaction header.
  - You display invoices for the selected client in the grid.
- If you use the company option to store client information in the Paya Exchange Vault:
  - You can select **Save payment information** to save payment information that you enter for a transaction and client securely in the Paya Exchange Vault.
  - If you processed a payment for the client previously, you can choose to use the same payment method as before.

    If you processed a payment for the client previously and you also saved the client's payment information in the vault, you can select **Use last credit card**. If you select this option, when you click **Process and Post**, the credit card details stored in the vault for this customer appear on the Paya Exchange integration screen. You can change the credit card information on the Paya Exchange screen.
- Rather than clicking Save to store receipt transactions, you use the following icons or Options menu items:
  - You click **Process and Post** to process a receipt electronically through Paya, where it will be deposited to your bank account, and post the transaction to your Sage 100 Contractor General Ledger.
  - You click **Post** to post a transaction to your Sage 100 Contractor general ledger that you entered directly through the Sage Virtual Terminal or using another payment processing service.

Applying receipts

To process receipts, you display client invoices the **3-3-2 Electronic Receipts** window, select the invoice being paid, and then enter the amount of the payment and any applicable discount or overpayment. If the payment includes a credit invoice, you enter a negative amount for that invoice.

Entering overpayments

When a client pays more than the total balance of an invoice, you can enter the additional money as an overpayment. The total amount of the **Paid** and **Discount** cells must equal the amount in the **Balance** cell before Sage 100 Contractor allows you to enter the overpayment. When you save the cash receipts, Sage 100 Contractor reduces the job balance by the amount of the overpayment. In addition, the invoice now carries a negative balance and acts as a credit invoice.

Suppose a client informs you that he is going on vacation for a few weeks. The client wants to make sure you have enough money to continue building while he is gone, so instead of paying the $5,000 he was billed, he pays $10,000. For the invoice, enter $5,000 in the **Paid** cell and $5,000 in the **Overpayment** cell. After saving transactions, the invoice now carries a -$5,000 balance. The next time you invoice the client, you can apply the credit.

Applying discounts

Sometimes clients receive a discount for early payment. Sage 100 Contractor automatically determines whether a discount is available based on the due date you indicated on the invoice. When a discount is available, it is shown in the **Discount Available** text box. If a discount is not available, you can still apply a discount to an invoice.

3-4 Statements

Note: If you have purchased the Service Receivables Add-on Module, invoices from Service Receivables are also included on the **Client Contract Statement**.

A statement summarizes the activity of invoices, payments, credit invoices, and holdbacks for a job. Statements help keep clients informed of the financial activity for a job. It is a good idea to print the statements at the end of each month and send them to your clients.

When printing a statement, Sage 100 Contractor automatically generates a receivable invoice using the finance rate from the job record. The statement only includes the finance amount in the statement if the **Calculate Finance Charges** check box has been selected. Service receivable finance charge invoices, however, are based on the finance rate defined for client in **3-6 Receivable Clients**.

You can create the finance charges by printing the statements, or you can click the **Preview report on screen** button to review it before printing it. You can also print a single statement for a client with whom you have multiple job contracts. The **Client Contract Statement** lists the invoices by job and provides the total amount and remaining balance of each invoice.

3-5 Jobs (Accounts Receivable)

When you create a job in the **3-5 Jobs (Accounts Receivable)** window, Sage 100 Contractor creates a record containing job-related information such as important contract dates, job financial information, and job-related contacts. In addition, the **3-5 Jobs (Accounts Receivable)** window provides a variety of tools to help you manage contracts, such as pre-liens and lien releases. You may also create phases or bid items to divide work into more manageable sections.

Billing information such as the client, job architect, engineer, or project lender, may also be included as part of the job record. For example, when you supply the client number, Sage 100 Contractor includes the client information on invoices printed for that job. If you include the architect or engineer's name in the job record when using progress or unitary billing, Sage 100 Contractor uses that information when creating a progress or unitary bill. If you include the lender, Sage 100 Contractor uses the lender information when creating a loan draw document. You can also set job level security for each job.

Tips:

- You can manage all your jobs directly from your **Project Work Center**.
- You can also create a desktop shortcut to **Project Work Center** and place it on the **Sage 100 Contractor Desktop**. This gives you access to all your job-related data from one place.

Entering jobs

If you select the **Post expenses to WIP asset account** check box, and you have selected **Job# as Subaccount#** on a general ledger account(s), upon job save, you will be prompted to create subaccounts under those ledger accounts.

Upon saving the job, Sage 100 Contractor checks the client's balance for any past due invoices and displays a message indicating the amount past due, if any. To turn this option off, in the **Options** menu, click **Check Client Balance**.

To enter a job

1. Open **3-5 Jobs (Accounts Receivable)**.
2. Enter header information, as follows:
   a. In the data control text box, enter the job number.
   b. In the **Job Name** text box, enter the full job name.
   c. In the **Short Name** text box, enter an abbreviated name for the job.
   d. In the **Job Status** list, click the job status.
   e. In the **Job Type** list, click the type of job.

3. On the **General Information** tab:
   a. In the **Client** text box, enter the client number.
   b. In the **Address 1**, **Address 2**, **City**, **Provincial**, and **Postal** text boxes, enter the client's address.
   c. In the **Income Account** text box, enter the default income account.
   d. If you departmentalize income, enter the default department number in the **Department** text box.
   e. If the job is exempt from PST for billing, select the **PST Exempt** check box.

      Note: QST is not processed for job costs.

   f. If the job is exempt from GST/HST for billing, select the **GST/HST Exempt** check box.
   g. If the job requires posting payroll to WIP asset accounts, select the **Post expenses to WIP asset account** check box.
   h. In the **Due Terms** text box, enter the cycle for the date when the invoice is due.
   i. In the **Discount Terms** text box, enter the cycle by which payment must be received for the discount to apply.
   j. In the **Discount Rate** text box, enter the discount rate.
   k. In the **Finance Rate** text box, enter the annual finance rate.
   l. In the **Holdback Rate** text box, enter the rate of holdback.
   m. If the customer provides a purchase order for the job, enter the purchase order number in the **Client PO#** text box.
   n. If the customer provides a contract number for the job, enter the contract number in the **Contract#** text box.
   o. In the **Contract Amount** text box, enter the amount of the original contract.
4. On the **Contacts and Personnel** tab:
   a. In the **Architect** text box, enter the vendor number of the architect or engineer.
   b. In the **Lender** text box, enter the vendor number of the lending institution.
   c. In the **Statement Email** box, type the email address to which you will send emailed statements to the client.
   d. In the **Estimator** text box, enter the employee number of the estimator.
   e. In the **Salesperson** text box, enter the employee number of the salesperson.
   f. In the **Supervisor** text box, enter the employee number of the job supervisor.

g. In the **Job Access List** text box, click the **Edit list of users with security access to job** button to select up to five users with security access to this job.

h. To receive warnings about expired or potentially missing vendor certificates for this job, the **Do not check job for missing vendor certificates** option cannot be selected.

   Select the option only if you want to turn off these warnings.

i. In the **Contact** grid:

   i. In the **Contact Name** text box, enter the contact's name.

   > **Note:** The first contact in the list is considered to be the primary contact in reports.

   ii. In the **Job Title** text box, enter the contact's job title.

   iii. In the **Phone#** text box, enter the contact's telephone number.

   iv. In the **Extension** text box, enter the contact's telephone extension, as necessary.

   v. In the **Email** text box, enter the contact's email address.

   vi. In the **Cell Phone#** text box, enter the contact's cellular number.

   vii. In the **Fax#** text box, enter the contact's fax number.

   viii. In the **Other#** text box, enter the contact's other telephone number.

   ix. In the **Other Description** text box, enter the contact's other telephone number description.

   x. In the **Notes** text box, enter any applicable notes about the contact.

5. On the **Project Dates and Sales Information** tab:

   a. In the **Project Dates** section, enter the job dates in the appropriate text boxes.

   b. In the **Sales Information** section, enter the project and sales details in the appropriate text boxes.

6. If you are using phases, click [**Phases**] and enter the phases.

7. If you are using bid items, click [**Bid Items**] and enter the bid items.

8. On the **File** menu, click **Save**.

- The **Post expenses to WIP asset account** check box does not affect whether the job appears in the WIP report.
- The contract dates allow you to track important aspects of the project, but Sage 100 Contractor does not use these dates for any reports or documents.

About contract terms

Important! When entering the discount date and due date for a job, you must also indicate the billing cycle.

Term	Description
Finance Rate	Enter the finance rate to apply when payments are late.
Holdback Rate	Enter the percent of the entire contract withheld as holdback. When you enter an invoice, Sage 100 Contractor automatically calculates holdback for the invoice.
Discount Rate	Enter the discount rate.
Due Date	Indicates the date payment is due.
Discount Terms	Indicates the date by which payment is due for the client to receive a discount.
Contract Amount	Indicates the total amount of the contract.

Tip: If you have indicated a client number in the job record, Sage 100 Contractor uses the term rates from the client record.

About beginning and ending balances for jobs

The **3-5 Jobs (Accounts Receivable)** window displays the contract balance for the current fiscal year.

Box	Description
Beginning Balance	Displays the balance of outstanding invoices at the beginning of the fiscal year. The **Beginning Balance** box only displays an amount when the ending balance carries over to a new fiscal year.
Ending Balance	Displays the total balance to-date for outstanding invoices posted to the job for the current fiscal year.

About job status

The job status lets you follow the condition of a job, and does not affect your ability to post to a job. You can change the status of a job record at any time and still post invoices or credits to it.

Note: The **Job Status** list is not editable. The six existing job statuses are defaults for the program.

Status	Description
1-Bid	You are currently bidding for the job.
2-Refused	You submitted a bid for the job, but it was awarded to another contractor. At the fiscal year-end, you can remove job files assigned status **2-Refused**.
3-Contract	You won the contract but have not begun work.
4-Current	Work is in progress on the contracted job.
5-Complete	You have completed work on the contracted job. At the fiscal year-end, Sage 100 Contractor does not remove job files assigned this status.
6-Closed	You have completely invoiced the job and received full payment and have approved the deletion of the job file. At the fiscal year-end, you can remove job files assigned status **6-Closed**.

Setting up job types

You can classify jobs that your company performs by contract, work performed, or any other means.

Example 1: Invoice Method

The following table shows a list for a general contractor based on the method of invoicing:

Job Type #	Type Name
1	Time and Materials Projects
2	Progress Billing Projects
3	Government Projects

Example 2: Type of Work

The following table shows a list based on the type of work performed:

Job Type #	Type Name
1	Remodeling
2	New Residential
3	New Commercial
4	Schools
5	Tenant Improvements

To set up job types

1. Open **3-5 Jobs (Accounts Receivable)**.
2. Next to the **Job Types** list, click the detail button.
3. In the **Job Type#** text box, enter the number of the job type.
4. In the **Type Name** text box, enter a description of the job type.
5. In the **Notes** text box, enter notes about the job type.
6. Repeat steps 3-5 for each job type.
7. On the **File** menu, click **Save**.

To assign status 5-Complete to a group of jobs

1. Open **3-5 Jobs (Accounts Receivable)**.
2. On the **Update** menu, click **Completed Status**.
3. In the **Picklist** window, select the jobs to which you want to assign status **5-Complete**.
4. Click the check mark button.

To close a job

1. Open **3-5 Jobs (Accounts Receivable)**, and select the job that you want to close.
2. In the **Current Balance** text box, verify that the job-ending balance is $0.00.
3. On the **Options** menu, click **Invoices**.
4. Verify that the status of each invoice/credit is **4-Paid** and close the **Receivable Invoices** window.

5. In the **Status** list, click **6-Closed**.
6. On the **File** menu, click **Save** and close the **Jobs** window.
7. Open **4-1-2-23 AP Invoice List~with Payments**, and print the report for job that you are closing.
8. Verify that all the invoices are paid or void.

Tips:

- Add a copy of the **Payable Invoice List** report to the physical job file.
- You can always post invoices or credits to a job assigned status **6-Closed**. Posting an invoice or credit invoice does not affect the job's status.
- When you close the books at the fiscal year-end, you can remove all closed jobs and their related records.

To close a group of jobs

1. Open **3-5 Jobs (Accounts Receivable)**.
2. On the **Update** menu, click **Closed Status**.
3. In the **Picklist** window, double-click the jobs to which you want to assign status **6-Closed**.
4. Alternatively, you can select a job, press the Ctrl key, and then drag the cursor over several jobs. Red text indicates the jobs are selected.
5. Click the check mark button.
6. Open **4-1-2-23 AP Invoice List~with Payments**, and print the report for jobs that you are closing.
7. Verify that all the invoices are paid or void.
8. Open **3-1-2-23 AR Invoice List~with Payments**, and print the report for jobs that you are closing.
9. Verify that all the invoices are paid or void.

Setting jobs inactive

If you are a company administrator, you can set a job Inactive. For example, you can set job records to Inactive prior to deleting them.

Sage 100 Contractor prevents entry to inactive jobs, so you cannot inadvertently process transactions to them.

To set a job "Inactive"

1. Open the **3-5 Jobs** window.
2. Click **Edit** > **Inactive Record**.

Deleting jobs

Deleting a job in the **3-5 Jobs (Accounts Receivable)** window requires that the job have a status of **Closed** or **Refused**. In addition, the job cost records existing in the current year must have a status of **Open**.

You may not delete a job in **3-5 Jobs (Accounts Receivable)** if:

- There is a balance in a WIP Asset subaccount that matches the job number, and;
- The job is marked as **Post expenses to WIP asset account** in **3-5 Jobs (Accounts Receivable)**, and;
- The WIP Asset account is marked to use the **Job#** as Subaccount in **1-7 Ledger Accounts**.

These restrictions help maintain the balance between job costs and the general ledger and the consistency between deleting jobs in **3-5 Jobs (Accounts Receivable)** and removing jobs in **1-6 Period/Fiscal Year Management**.

To delete a job

1. Open **3-5 Jobs (Accounts Receivable)**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Job**.

Note: If a WIP job with a balance does not have any current year job costs, you may delete it, but first you have to clear the **Post expenses to WIP asset account** check box.

About Accounts Receivable Holdbacks

Many job contracts include holdback. When you create a receivable invoice, Sage 100 Contractor retains a holdback at the rate specified in the job file. If you do not set up a default rate in the job file, you can withhold a flat amount on each individual invoice.

Posting an invoice declares the gross amount of the invoice as income. However, a percentage of the gross amount is retained as a holdback, so the client is actually billed for the net amount (gross invoice amount - holdback = net invoice amount). Therefore, the holdback is already declared as income, but is not yet due. Consequently, Sage 100 Contractor does not include holdbacks in the invoice aging, and does not apply finance charges to it.

When you are ready to bill the client for a holdback, it is not necessary to create a new invoice. The holdback has already been declared income, so you only need to release the holdback that has been retained. You can release the holdback on each invoice individually, or you can release the holdback for the entire job at one time. Having released the holdback, you can then send the client a statement reflecting the amount that is due your company.

Creating a holdback billing

To create a holdback billing:

1. Open **3-2 Receivable Invoices/Credits**.
2. Select **Create Holdback Billing** in the **Options** menu.
3. Select a job in the **Job** dropdown menu.
4. Click [**Display Invoices**].
5. In the top right, do one of the following:
   - To manually enter billing amounts, select the **Manually enter billing amounts** option and enter the amount in the Amount to Bill column. When initially clicking the field in the Amount to Bill column, a default value is shown. You can accept that value or enter your own amount.
   - To have the holdback remaining amount copied to the **Amount to Bill** column for each invoice, select the **Bill All Remaining Holdback** option and click [**Calculate Billing Amounts**].
   - To adjust the remaining holdback to a percentage amount of the invoice total, select the Adjust remaining holdback to [___]% of Invoice Total option, enter the desired percentage, and then click [**Calculate Billing Amounts**].
6. Click [**Create Bill**].
7. In the 3-2 Receivable Invoices/Credits window:
   a. Enter an invoice number in the **Invoice#** field.
   b. Enter the due date for the payment in the **Due Date** field.
   c. Enter the date when the discount will expire in the **Discount Date** field.
8. Click **File** > **Save**.

Creating final holdback invoices

The preferred method to request final payment for holdback is to print a progress bill report.

Important! Because the holdback has been included in the previous progress billing applications, you must credit the holdback amount before you can create a separate holdback invoice. Follow the six parts of this procedure to release the holdback, create a holdback credit, apply the credit, and create your holdback invoice.

Part 1—To create a holdback credit invoice for the amount of the holdback due

Create a holdback credit invoice and use the amount of holdback due as the **Price** of the credit.

1. Open **3-2 Receivable Invoices/Credits**.
   a. In the **Invoice#** text box, enter the credit invoice number.
   b. In the **Date** text box, enter the date of the invoice.
   c. In the **Job** text box, enter the job number.
   d. If the job uses phases, enter the phase number in the **Phase** text box.
   e. In the **Description** text box, enter a brief statement about the invoice.
   f. In the **Due Date** text box, enter the invoice due date.
   g. In the **Discount Date** text box, enter the due date by which payment must be received for the discount to apply.
   h. In the **Status** list, select the invoice status.
   i. In the **Type** list, select the invoice type.
2. In the grid, for each item:
   a. In the **Description** cell, enter a brief statement about the item.
   b. In the **Quantity** cell, enter the quantity of items as a negative amount.
   c. In the **Price** cell, enter the amount of the holdback due.
   d. In the **Account** cell, enter the ledger account number.
3. On the **File** menu, click **Save**.

Part 2—To apply the credit to holdbacks

1. In the **3-3-1 Cash Receipts** window, apply the credit to all open holdbacks.
2. Apply the holdback credit invoice created to all open holdback invoices.

   For detailed instructions on applying a credit to open invoices, see the link in the Learn more box in this topic.
3. Open **3-3-1 Cash Receipts**, and then:
   a. In the **Account** box, type the ledger account number for the cash account.
   b. In the **Deposit#** box, type the deposit number.
   c. In the **Date** box, type the deposit date.
   d. In the **Description** box, type a brief statement about the transaction.

e. Do one of the following:
   - In the **Client** box, type the client number.
   - In the **Job** box, type the job number.

f. Do one of the following:
   - Click the **Contract Invoices** tab.
   - Click the **Service Invoices** tab.

g. Click the **Display** button.

4. Repeat step 3 for each credit you want to apply.
5. On the **File** menu, click **Save**.

Part 3—To create an invoice for the holdback due amount

Create an invoice using the amount of holdback due as the **Price** of the invoice.

1. Open **3-2 Receivable Invoices/Credits**.
   a. MadCap:autonum="a. ">In the **Invoice#** box, type the invoice number.
   b. In the **Date** box, enter the date of the invoice.
   c. In the **Job** box, type the job number.
   d. If the job uses phases, type the phase number in the **Phase** box.
   e. In the **Description** box, type a brief statement about the invoice.
   f. In the **Due Date** box, enter the invoice due date.
   g. In the **Discount Date** text box, type the due date by which you must receive payment for the client to receive the discount.
   h. From the **Status** list, select the invoice status.
   i. In the **Type** list, click the invoice type.

   > **Note:** Select an Invoice type **Memo** if you do not want the transaction to effect the job balances

2. In the grid:
   a. In the **Description** cell, type a brief statement about the item.
   b. In the **Quantity** cell, type the quantity of items.
   c. In the **Price** cell, type the amount of holdback due as the **Price** of the invoice.

d. In the **Account** cell, enter the ledger account number.

e. Repeat step 3 for each item.

3. From the **File** menu, click **Save**.

Part 4—To print a 3-4 Statement for detailed billing information

1. Open **3-4 Statements**.
2. Select the **21-Job Statements** report.
3. In the **Job#** box, type the job number.
4. Select the **Include Paid Invoices** check box.
5. Select the **Include Payment History** check box.
6. From the **File** menu, select **Print**.
7. On the **Statement Variables** window, type the **Statement Date**, and then click **OK**.
8. Your statement details all outstanding amounts due, including the holdback invoice.
9. Close the **3-4 Report Printing** window.

Editing statements to bill for holdbacks

To edit a statement to create an invoice for a holdback:

1. Open **3-4 Statements**.

   The **Report Window** opens.

2. On the menu bar, click **Edit**, then click **Form Design**.

   Tip: Consider maximizing the **Form Design** window to bring everything into view.

3. Delete the form title, **Statement**, and then enter a new title.
4. Delete the gray detail box.

   In its place, type a sentence such as the following: This invoice requests payment for all previously withheld holdbacks.

5. Do any of the following:
6. Delete the **Aging** text boxes and the boxes.
7. Delete the **Contract Summary** boxes.
8. On the **File** menu, click **Save**.

About job documents

The **3-1-8 Job Document** window opens to a **Report Printer** window that prints documents designed in the **13-5 Form/Report Page Design** menu for jobs. The types of job documents created can include transmittal forms, form letters, contracts, and proposal forms. When designing a job document, you can merge information from the job, client, employee, and vendor files. Save the job documents using the ***.docs_job** file name extension.

Job Phases

About job phases

Note: Job phases, in contrast to bid items, affect estimates and some billing items and follow through the entire job.

Important! Phase 0-None is merely a place holder representing the fact that you are not using phases. To use phases, you must begin with phase 1 or higher.

Using phases in a job affects all its aspects, for example:

- Job schedules
- The job budget
- All document control
- Purchase orders
- Subcontracts
- Change orders
- Proposals
- Project management reports and analysis
- Job costs
- Change orders
- Payables
- Billing

Phases organize jobs and can represent different sections of a job, such as different buildings or lots. You can also use phases to distinguish different types of work, such as change orders or site work. Because phases flow through the entire job, they do not restrict which billing methods you can use.

Suppose a contract is for the construction of five houses. To track costs that benefit the entire project, create a phase for the project costs. Then create a phase for each lot. The list of phases might look like following:

Phase #	Description
100	Project costs
200	116 Maple Street
300	124 Maple Street
400	130 Maple Street
500	140 Maple Street
600	160 Maple Street

Phases can include the billing amount and model number. The billing amount represents the total amount you are billing for the phase. When working on subdivisions, you can track which model home to build on each lot by assigning the appropriate model number to each phase.

You can also include a unit of measure and quantity measured in each phase. To continue the example above, the plans provide the total square footage for each house; therefore, enter square feet as the units and the total square footage of the house as the quantity.

Entering job phases

Note: Job phases, in contrast to bid items, affect estimates and some billing items and follow through the entire job.

To use Phases, you must begin with Phase 1 or higher. **Phase 0-None** is a place holder if you are not using Phases.

To enter job phases:

1. Open **3-5 Jobs (Accounts Receivable)**, and then select the job.
2. From the **Options** menu, select **Job Phases**.
3. On the **Job Phases** window, in the **Phase#** column, enter the phase number.
4. In the **Description** column, enter a brief statement about the phase.

- In the **Billing Amount** column, enter the amount that you want to bill per phase when creating invoices by phase.
- In the **Holdback** column, enter the holdback rate for the phase.

5. In the **Model** column, enter the model.
6. Do any of the following, as required:
   - In the **Unit** column, enter the unit of measurement.
   - In the **Quantity** column, enter the measurement.
7. Repeat steps 5 and 6 for each phase.

   Repeat step 6 for each phase only as required.
8. On the **File** menu, click **Save**.

Tip: Instead of setting a holdback rate for the entire job, you can set a separate holdback rate for each phase.

Bid Items

About bid items

Important! Bid items, in contrast to job phases, only affect estimates and some billing items and do not follow through the entire job.

Bid items provide a way to divide estimates into smaller parts. You use bid items to segment estimates into smaller units and/or to satisfy external requirements for bidding and billing a job. Bid items affect these line items: **Daily Field Reports**, **Proposal**, and **Unitary Billing**.

Bid items can be entered in either **9-5 Takeoffs** or in **3-5 Jobs (Accounts Receivable)**. There are four bid item types: **1-Base Bid**, **2-Allowance**, **3-Alternate**, and **4-Change Order**. Bid items may follow the general schema of the Construction Specifications Institute (CSI), such as **1-General Conditions**, **2-Site Work**, **3-Concrete**, and so on, or they may be specific to your business needs.

Bid items can provide a solution when a client or lender requires you to submit a proposal based on bid items. Some contractors even use bid items internally as another way to track project data. The bid item categories can differ from job to job and are not necessarily determined by types of work performed. After the list of bid items is set up for a job, you can use the bid items when creating an estimate budget and proposal. In addition, you can create unitary bills by bid item. You can also use the **Item Code** column to reference alphanumeric codes, which are required by many projects.

You can provide overhead and profit rates for each bid item. When you calculate a takeoff the first time, Sage 100 Contractor applies the appropriate overhead and profit rates to the extended costs of the assemblies and parts listed under each bid item. You can update or change the overhead and profit rates from the **Bid Items** window at any time.

Examples of bid items

Some jobs require contractors to use bid items as a means of breaking apart costs into different categories. Bid items can vary greatly from job to job. Some jobs might only use a few bid items, while others might use well over 100 bid items.

This example illustrates a short list of bid items for the repair of a water system:

Row	Item#	Item Code	Description
1	0	None	1–Base Bid
2	1000		Tie in to 8” water main
3	2000		6” water line
4	3000		4” water line
5	5000		Fire hydrant
6	6000		Water service with meter

Some jobs require a more extensive list of bid items.

This example illustrates a more comprehensive list for the construction of an elementary school:

Row	Item#	Item Code	Description
1	0	None	1–Base Bid
2	1000		General requirements
3	2000		Rough grading/utilities
4	3000		Site concrete
5	5000		Paving
6	6000		Landscaping
7	7000		Foundation slabs

Row	Item#	Item Code	Description
8	8000		Wood framing
9	9000		Insulation

About bid item types

As you enter bid items, you can assign each item a type.

Item Type	Description
1-Base Bid	Indicates standard items on the proposal.
2-Allowance	Indicates that the item provides for an allowance in the costs. Suppose you are building a residential home but the client has yet to decide on carpets. A carpet allowance sets the costs for carpets at a specified amount, which is included in the contract.
3-Alternate	Indicates the cost for the work performed based on additions or alternate plans. Suppose that plans for a commercial building call for an asphalt roof and an alternate cost for a ceramic tile roof. On the proposal, you can list the cost for the asphalt roof. Then you can list the additional cost for the ceramic tile roof as the alternate.
4-Change Order	Indicates the bid item contains only change work. In a takeoff, you can create a bid item for each change order. When you export change orders from a takeoff, Sage 100 Contractor only exports information contained in bid items with this type.

About using phases and bid items together

There are significant differences and some similarities to understand when using phases and bid items in jobs. For example, both phases and bid items can be used in the **9-5 Takeoffs** window to develop an estimate for a job. However, phases affect all aspects of a job while bid items only affect job estimates.

Phases, for example, affect and follow through the entire job, including:

- Schedules
- Budgets
- All document control
- Purchase orders
- Subcontracts
- Change orders
- Proposals
- Project management reports and analysis
- Job costs
- Change orders
- Payables
- Billing

Phases organize jobs and can represent different sections of a job, such as different buildings or lots. You can also use phases to distinguish different types of work, such as change orders or site work. Because phases flow through the entire job, they do not restrict which billing methods you can use.

Bid items, by contrast, only affect estimates and some billing items and do not follow through the entire job. You use bid items to segment an estimate into smaller units and/or to satisfy external requirements for bidding and billing a job. Bid items affect these items: **Units** in **Daily Field Reports**, **Proposals** based on **Bid Items** and **Unitary Proposals**, and **Unitary Billing**.

In an estimate, phases and bid items can work together like a spreadsheet. You can enter data in a takeoff grid for a specific combination of bid item and phase through the **Bid Items** and **Job Phases** windows accessible on the **Takeoff Details** tab on **9-5 Takeoffs**.

Important! Bid item 0-None and **Phase 0-None** are place holders if you are not using bid items or phases. To use bid items and/or phases, you must begin numbering them with 1 or higher.

Entering bid items

To enter bid items:

1. Open **3-5 Jobs (Accounts Receivable)**, and select the job.
2. Do one of the following:

- On the **Options** menu, click **Bid Items**.
- Click the detail button next to **Bid Item** in **9-5 Takeoffs**.

3. For each bid item.
   a. In the **Item#** text box, enter your bid item number.
   b. In the **Item Code** text box, enter the bid item code required by the client.
   c. In the **Description** text box, enter a brief statement about the bid item.
   d. In the **Unit** text box, enter the unit of measurement.
   e. In the **Quantity** text box, enter the number of units.
   f. In the **Item Type** text box, enter the bid item type: **1-Base Bid**, **2-Allowances**, **3-Alternate**, or **4-Changes**.
   g. In the **Overhead** text box, enter the default overhead rate.
   h. In the **Profit** text box, enter the default profit rate.
4. On the **File** menu, click **Save**.

Pre-liens

About pre-lien notices

In the **Pre-Lien Information** window, provide the appropriate names and addresses for pre-lien notices. Your particular circumstances will determine what information to supply. Suppose that Jones Electrical was subcontracted to do the electrical work in a commercial building. Because Jones Electrical has to supply a pre-lien notice to the contractor, it is therefore necessary to complete the text boxes under **Contractor**.

Sage 100 Contractor comes with a system report form design for a pre-lien and a public lien. To include different information in the printed pre-liens, change the fields in the pre-lien or public lien form designs.

To print an example of a pre-lien notice, open **3-1-10 Pre-Lien Notices**, print one of the examples, **21-Pre-Lien Notice** and **31-Pre-Lien Notice~CA Public Works**.

Entering pre-lien notices

Caution! In the Sage 100 Contractor application, functionality regarding pre-liens and public liens is based on requirements in California. Check with an attorney or the local builder's exchange to determine your rights under the laws of your jurisdiction, and then customize the form design to meet the state requirements.

To enter a pre-lien notice:

1. Open **3-5 Jobs (Accounts Receivable)**, and then select the job.
2. On the **Options** menu, click **Pre-Lien Information**.
3. In the **Description of Work** text box, enter a brief statement about the work you are performing.
4. Do any of the following:
   - Under **Lender**, enter the lender's name and address.
   - Under **Contractor**, enter the contractor's name and address.
   - Under **Owner**, enter the owner's name and address.
   - Under **Contracted By**, enter the name and address of the person or company who contracted your company.
   - Under **Subcontractor**, enter the subcontractor's name and address.
5. On the **File** menu, click **Save**.

Printing pre-lien notices

To print pre-lien notices:

1. Open **3-1-10 Pre-Lien Notices**.

   The **3-1-10 Report Printing** window opens for printing pre-lien notices.
2. On the **Report Criteria** tab, select a report style.
3. In the **Job#** drop-down box, select the operator, and then the job number.

   For example, you may enter **Equal** for the operator.
4. Click the **Preview report on screen** to preview your pre-lien notice.
5. If everything looks correct, click the **Print records** button.

Paygroups for Jobs

About job-specific paygroups

Companies that work different prevailing-wage jobs at the same time can use paygroups to manage the wage and benefit requirements for each job. For each prevailing-wage job, you can set up a table of paygroups and employee positions.

When you enter a job number on a timecard, Sage 100 Contractor looks at the job record to determine if it contains a table of paygroups. Sage 100 Contractor then compares the employee's position number from the employee record with the position number assigned to each paygroup in the job record. When Sage 100 Contractor matches the employee's position with a position assigned to a paygroup, it inserts the paygroup in the timecard line.

Because Sage 100 Contractor uses employee positions to determine the correct paygroup, it is important to assign a different employee position to each paygroup in the table. Otherwise, Sage 100 Contractor uses the first paygroup it finds with the correct position, ignoring other paygroups that contain the same employee position.

In some companies, employees perform different types of work over the course of a job, and a single paygroup cannot cover the different wages and benefits paid based on the type of work performed. Therefore, it is necessary to set up the list of job-specific paygroups differently.

Entering job-specific paygroups

You can set up the job-specific paygroups to handle employees who work a variety of positions on a single job.

To enter job-specific paygroups:

1. Open **3-5 Jobs (Accounts Receivable)**.
2. Select the job.
3. For each paygroup:
   a. On the **Options** menu, click **Job Paygroups**.
   b. In the **Position** cell, enter the employee position.
   c. In the **Paygroup** cell, enter the paygroup number.
   d. If the job involves piecework, enter the rate in the **Piece Rate** cell. Otherwise, Sage 100 Contractor uses the rates specified in the **Paygroups** window.
4. On the **File** menu, click **Save**.

Tip: You can set up the job-specific paygroups to handle employees who work a variety of positions on a single job.

Setting up job-specific paygroups for employees working multiple positions

When an employee works a variety of positions on a job, you can use paygroups to control the payment of wages and benefits according to the position worked. To do this, you set up a "dummy" paygroup that does not contain any rates. Then you set up the job paygroup positions in the **3-5 Jobs (Accounts Receivable)** window to refer only to the dummy paygroup.

When you enter a timecard, Sage 100 Contractor selects a paygroup by comparing an employee's position to the list of job-specific paygroups and the associated positions. Regardless of the position used in the timecard, Sage 100 Contractor selects the dummy paygroup. You can then use a **Lookup** window to select the correct paygroup based on the position worked by the employee.

Suppose you are setting up paygroups for job number 200, a prevailing-wage contract for a housing development. Each member of the crew performs several different tasks, so you set up the following paygroups in **5-3-4 Paygroups**. Paygroup number **200-Sonoma Job** is a dummy paygroup and does not use any wage rates. Paygroups **210-Project Manager**, **220-Superintendent**, and **230-Foreman** are assigned wage rates.

Then the list of job-specific paygroups is set up using only paygroup **200-Sonoma Job**. Because each employee is working several different positions, enter the dummy paygroup on a separate line for each employee position required by job 200.

When entering a timecard information for job 200, Sage 100 Contractor selects paygroup **200-Sonoma Job** when the employee's file contains position 5, 6, or 7. You can then enter the appropriate paygroup, or select a paygroup by displaying a **Picklist**.

Important! As you press the Enter key to move through the grid, notice that as you move from cell to cell, Sage 100 Contractor autopopulates the cell with information in bold text. You have to press Enter again for Sage 100 Contractor to accept that information and write it to the database. As long as there is bold text in a cell, that information is not yet recognized. Pressing the drop-down arrow in a cell with bold text does not open the "dummy" paygroup.

To set up job-specific paygroups:

1. Open **5-3-4 Paygroups**.
2. Create a dummy paygroup for the job that uses the job name and job number as the paygroup description.

   Do not include any rates in this paygroup.
3. Enter the actual paygroups you want to use for the job, and include the wage and benefit rates.

   When creating the paygroups, organize the paygroups by job.

   When numbering the paygroups, skip a few numbers between groups in case you need to add other paygroups later.
4. Open **3-5 Jobs (Accounts Payable)**.
5. From the **Options** menu, select **Job Paygroups**.
6. Set up job paygroups using a "dummy" paygroup for each of the positions.

For each position that requires you to use a separate paygroup, enter the dummy paygroup on a separate line and assign an employee position to it.

7. When you are finished, the job-specific paygroups table should contain a list of the same dummy paygroup assigned different employee positions.
8. Open **5-2-2 Job Payroll Records**.
9. Create a timecard.
10. Press the Enter key to move through the grid to the paygroups.
11. Go back to the paygroup cell, and click the drop-down arrow.
12. The correct job paygroup appears.

Tip: To display only the job paygroups from the grid, use the **ENTER** key to move through the “dummy” paygroup that defaults into the grid cell of the timecard lines. Then go back to the timecard line. The dummy paygroup is no longer bold. Click the drop-down arrow to display the **Lookup** window. Now only the correct **Job Paygroups** appear. Alternatively, you can enter the correct **Job Paygroup** number in the timecard line cell, and then click the drop-down arrow to display the dummy **Job Paygroups**.

3-6 Receivable Clients

About receivable clients

Use the **3-6 Receivable Clients** window to store information about past, current, and future clients as well as manage the sales process and track client related issues.

To help manage sales, you can keep track of referrals, appointments, and call back dates. You can even keep track of when you last mailed a brochure to a client. In addition, you can set up customized lists to provide information about the lead source, region, company size, and to which mailing list they have been assigned.

You can also set a client record "Inactive" to ensure that no further entries are processed for the client.

Using information from the client database, you can create all kinds of client-related documents and reports. For example, the **Greeting** text box, in which you can enter a personalized greeting such as the owner’s nickname, provides a way to personalize documents. When creating the form design, you can insert a field representing the information in the **Greeting** text box. Then when you print the document, Sage 100 Contractor replaces the field with the information from the **Greeting** text box.

Entering receivable clients

Be sure to enter all the important information regarding receivable clients. Entries made in the **3-6 Receivable Clients** window are used for other functions, such as fax and email scheduling.

Important! Sage 100 Contractor uses information entered on the **3-6 Receivable Clients** window and **Vendors** window for other functions such as the scheduling and sending of faxes and email messages. If fax numbers and email addresses for clients are not entered in these windows, then client and vendor contacts do not appear on the fax and email distribution lists.

To enter a receivable client:

1. Open **3-6 Receivable Clients**.
2. In the data control text box, enter the client number.
3. In the **Client Name** text box, enter the full client name.
4. In the **Short Name** text box, enter a brief name for the client.
5. In the **Status** list, click the client status.
6. In the **Type** list, click the client type.
7. On the **General Information** tab:
   a. In the **Address 1**, **Address 2**, **City**,**Province**, and **Postal** text boxes, enter the address information.
   b. In the **Cross Street** text box, enter the nearest cross street.
   c. In the **Map Location** text box, enter the map coordinates.
   d. In the **Due Terms** text box, enter the cycle for the date when the invoice is due.

      In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

      - **30DY** means due every 30 days.
      - **02MO** means due every two months.
      - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor

   e. In the **Discount Terms** text box, enter the cycle by which payment must be received for the discount to apply.

f. In the **Discount Rate** text box, enter the discount rate.

g. In the **Finance Rate** text box, enter the annual finance rate.

8. In the **Contact** grid:

a. In the **Contact Name** text box, enter the contact's name.

> **Important!** The first contact in the list is considered to be the primary contact in reports.

b. In the **Job Title** text box, enter the contact's job title.

c. In the **Phone#** text box, enter the contact's telephone number.

d. In the **Extension** text box, enter the contact's telephone extension, as necessary.

e. In the **Email** text box, enter the contact's email address.

f. In the **Cell#** text box, enter the contact's cellular number.

g. In the **Fax#** text box, enter the contact's fax number.

h. In the **Other#** text box, enter the contact's other telephone number.

i. In the **Other Description** text box, enter the contact's other telephone number description.

j. In the **Notes** text box, enter any applicable notes about the contact.

9. On the **Other Addresses** tab:

a. In the **Bill Address 1**, **Bill Address 2**, **Bill City**, **Bill Provincial**, and **Bill Postal** text boxes, enter the billing address information.

b. In the **Statement Email** box, type the email address to which you will send emailed statements to the client.

c. In the **Ship Address 1**, **Ship Address 2**, **Ship City**, **Ship Province**, and **Ship Postal** text boxes, enter the shipping location information.

10. On the **Billing and Payment** tab, do the following:

a. In the **Credit Card Type** text box, enter the type.

b. In the **Credit Card#** text box, enter the client's credit card number.

c. In the **Cardholder Name** text box, enter the name as it appears on the credit card.

d. In the **Expiration** text box, enter the date of expiration.

e. In the **Discount** text box, enter the client's discount rate (%) on products.

f. In the **PO#** text box, enter the purchase order number for service invoices.

g. If the client is exempt from PST for service billing, select the **PST Exempt** check box. (If the client uses a QST tax code, this check box is labeled **QST Exempt**.)

h. If the client is exempt from GST/HST for service billing, select the **GST/HST Exempt** check box.

i. Under **Part Billing Basis**, select how you want to bill the client for parts.

11. On the **Sales and Marketing** tab, do the following:

a. In the **Purchase** text box, enter the date of the last product purchase.

b. In the **Received** text box, enter the date you received the sales lead.

c. In the **Call Back** text box, enter the date when the account manager should next call the client.

d. In the **Contact** text box, enter the date when the client was last contacted.

e. In the **Reference** text box, enter the date when you last contacted the client for a reference.

f. In the **Greeting** text box, enter a greeting or name that you want to use for client documents.

g. In the **Mail Piece**, click the type of mail piece last sent to the client. You must manually update the information in the **Mail Piece** text box.

h. In the **Date Mailed** text box, enter the last piece of mail that was mailed to the client. You must manually update the information in the **Mail Piece** text box.

i. In the **Product** list, click the last product purchased by the client.

j. In the **Source** list, click the source of the lead.

k. In the **Area** list, click the region where the client is located.

l. In the **Size** list, click the company size.

m. In the **Mail List** list, click the mail list.

n. In the **Manager** text box, enter the employee number for the employee managing the client's account.

o. In the **Salesperson** text box, enter the employee number for the employee who sold the account.

12. (Optional) In the **User Def** , **User Def2**, **User Def3**, **User Def4**, and **User Def5** text boxes, enter the user-defined information as necessary.

13. On the **File** menu, click **Save**.

Merging Clients

You use the **Merge Clients** option in the **3-6 Receivable Clients** window to merge two client records.

Before merging client records

The merge process does not create a new merged client record, and it does not update fields (such as the address, contact information, and so on) in the "to" record. It simply transfers the records and references (such as invoices and work orders) associated with one client record to another client record.

Therefore, before merging client records, examine both records carefully, and decide which of the two records you want to keep.

Important! You must be logged in with Administrator rights and exclusive access to merge records.

To merge two client records:

1. Open the **3-6 Receivable Clients** window.
2. (Optional) Display the client record you plan to transfer information *from*.
3. Click **Options** > **Merge Clients**.

   In the **Merge Clients** window that appears:

   a. In the **Transfer all records and references from client** box, enter the client record from which you are transferring information, if it is not already displayed.

   b. In the **To client** box, enter the client record to which you are transferring information.

   c. Click [**Next**].

      If the clients have matching location numbers, with potentially conflicting information, Sage 100 Contractor displays the Locations Manager page, where you can choose whether and how to merge locations to the "to" record.

      Likewise, if the clients have matching equipment numbers, Sage 100 Contractor displays the Equipment Manager page, where you can choose whether and how to merge the equipment in the "to" record.

   d. On the **Locations Manager** page, if it appears, indicate whether and how to copy locations in the "from" client that conflict with existing locations in the "to" client.

      Note: The left-hand pane of the Locations Manager page lists all locations for the "from" client. Check marks identify locations that will be copied automatically to the "to" client.

      If a location conflicts with an existing location number in the "to" client, that location appears in the list with a blank check box, indicating that it will not be copied automatically.

      The right-hand pane lists all the locations for the "to" client, shown in a normal font. In addition, it shows unique location numbers from the "from" client that will be copied over to the "to" client. The latter locations are shown in a bold, italic font.

- Leave the check box blank if the geographical location is the same as the one with the matching location number in the "to" client.
- Select the check box if the geographical location is different from the location with the matching location number in the "to" client.

> **Important!** If you select a check box, you must enter in the **Location#** column the new, unique location number to assign in the "to" client.

Click [**Next**] when you are satisfied with your location assignments.

e. On the **Equipment Manager** page, if it appears, indicate whether and how to copy equipment in the "from" client that conflict with existing equipment in the "to" client.

> **Note:** The left-hand pane of the Equipment Manager page lists all equipment for the "from" client. Check marks identify equipment that will be copied automatically to the "to" client.
>
> If a location conflicts with an existing equipment number in the "to" client, that equipment appears in the list with a blank check box, indicating that it will not be copied automatically.
>
> The right-hand pane lists all the equipment for the "to" client, shown in a normal font. In addition, it shows unique equipment numbers from the "from" client that will be copied over to the "to" client. The latter locations are shown in a bold, italic font.

- Leave the check box blank if the physical equipment is the same as the one with the matching equipment number in the "to" client.
- Select the check box if the physical equipment is different from the one with the matching equipment number in the "to" client.

> **Important!** If you select a check box, you must enter in the **Equipment#** column the new, unique equipment number to assign in the "to" client.

f. Click [**Finish**].

g. Click [**Yes**] at the message asking whether you want to continue the merge process.

Sage 100 Contractor then:

- Copies locations and equipment records to the "to" client, as specified in steps 4(d) and 4(e).
- Deletes all locations and equipment from the "from" client.
- Adds the "from" client's beginning and current balances to the "to" client's balances, and clears the balances from the "from" client.
- Sets the "from" client record inactive.

Setting up receivable client status

Use the client status to provide information about your clients such as sales cycles, credit limits, or other client characteristics. You can even design the status settings to separate client prospects, current clients, and past clients.

Example 1: Using client status settings for credit limits

Client Status #	Status Name
1	No Credit
2	Credit Limit $1000
3	Credit Limit $2000
4	No Credit Limit

Example 2: Using client status settings for current and past clients

Client Status #	Status Name
1	Contact
2	Prospect
3	Current Customer
4	Customer 2-5 Years Ago
5	Customer 6-10 Years Ago
6	Do Not Accept Contract Again

To set up client status:

1. Open **3-6 Receivable Clients**.
2. Next to the **Status** list, click the detail button.

3. For each status.
   a. In the **Client Status#** text box, enter the status number.
   b. In the **Status Name** text box, enter a description of the client status.
4. On the **File** menu, click **Save**.

Setting up receivable client types

Client types allow you to categorize clients. A subdivision developer, for example, can use client types to list the subdivisions, or the release of homes in subdivisions or to track the interests of prospective home buyers. For some companies such as service/repair contractors, the geographic area is more important because all the clients are homeowners or commercial businesses.

To set up client types:

1. Open **3-6 Receivable Clients**.
2. Next to the **Type** list, click the detail button.
3. The **Client Types** window opens.
4. In the **Client Type#** column, enter the type number.
5. In the **Type Name** column, enter a description of the client type.
6. Repeat steps 4-5 for each type.
7. On the **File** menu, click **Save**.

Setting up receivable client sizes

In the **Client Size** window, you can set up a list of the different sizes of your clients' projects.

For example, a developer might use the following list to classify the size of house built for a client:

Client Size #	Size Description
1	< 1500 sq. ft.
2	1501-2000 sq. ft.
3	2001-2500 sq. ft.
4	> 2501 sq. ft.

Or, an electrical contractor might use the following list to classify service panels by ampere:

Client Size #	Size Description
1	< 1000 amp
2	1001-2000 amp
3	> 2001 amp

To set up client sizes:

1. Open **3-6 Receivable Clients**.
2. Click the **Sales and Marketing** tab.
3. On the right side of the window, next to the **Size** drop-down, click the detail button.

   The **Client Size List** window opens.
4. For each size.
   a. In the **Client Size#** text box, enter the client size number.
   b. In the **Size Description** text box, enter a brief statement about the client size.
5. On the **File** menu, click **Save**.

Setting up receivable client product lines

In the **Client Product Line** window, you can set up a list of the different products you supply.

To set up client product lines:

1. Open **3-6 Receivable Clients**.
2. Click the **Sales and Marketing** tab.
3. Next to the **Product** drop-down, click the detail button.
4. For each product.
   a. In the **Product#** text box, enter the product number.
   b. In the **Description** text box, enter a brief statement about the product.
5. On the **File** menu, click **Save**.

Setting up product discounts for receivable clients

Setting up a product discount for a client is a three-step process using **3-6 Receivable Clients**, **9-2 Parts**, and **11-2 Work Orders/Invoices/Credits**.

To set up product discounts for clients:

1. Open **3-6 Receivable Clients**, and select a client.
2. On the **General Information** tab, in the **Discount Rate** text box, enter the product discount.
3. For example, entering **10** means that your client gets a 10 percent discount.
4. Click the **Billing and Payment** tab. Under **Part Billing Basis**, select either **Last Cost**, **Average Cost (Inventory)**, or **Billing Amount**.
5. Click **Save**.
6. Open **9-2 Parts**, and locate the part that you want to discount for the client.
7. Under **Cost/Billing**, enter the appropriate cost in the appropriate text box.
8. If this is an inventory item and you need to job cost in **11-2 Work Orders/Invoices/Credits**, under **Inventory/Ordering**, select the **Required from Inv.** check box.
9. Click **Save**.
10. Open **11-2 Work Orders/Invoices/Credits**, and select the same client as you did on **3-6 Receivable Clients**.
11. Select a **Status** of **1-Open** and select a **Type**.
12. Click the **Invoice Details** tab, and enter the **Part#**.
13. The **Description** text box auto-populates with the part description.
14. The **Price** text box auto-populates with the discounted price.
15. Click **Save**.

- **Last Cost** in **3-6 Receivable Clients** maps to **Default Cost** in **9-2 Parts**.
- **Average Cost (Inventory)** in **3-6 Receivable Clients** maps to **Average Cost** in **9-2 Parts**.
- **Billing Amount** in **3-6 Receivable Clients** maps to **Billing Amount**in **9-2 Parts**.

About receivable client documents

In the **3-1-7 Client Document** window, you can print documents designed in **13-5 Form/Report Page Design** for clients. The types of client documents created can include transmittal forms, form letters, contracts, and proposal forms. When designing a client document, you can merge information from the client files. Save the client documents using the ***.docs_client** file name extension.

Service Contracts

Entering service contracts for clients

In the **Service Contracts** window, you can track the locations or equipment covered by a contract you have with the client. For each client, you can enter multiple contracts.

To enter service contracts for a client:

1. Open **3-6 Receivable Clients**.
2. Select the client.
3. On the **Options** menu, click **Service Contracts**.
4. In the **Contract#** text box, enter the contract number.
5. In the **Description** text box, enter a brief statement about the contract.
6. In the **Expiration** text box, enter the date when the contract expires.
7. In the **Type** text box, enter the number of the service contract type.
8. In the **Coverage** list, select the coverage.
9. If you click **All Locations/All Equipment**, go to step 9.
10. If you click **Specified Locations Only**, then enter the locations in the **Locations Grid**.
11. If you click **Specified Equipment Only**, then enter the client's equipment in the **Equipment Grid**.
12. On the **File** menu, click **Save**.

Setting up service contract types

If you perform service work, you can categorize the types of service contracts you fulfill.

Example 1: Service contract types using projects

Contract #	Description
1	Time and Materials Projects
2	Progress Billing Projects
3	Government Projects

Example 2: Service contract types using time increments

Contract #	Description
1	Weekly
2	Monthly
3	Bi-monthly
4	Semi-yearly
5	Yearly

To set up service contract types:

1. Open **3-6 Receivable Clients**.
2. Select the client.
3. On the **Options** menu, click **Service Contracts**.
4. Next to the **Type** list, click the detail button.
5. In the **Contract#** text box, enter the number.
6. In the **Description** text box, enter a brief statement about the type of contract.
7. Repeat steps 5 and 6 for each type.
8. On the **File** menu, click **Save**.

Setting up client service areas based on regions

Some service companies dispatch technicians based on geographic regions. In the **Service Areas** window, you can set up a list of the different areas in which your clients are based.

To set up a list of client service areas:

1. Open **3-6 Receivable Clients**.
2. Click the **Sales and Marketing** tab.
3. For each service area:
   a. Next to the **Area** text box, click the detail button.
   b. In the **Area#** text box, enter the area number.

c. In the **Description** text box, enter a brief statement about the area.

d. Double-click the **Dispatch Color** text box.

e. Double-click the color you want to use.

4. On the **File** menu, click **Save**.

Note: Both client records and service receivable records use the same table of service areas.

Entering the service locations for clients

For service work, you can set up a table of the different locations that you must service.

To enter service locations for a client:

1. Open **3-6 Receivable Clients**.
2. On the **Options** menu, click **Locations**.
3. In the **Client Locations** window:
   a. In the **Location#** text box, enter the number you want to assign the client location.
   b. In the **Name** text box, enter a brief description of the location.
   c. In the **Address 1**, **Address 2**, **City**,Province, and **Postal** text boxes, enter the address.
   d. In the **Phone#** text box, enter the telephone number for the location.
   e. In the **Contact** text box, enter the name of the person to contact at the location.
   f. In the **Area** drop-down, select the client region.
   g. In the **Map Locate** text box, enter the map coordinates.
   h. In the **Cross Street** text box, enter the name of the nearest cross street.
   i. (Optional) In the **User Defined** text box, enter the user-defined information as necessary.
4. Repeat step 3 for each location.
5. On the **File** menu, click **Save**.

Tip: You can also use the **Add Service Location** window, available from the the **11-2 Work Orders/Invoices/Credits** window, to add a new service location for a client.

Entering appointments

In the **Appointments** window, you can track appointments made with clients.

To enter appointments:

1. Open **3-6 Receivable Clients**.
2. On the **Options** menu, click **Appointments**. The **Appointments** window opens.
3. In the **Date** text box, enter the date when the appointment is to occur.
4. In the **Start** text box, enter the time when the appointment begins.
5. In the **End** text box, enter the time when the appointment ends.
6. In the **Appt. Type** text box, enter the type number for the kind of appointment.
7. In the **Employee** text box, enter the employee number of the person who has the appointment.
8. In the **Notes** text box, you can enter a note about the appointment.
9. Repeat steps 3-8 for each appointment.
10. On the **File** menu, click **Save**.

Tip: You can also display the **Calendar** by pressing **F2**. Then you can enter appointments by clicking **Appointment** on the **Edit** menu to open the **Calendar Appointments** window.

Entering the equipment owned by a client

For service work, you can maintain records of the client's equipment you install, service, or repair.

To enter equipment owned by a client:

1. Open **3-6 Receivable Clients**.
2. Click **Options** > **Equipment** on the menu.
3. In the **Equipment** window, for each piece of equipment:
   a. In the **Equipment#** text box, enter the equipment number.
   b. In the **Description** text box, enter a brief statement about the equipment.
   c. In the **Manufacturer** text box, enter the name of the equipment manufacturer.
   d. In the **Man Part#** text box, enter the part number assigned by the manufacturer.
   e. In the **Serial#** text box, enter the serial number of the equipment.
   f. In the **Client Location** text box, enter the location number for the location of the equipment.
   g. In the **Site Location** text box, enter the location of the site.

h. In the **Installed Date** text box, enter the date when you installed the equipment.

i. In the **In Service Date** text box, enter the date when the item will start being used.

j. In the **OEM Warranty Exp** text box, enter the original equipment manufacturer's warranty expiration date.

k. In the **Start Date** text box, enter the starting date.

l. In the **Expiration Date** text box, enter the expiration date of the warranty.

m. In the **Last Service** text box, enter the date when the equipment was last serviced.

n. In the **Service Cycle** text box, enter the cycle when the next service is due.

   In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

   - **30DY** means due every 30 days.
   - **02MO** means due every two months.
   - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor

o. In the **Next Service** text box, enter the date when the equipment is scheduled for its next service.

p. (Optional) In the **User Defined** text box, enter the user-defined information as necessary.

4. On the **File** menu, click **Save**.

Lead Management

About client lead management

Use the **Sales and Marketing** tab in the **3-6 Receivable Clients** window to manage clients and sales leads. You can provide information such as the date when you received the sales lead, indicate the source of the lead, and determine which mail list to use for that particular client.

Using the client information, you can create custom reports to examine your customer base, create targeted customer newsletters or marketing campaigns, or even create a mailing list for holiday cards.

Setting up client lead sources

Lead sources let you track how the company gets job leads. With this information, you can make informed decisions about how to effectively market your business.

Suppose that AAA Contracting places an advertisement in the telephone book and adds it to the list of lead sources. As new leads come in the office staff notes when a new client selected the company based on that particular advertisement. To determine how many new leads resulted from the advertisement, the owner prints a list of clients using the lead source as a selection criterion.

You can also include referrals from industry professionals such as architects, as well as from materials suppliers and subcontractors. If you want to track referrals from companies, leave plenty of room in the numbering system to add new referrals as they come in.

To set up a lead source list:

1. Open **3-6 Receivable Clients**.
2. Click the **Sales and Marketing** tab.
3. Next to the **Source** list, click the detail button.
4. For each source:
   a. In the **Lead Source#** text box, enter the lead source number.
   b. In the **Source Name** text box, enter a description of the lead source.
5. On the **File** menu, click **Save**.

Setting up client mail lists

You can create a mailing list to group clients together for targeted mailings. Assigning a client to a specific mailing list allows you to print client lists or documents using the mailing list as a selection criterion.

Following are two examples of how you can set up mail list categories:

Example 1: Categories using Mail Types

Mail List #	List Name
1	Direct Mail Pieces
5	Newsletters
9	Greeting Cards

Example 2: Categories using Customer Type

Mail List #	List Name
1	Bathroom Remodels

Mail List #	List Name
2	Kitchen Remodels
3	Home Owners
4	Commercial Customers

To set up client mail lists:

1. Open **3-6 Receivable Clients**.
2. Click the **Sales and Marketing** tab.
3. Next to the **Mail List** drop-down list, click the **View/Add records** button.
4. On the **Client Mail List** window, in the **Mail List#** column, enter the mail list number.
5. In the **List Name** column, enter a description of the mail list.
6. Repeat steps 4 and 5 for each mail list.
7. On the **File** menu, click **Save**.

Entering by whom the client was referred

In the **Referred By** window, you can note who referred the client to your company.

To enter by whom the client was referred:

1. Open **3-6 Receivable Clients**.
2. On the **Options** menu, point to **Referrals**, then click **Referred By**.
3. For each referral:
   a. In the **Client** cell, enter the client number of the client who provided a referral to the current customer.
   b. In the **Date** cell, enter the date of the referral.
   c. In the **Sale (Y/N)** cell, type **Y** if the referral resulted in a sale, or **N** if the referral did not result in a sale.
4. In the **File** menu, click **Save**.

Entering whom the client has referred

In the **Referred** window, you can note who the client has referred to your company.

To enter whom the client has referred:

1. Open **3-6 Receivable Clients**.
2. On the **Options** menu, point to **Referrals**, then click **Referred**.
3. For each referral:
   a. In the **Referred** cell, enter the client number of the client who was referred to your company.
   b. In the **Date** cell, enter the date of the referral.
   c. In the **Sale (Y/N)** cell, type **Y** if the referral resulted in a sale, or **N** if the referral did not result in a sale.
4. On the **File** menu, click **Save**.

3-7 Progress Billing

About progress billing for jobs

The **3-7 Progress Billing** window provides a system for creating progress billings, with each new application building on the previous submitted application for a job. Then under each job, Sage 100 Contractor assigns each application its own application number.

Creating a progress bill requires that you provide some basic information in the **Progress Billing Setup** window. You can provide the name of the architect and the architect's job number for the project, as well as the income posting account, holdback rates, and a maximum for holdback.

To create an application, import the cost codes or divisions from the job's budget or proposal. You can then select several ways to automatically update the cost information from the job cost records. When you select the **Percent from Costs** option, Sage 100 Contractor displays the actual job costs and calculates the percent of work completed by comparing the job costs against the budget. You can instead select either the **From Cost Amounts** or **From Billing Amounts** option to display only the amounts for each cost code.

When you create an application, Sage 100 Contractor assigns it status **1-Open**. After you have submitted the application, submit the record in Sage 100 Contractor by clicking the **Submit** button. Sage 100 Contractor then changes the application's status to **2-Submitted**. When the billing is approved, post the billing by clicking the **Post** button. Sage 100 Contractor creates an invoice, posts it to the general ledger, and then changes the application's status to **3-Posted**. When you want to create the next application, click the **Next** button. Sage 100 Contractor assigns the posted application status **4-Closed**, moves the costs from the **Current Quantity** column to the **Previous Quantity** column, and advances the number in the **Application#** text box.

You can also update the costs of the change work to the progress bill. You can either incorporate the changes to the costs in the cost codes or divisions, or include the total amount of the change order as a separate line item.

Important!

From time to time you may need to void an invoice for a progress billing. Voiding the invoice in the **3-2 Receivables Invoices/Credits** window does not void the progress billing. Therefore, you should void the billing in the **3-7 Progress Billing** window.

However, if you want to be able to void progress billings directly in the **3-2 Receivables Invoices/Credits** window, despite this warning, a Company Administrator must first select the **Allow Direct Void of Invoice** option in the **3-7 Progress Billing** window. By default, this option is turned off to prevent the improper voiding of progress billings.

Entering setup data for progress bills

In order to create a progress bill, you have to provide some basic information in the **Progress Billing Setup** window, such as the name of the architect, the architect's job number for the project, the income posting account, the holdback rates, and a maximum for holdback.

To enter setup data for a progress bill:

1. Open **3-7 Progress Billing** and click the **Setup** button at the bottom left.
2. In the **Progress Billing Setup** window, in the **Architect** text box, enter the vendor number of the architect or engineer.
3. In the **Architect's Job#** text box, enter the number the architect uses to refer to the job.
4. In the **Income Account** text box, enter the income account.
5. If you are using subsidiary accounts, enter the account number in the **Subaccount** text box.
6. In the User Def1 and User Def2 text boxes, enter the user-defined information as necessary.
7. In the Holdback section, do the following:
   a. In the **Holdback Rate** text box, enter the rate of holdback.
   b. In the **Material Rate** text box, enter the rate of holdback for stored materials.
8. On the menu bar, click **Save**.

Creating new progress bills for jobs

When you create a new progress bill for a job, you can enter the scheduled costs for each cost code or division in the **Scheduled** column. After saving the first application, Sage 100 Contractor does not allow any

changes to the scheduled costs unless the **Allow Editing Scheduled $** option is selected. On subsequent applications, enter changes to costs in the **Changes** column.

In the **Current Stored** column, you can enter the amount of material currently being stored. When you create the next application, Sage 100 Contractor moves the costs from the **Current Stored** column to the **Previous Stored** column. As you complete work, remove the costs for items no longer being stored. To remove costs, enter the costs as a negative amount.

To create a new progress bill for a job:

1. Open **3-7 Progress Billing**.
2. In the header:
   a. In the **Job** text box, enter the job number.
   b. If the job uses phases, enter the phase number in the **Phase** text box.
   c. In the **Description** text box, enter a brief statement about the work completed.
   d. If you want this billing to include all the phases for the job, select the **Combine phases into single application** check box before you import the budget or proposal.

      Note: Costs for all phases will be combined when you update costs.

   e. If you want to include this progress billing in the **6-12 Project Work Center**, select the **Hot List** check box.
   f. In the **Application#** text box, enter the number of the application you are submitting.
   g. In the **Billing Date** text box, enter the date ending the period for which you are submitting the request.
   h. In the **Billing Cycle** text box, enter the billing cycle.

      In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

      - **30DY** means due every 30 days.
      - **02MO** means due every two months.
      - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor

   i. In the **Submitted** text box, enter the submittal date.
   j. In the **Approved** text box, enter the approval date.
3. Under **Billing Basis**, select the **Bill by cost codes** or **Bill by cost divisions** option.
4. On the **Options** menu, click **Setup** and complete the **Progress Billing Setup** window.

5. Do one of the following:
   - On the **Options** menu, select **Import**, then click **Import Budget**.
   - On the **Options** menu, select **Import**, then click **Import Proposal**.
6. In the grid, for each item:
   a. In the **Current Completed** text box, you can enter the costs incurred. If you provide the costs incurred, do not provide the percent of work completed in the **% Completed** text box.
   b. In the **Holdback Rate** text box, you can accept the default primary rate from the **Progress Billing Setup** window, or you can enter a different rate for the item.
   c. In the **Current Stored** text box, enter the current cost of materials stored for the job.
   d. In the **% Completed** text box, you can enter the percent of work completed. If you provide the percent of work completed, do not provide the current costs incurred in the **Current Completed** text box.
   e. In the **Subject to GST**, **Subject to PST**, and **Subject to HST** text boxes, type **Yes** if the item is taxable or **No** if the item is non-taxable.

   Note: QST is not processed for job costs.
7. On the menu bar, click **Calculate** to select one option in the **Calculate Grid** window, then click [**Calculate**].
   a. **Calculate the Current column based on the amounts entered in the Percentage column** (this is based on the amount entered in the **% Completed** text box in step 10e)
   b. **Calculate the Percent column based on the amounts entered in the Current and Stored columns** (this is based on the amounts entered in the Current Completed and Current Stored text boxes in step 10a and 10c, respectively)

Note: Sage 100 Contractor creates a separate series of applications for each phase.

Creating new progress bills manually

In the **Current Stored** column, you can enter the amount of material currently being stored. When you create the next application, Sage 100 Contractor moves the costs from the **Current Stored** column to the **Previous Stored** column. As you complete work, remove the costs for items no longer being stored. To remove costs, enter the costs as a negative amount.

Important! Only a company administrator can change the **Allow Editing Scheduled $** option (on the **Options** menu). When this option is selected, anyone can edit the **Scheduled** column on any application that has a status of **1-Open** or **2-Submitted**.

To create a new progress bill manually:

1. Open **3-7 Progress Billing**.
2. In the header:
   a. In the **Job** text box, enter the job number.
   b. If the job uses phases, enter the phase number in the **Phase** text box.
   c. In the **Description** text box, enter a brief statement about the work completed.
   d. If you want this billing to include all the phases for the job, select the **Combine phases into single application** check box before you import the budget or proposal.

      Note: Costs for all phases will be combined when you update costs.

   e. If you want to include this progress billing in the **6-12 Project Work Center**, select the **Hot List** check box.
   f. In the **Application#** text box, enter the number of the application you are submitting.
   g. In the **Billing Date** text box, enter the date ending the period for which you are submitting the request.
   h. In the **Billing Cycle** text box, enter the billing cycle.

      In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). For example:

      - **30DY** means due every 30 days.
      - **02MO** means due every two months.
      - **25TH** means due on the 25th day of each month.

   i. Under **Billing Basis**, select the **Cost Codes** or **Divisions** option.
3. On the **Options** menu, click **Setup**, and then enter the appropriate information in the **Progress Billing Setup** window.
4. After entering the information, from the **File** menu, click **Save**.
5. In the grid, for each item
   a. Depending on the billing basis, right-click the **Cost Code** or **Divisions** text box, and select **Display Picklist Window**.
   b. Create a **Picklist** of cost codes or divisions, and then click the check mark button to insert the list into the grid.
   c. If a vendor is associated with the item, enter the vendor number in the **Vendor** text box.

d. In the **Scheduled** text box, enter the scheduled amount.

e. In the **Current Completed** text box, you can enter the costs incurred. If you provide the costs incurred, do not provide the percent of work completed in the **% Completed** text box.

f. In the **Holdback Rate** text box, you can accept the default primary rate from the **Progress Billing Setup** window, or you can enter a different rate for the item.

g. In the **Current Stored** text box, enter the current cost of materials stored for the job.

h. In the **% Completed** text box, you can enter the percent of work completed. If you provide the percent of work completed, do not provide the current costs incurred in the **Current Completed** text box.

i. In the **Subject to GST**, **Subject to PST**, and **Subject to HST** text boxes, type **Yes** if the item is taxable or **No** if the item is non-taxable.

6. On the menu bar, click **Calculate** to select one option in the **Calculate Grid** window, then click [**Calculate**].

   a. **Calculate the Current column based on the amounts entered in the Percentage column** (this is based on the amount entered in the **% Completed** text box in step 10e).

   b. **Calculate the Percent column based on the amounts entered in the Current and Stored columns** (this is based on the amounts entered in the Current Completed and Current Stored text boxes in step 10a and 10c, respectively)

Note: Sage 100 Contractor creates a separate series of applications for each phase.

About updating costs in progress bills from change orders

You can automatically or manually update costs in the progress bill from change orders. Choose from two methods to automatically update the costs from change orders. You can either incorporate the changes to costs in the individual cost codes, or include the total amount of the change order as a separate line item.

Important! When using the **Append as New Lines** option, do not change the **Description** values as you have entered them into the grid. Sage 100 Contractor uses an exact match of the text in the **Description** column to match the items from the **Change Order** grid to the **Progress Billing** grid.

Method 1: Incorporate changes to costs in the individual cost codes

When you select the **Add to Existing Lines** option in **3-7 Progress Billing**, Sage 100 Contractor only updates cost codes or divisions present in both the change order and the progress bill. If the change order contains cost codes that do not correspond to cost codes or divisions in the progress bill, Sage 100 Contractor will notify you. Review the new cost codes in the change orders, and if necessary, manually add the new cost codes or divisions and update the progress bill again. Sage 100 Contractor displays the amount of change to each cost code in the **Changes** column and the new contract amount in the **Contract** column.

Method 2: Include the total amount of the change order as a separate line item

Instead of updating the individual cost codes, you can append each change order as a separate line item at the end of the progress bill. Suppose the client approves change order number 1, and you only want to show the total amount of the changes on the progress bill. When you select the **Append as New Lines** option, Sage 100 Contractor creates a separate line for each change order. Sage 100 Contractor inserts the statement **Change Order #1** in the **Description** column, and displays the total amount of the change order in the **Changes** column and the new contract amount in the **Contract** column.

Updating costs in progress bills from change orders automatically

You can update the data from change orders as often as necessary.

To automatically update costs from change orders:

1. Open **3-7 Progress Billing**.
2. Using the data control, select the last application for the job and phase you want to update.
3. Until you have resolved all cost codes:
   a. On the **Update** menu, point to **Change Orders**, and click **Add to Existing Lines**.
   b. If Sage 100 Contractor finds cost codes or divisions that are not present in the progress bill, review the change orders and manually enter the cost codes or divisions that you want to include in the progress bill.
4. On the menu bar, click **Calculate** to select one option in the **Calculate Grid** window, then click [**Calculate**].
   - **Calculate the Current column based on the amounts entered in the Percentage column** (this is based on the amount entered in the **% Completed** text box in step 10e)
   - **Calculate the Percent column based on the amounts entered in the Current and Stored columns** (this is based on the amounts entered in the Current Completed and Current Stored text boxes in step 10a and 10c, respectively)

Updating costs in progress bills from change orders manually

When you recalculate the progress bill, the contract balances reflect the effect of the change orders.

To update costs from change orders manually:

1. Open **3-7 Progress Billing**.
2. Using the data control, select the last application of the job and phase you want to update.

3. For each cost code you want to update:
   a. Select a cost code.
   b. In the **Changes** text box, enter the amount of change.
4. On the menu bar, click **Calculate** to select one option in the **Calculate Grid** window, and then click [**Calculate**].
   - **Calculate the Current column based on the amounts entered in the Percentage column** (this is based on the amount entered in the **% Completed** text box in step 10e)
   - **Calculate the Percent column based on the amounts entered in the Current and Stored columns** (this is based on the amounts entered in the Current Completed and Current Stored text boxes in step 10a and 10c, respectively)

Appending costs from change orders to progress bills

Important! If you are using this update option, do not change the **Description** values as you have entered them into the grid. Sage 100 Contractor uses an exact match of the text in the **Description** column to match the items from the **Change Order** grid to the **Progress Billing** grid.

To append costs from change orders to progress bills:

1. Open **3-7 Progress Billing**.
2. Using the data control, select the last application of the job and phase you want to update.
3. On the **Update** menu, point to **Change Orders**, and then click **Append as New Lines**.
4. On the menu bar, click **Calculate**.

Tip: You can update the data from change orders as often as necessary.

About progress billing holdback

Many job contracts include holdbacks. In the **Progress Billing Setup** window, you can set up holdback rates.

When you calculate a progress bill for the first time, Sage 100 Contractor inserts the holdback rate for completed work in the **Holdback Rate** column for all line items. If certain line items require different rates of holdback, type the rates in the appropriate **Holdback Rate** cells. If you leave a **Holdback Rate** cell blank, Sage 100 Contractor will not compute holdback for that particular line item. You can then recalculate the holdback for the application.

If you want to withhold a holdback for stored materials, type the rate in the **Material Rate** box. When you

enter costs for stored materials in the **Current Stored** column, Sage 100 Contractor calculates the holdback using the rate in the **Material Rate** box from the **Progress Billing Setup** window.

While you include holdback on billings, payment is not due until you create holdback invoices using the **3-2 Receivable Invoices/Credits** window. Posting an invoice declares the gross amount of the invoice as income. However, a percentage of the gross amount is withheld as holdback, so the client is actually billed for the net amount (gross invoice amount - holdback = net invoice amount). Therefore, holdback is already declared income but is not yet due. Consequently, Sage 100 Contractor does not include holdback in the invoice aging, and does not apply finance charges to it.

Releasing holdbacks for progress bills

You can bill for work and release holdbacks on the same billing. After you create or update the progress bill, remove the holdback rates and post an invoice.

To release holdbacksonly for specific line items, delete the rate in the **Holdback Rate** text box of each line item for which you want to release holdbacks. Then calculate the application.

If you need to release holdbacks and print a statement, see the topic Releasing holdbacks for progress bills and printing statements.

To bill for work and release holdbacks for a progress bill

1. Open **3-7 Progress Billing**.
2. Select the last billing.
3. At the message stating that all holdbacks will be set to zero, click **Yes**.
4. On the **Calculate Grid** window that appears, click [**Calculate**].
5. On the **File** menu, click **Save**.
6. Open **3-2 Receivable Invoices/Credits**.
7. From the **Options** menu, select **Create Holdback Billing**.
8. In the **Create Holdback Billing** window that appears:
   a. In the **Job** field, enter the job for which you are billing the holdback.
   b. Click **Display Invoices**, and then select one of the following options:
      - Manually enter billing amounts
      - Bill all remaining holdback
      - Adjust remaining holdback to [ ]% of Invoice Total
   c. Click **Calculate Billing Amounts**.
   d. Click **Create Bill**.

9. In the **3-2 Receivable Invoices/Credits** window, fill in the **Invoice#, Due Date**, and **Discount Date** fields.
10. On the **File** menu, click **Save**.

Releasing holdbacks for progress bills and printing statements

When you complete a project, or at intervals determined by contract with your customer, you need to invoice for any holdback that is due.

Part 1—To close your current bill, release holdbacks, and print a progress billing report

1. Open **3-7 Progress Billing**.
2. Open the last application with a **Status 3-Posted** for the job, and click **Next**.
3. At the message, **Reminder: A new record will be created and this one will become Closed. Do you want to continue?** click **Yes**.

   Note: Be sure to note the amount in the **Holdback Total** field.

4. From the **Update** menu, select **Release Holdback**.
5. At the message, **This will reset all holdback rates to zero and recalculate the application. Do you want to continue?** click **Yes**.
6. On the Calculate grid, choose a method to calculate the progress billing, and then click **OK**.

   Note: The released holdback becomes part of the invoice total.

7. From the **File** menu, select **Save**.
8. From the **File** menu, select **Recall**.
9. From the **Options** menu, select **Submit Application**.
10. From the **File** menu, select **Print**.
11. Print the appropriate progress billing report, **reports 21–42**, and send this report to your customer to show the holdback amount is now due.
12. If the job is continuing and you need to create a new application, post the application.
13. Close the **3-7 Report Printing** window.

Part 2—Create the holdback billing

1. Open the **3-2 Receivable Invoices/Credits** window.
2. On the **Options** menu, click **Create Holdback Billing**.

3. In the **Create Holdback Billing** that appears:
   a. In the **Job** text box, enter the job for which you are invoicing the holdback.
   b. Click **Display Invoices**.
   c. Select an option to adjust the holdback by a percentage, or to bill all or a portion or the holdback.
      - If you select **Manually enter billing amounts**, enter the billing amounts in the grid.
      - If you select **Adjust remaining holdback to [ ]% of Invoice Total**, specify the percentage by which to adjust the holdback in the box provided, and then click **Calculate Billing Amounts**.
      - If you select **Bill all remaining holdback**, click **Calculate Billing Amounts**.
4. When you are satisfied with the invoice details in the grid, click **Create Bill**.
5. In the **3-2 Receivable invoices/Credits** window, fill in the **Invoice#**, **Due Date**, and **Discount Date** fields.
6. Click **File > Save**.

Part 3—Print statement for detailed billing information

1. Go to **3-4 Statements**.
2. Select the **21-Job Statements** report.
3. In the **Job#** box, type the job number.
4. Select the **Include Paid Invoices** check box.
5. Select the **Include Payment History** check box.
6. From the **File** menu, select **Print**.
7. On the **Statement Variables** window, type the **Statement Date**.
8. Click **OK**.

   Your statement prints showing all outstanding amounts due, including the released holdback.
9. Close the **3-4 Report Printing** window.

Processing progress bills

Before processing progress bills

Consider the following points :

- You can calculate holdbacks using a rate for completed work and another rate for stored materials.
- In the **Current Stored** column, you can enter the amount of material currently being stored. When you create the next application, Sage 100 Contractor moves the costs to the **Prev. Stored** column. As you complete work, remove the costs for items no longer being stored. To remove costs, enter the costs as a negative amount in the **Current Stored** column, then enter the costs as a positive amount in the **Current Comp.** column. (Otherwise, the negative amount in the **Current Stored** column subtracts from the actual **Current Completed** and reduces the invoice amount.)
- You can bill for work and release holdbacks on the same application. After updating the application, remove the holdback rates.

To process a progress bill:

1. Open **3-7 Progress Billing**.
2. Do one of the following:
   - Create the progress bill automatically.
   - Create the progress bill manually.
3. If you have issued change orders for the job, update the progress bill application to reflect the affects of the change orders.
4. Update the costs.
5. You can then adjust the amounts in the **Current Completed** cells, or the percent of work completed in the **% Completed** cells.
6. Calculate the project costs.
7. Print the progress bill application.
8. When you submit the progress bill application:
   a. In the **Submitted** text box, enter the date you submitted the request. If you leave the **Submitted** text box blank, Sage 100 Contractor enters the current date for you.
   b. On the **Options** menu, click **Submit Application**.
9. On the **Options** menu, click **Post Application**.

   You create an invoice by posting the application.
10. Prepare the next progress bill application.

Preparing the next progress bill

After submitting an application, you can prepare the next application. Sage 100 Contractor will assign the current application status **4-Closed**, move the costs from the **Current Completed** column to the **Previous Completed** column, and advance the number in the **Application#** text box.

To prepare the next progress bill:

1. Open **3-7 Progress Billing**.
2. Using the data control, select the last application for the job and phase.
3. On the **Options** menu, click **Create Next Application**.

Voiding progress bills

You can void an application that has a **4-Closed** status. If the application precedes a series of applications, Sage 100 Contractor reopens the application, assigning it **2-Submitted** status, and voids the subsequent applications. If you have posted an application, and payments have been made to the invoice, you must reverse the payments before voiding the application.

Suppose you have just created application 3. However, application 3 contains an error caused in application 2. To remove the error, it is necessary to correct application 2 and recreate application 3. When you void application 2, Sage 100 Contractor changes its status from **4-Closed** to **2-Submitted**. In addition, Sage 100 Contractor changes the status of application 3 to **5-Void**. You can then make the necessary adjustment to application 2, and from it create application 3.

To void a progress bill:

1. Open **3-7 Progress Billing**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Void Application**.

3-8 Loan Draw Requests

About loan draw requests

The **3-8 Loan Draw Requests** window provides a system for creating loan draw applications. For each job, you create a series of applications with each new application building on the previous application submitted to the lender. Under each job, Sage 100 Contractor assigns each application its own application number.

To create the first loan draw application, import the cost codes from the job's budget or proposal. You can then select from several ways to automatically update the cost information from the job cost records. When

you select the **Percent from Costs** option, Sage 100 Contractor displays the actual job costs and calculates the percent of work completed by comparing the job costs against the budget. You can instead select the **From Cost Amounts** or **From Billing Amounts** option to display only the amounts for each cost code.

If the lender requires specific classes that differ from your cost codes, you can manually enter the lender's classes. However, there is no relationship between the lender's classes and your cost codes. Therefore, you will have to update the loan draw applications manually.

When you create an application, Sage 100 Contractor assigns it status **1-Open**. After you have submitted the application to the lender, submit the record in Sage 100 Contractor by clicking the **Submit** button. Sage 100 Contractor then changes the application's status to **2-Submitted**. When you want to create the next application, click the **Next** button. Sage 100 Contractor assigns the submitted application status **4-Closed**, and then creates the next application in the series.

In the **6-4-1 Change Orders** window, you can also automatically update the costs of the change work to the loan draw application. You can either incorporate the changes to costs in the individual cost codes, or include the total amount of the change order as a separate line item.

Creating new loan draw applications automatically

If the lender requires a classification system other than cost codes, enter the classification system in the **Description** column.

Loan draws do not post to the general ledger and do not affect accounts receivable. After the lender transfers funds to your account, enter a deposit that credits the loan-payable subsidiary account for the loan.

To automatically create a new loan draw application:

1. Open **3-8 Loan Draw Requests**.
2. In the **Job** text box, enter the job number.
3. If the job uses phases, enter the phase number in the **Phase** text box.
4. In the **Description** text box, enter a brief statement about the work completed.
5. In the **Billing Date** text box, enter the date ending the period for which you are submitting the request.
6. In the **Application#** text box, enter the number of the application you are submitting.
7. In the **Loan#** text box, enter your loan number.
8. In the **Lender** text box, enter the vendor number of the lender.
9. On the **Options** menu, point to **Import**, and then click one of the following:

- **Import Budget**
- **Import Proposal**

10. On the menu bar, click **Calculate**.
11. On the **File** menu, click **Save**.

> **Note:** Sage 100 Contractor creates a separate series of applications for each phase.

Creating new loan draw applications manually

If the lender requires a classification system other than cost codes, enter the classification system in the **Description** column.

Loan draws do not post to the general ledger and do not affect accounts receivable. After the lender transfers funds to your account, enter a deposit that credits the loan-payable subsidiary account for the loan.

To create a new loan draw application manually :

1. Open **3-8 Loan Draw Requests**.
2. In the header:
   a. In the **Job** text box, enter the job number.
   b. If the job uses phases, enter the phase number in the **Phase** text box.
   c. In the **Description** text box, enter a brief statement about the work completed.
   d. In the **Billing Date** text box, enter the date ending the period for which you are submitting the request.
   e. In the **Application#** text box, enter the number of the application you are submitting.
   f. In the **Loan#** text box, enter your loan number.
   g. In the **Lender** text box, enter the vendor number of the lender.
3. In a **Cost Code** text box, right-click, and select **Display Picklist Window**.
4. Create a **Picklist** of cost codes, and then click the check mark button to insert them in the **Cost Code** column.
5. In the grid, for each item:
   a. In the **Scheduled** cell, enter the scheduled amount.
   b. Do one of the following:

- In the **Current** cell, you can enter the costs incurred. If you provide the costs incurred, do not provide the percent of work completed in the **% Comp** cell.
- In the **% Comp** cell, you can enter the percent of work completed. If you provide the percent of work completed, do not provide the current costs incurred in the **Current** cell.

6. On the menu bar, click **Calculate**.
7. Click **File** > **Save**.

Note: Sage 100 Contractor creates a separate series of applications for each phase.

Preparing the next loan draw application

After submitting a loan draw application, you can create the next application. Sage 100 Contractor assigns the current application status **4-Closed**, moves costs from the **Current** column to the **Previous** column, and advances the number in the **Application#** text box.

To create the next loan draw application:

1. Open **3-8 Loan Draw Requests**.
2. Using the data control, select the last application for the job and phase you want to update.
3. On the **Options** menu, click **Create Next Application**.

Tip: Loan draws do not post to the general ledger and do not affect accounts receivable. After the lender transfers funds to your account, enter a deposit that credits the loan-payable subsidiary account for the loan.

About updating costs in loan draw applications from change orders

You can automatically or manually update costs in the loan draw application from change orders. Choose from two methods to automatically update the costs from change orders. You can either incorporate the changes to costs in the individual cost codes, or include the total amount of the change order as a separate line item.

When you select the **Add to Existing Lines** option, Sage 100 Contractor only updates cost codes present in both the change order and the loan draw application. If the change order contains cost codes that do not appear in the loan draw application, Sage 100 Contractor will notify you. Review the new cost codes in the change orders, and if necessary, manually add the new cost codes to the loan draw application and update the loan draw application again. Sage 100 Contractor displays the amount of change to each cost code in the **Changes** column and the new contract amount in the **Contract** column.

Instead of updating the individual cost codes, you can append each change order as a separate line item at the end of the loan draw application. Suppose the client approves change order number 1, and you only

want to show the total amount of the changes on the loan draw application. When you select the **Append as New Lines** option, Sage 100 Contractor creates a separate line for each change order. Sage 100 Contractor inserts the statement **Change Order# 1** in the **Description** column, and displays the total amount of the change order in the **Changes** column and the new contract amount in the **Contract** column.

Important! If you are using the **Append as New Lines** option, do not change the **Description** values as you have entered them into the grid. Sage 100 Contractor uses an exact match of the text in the **Description** column to match the items from the **Change Order** grid to the **Loan Draw** grid.

When the lender requires a classification system that differs from your cost codes, manually enter the costs of the change work.

Updating costs from change orders for loan draws automatically

Consider these points:

- If Sage 100 Contractor finds cost codes that are not present in the loan draw application, review the change orders, and then manually enter the cost codes that you want to include in the loan draw.
- You can update the data from change orders as often as necessary.
- Loan draws do not post to the general ledger and do not affect accounts receivable. After the lender transfers funds to your account, enter a deposit that credits the loan-payable subsidiary account for the loan.

To update costs from change orders for loan draws:

1. Open **3-8 Loan Draw Requests**.
2. Using the data control, select the last application of the job and phase you want to update.
3. On the **Update** menu, point to **Change Orders**, and click **Add to Existing Lines**.
4. Repeat step 3 until you have resolved all cost codes.
5. On the menu bar, click **Calculate**.

Updating costs from change orders for loan draws manually

Loan draws do not post to the general ledger and do not affect accounts receivable. After the lender transfers funds to your account, enter a deposit that credits the loan-payable subsidiary account for the loan.

To update costs from change orders manually:

1. Open **3-8 Loan Draw Requests**.
2. Using the data control, select the last application of the job and phase you want to update.

3. For each cost code you want to update:
   a. Select a cost code.
   b. In the **Changes** text box, enter the amount of change.
4. On the **Options** menu, click **Calculate**.

Note: When you recalculate the loan draw, the contract balances reflect the effect of the change orders.

Appending costs from change orders to loan draw applications

Loan draws do not post to the general ledger and do not affect accounts receivable. After the lender transfers funds to your account, enter a deposit that credits the loan-payable subsidiary account for the loan.

You can update the data from change orders as often as necessary.

Important! If you are using this update option, do not change the entries in the **Description** column on **3-8 Loan Draw Requests** as you have entered them into the grid. Sage 100 Contractor uses an exact match of the text in the **Description** column to match the items from the **Change Order** grid to the **Loan Draw** grid.

To append costs from change orders to loan draw applications:

1. Open **3-8 Loan Draw Requests**.
2. Using the data control, select the last application of the job and phase you want to update.
3. On the **Update** menu, point to **Change Orders**, and then click **Append as New Lines**.
4. On the menu bar, click **Calculate**.

About updating project costs automatically

You can choose from three methods to automatically update the costs from the job cost records. Because the costs only represent an estimate of the work actually completed, you can edit the amounts in the **Current** or **Percent Complete** columns.

Option	What it does
Percent from Costs	Updates the current costs from the job costs, and computes the percent of work completed by comparing the budgeted costs to the total job costs.
From Cost	Updates the current costs from the job costs. Use this when a project has no budget entered in Sage 100

Option	What it does
Amounts	Contractor.
From Billing Totals	Updates the current costs using the Billing Amounts from the job costs. Use this in conjunction with Time and Materials Billing.

Tip: When the lender requires a classification system that differs from your cost codes, manually enter the costs incurred since the last application in the **Current** text box for each cost code.

Processing loan draw applications

To process a loan draw application:

1. Open **3-8 Loan Draw Request**.
2. Do one of the following:
   - Automatically create the loan draw application.
   - Manually create the loan draw application.
3. If you have issued change orders for the job, update the loan draw application to reflect the effects of the change orders.
4. Update the costs.
5. You can then adjust the amounts in the **Current** cells, or the percent of work completed in **Percent Completed** cells.
6. Calculate the project costs.
7. When you submit the loan draw application to the lender, do the following:
   a. In the **Submitted** text box, enter the date you submitted the request. If you leave the **Submitted** text box blank, Sage 100 Contractor enters the current date for you.
   b. On the **Options** menu, click **Submit Application**.
8. Prepare the next loan draw application.

Voiding loan draw applications

You can void an application assigned status **4-Closed**. If the application precedes a series of applications, Sage 100 Contractor reopens the application, assigning it status **2-Submitted**, and voids the subsequent applications.

Suppose you have just created application 3. However, application 3 contains an error caused in application 2. To remove the error, you must correct application 2 and recreate application 3. When you

void application 2, Sage 100 Contractor changes its status from **4-Closed** to **2-Submitted** and changes the status of application 3 to **5-Void**. You can then make the necessary adjustment to application 2, and from it create application 3.

To void a loan draw application:

1. Open **3-8 Loan Draw** Requests.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Void Application**.

3-9 Unitary Billing

About unitary billing for jobs

With certain types of work, it is more difficult to estimate the amount of work necessary to complete the job. For example, with grading or excavation work it proves easier for a contractor to bill for the number of units of earth moved. The **Unitary Billing** window provides a system for creating a series of unit-based applications, with each new application building on the previous application for a job.

Creating a unitary bill requires that you provide some basic information in the **Unitary Billing Setup** window. You can provide the name of the architect and the architect's job number for the project, as well as the income posting account, and the holdback rate.

To create an application, import the bid items from the job's unitary proposal. You can then enter the number of units of work completed. If change orders are issued, you can also enter the units of change. When you calculate the application, Sage 100 Contractor determines the billing amount based on the units of change and the units of work completed.

When you create an application, Sage 100 Contractor assigns it status **1-Open**. After you have submitted the application, submit the record in Sage 100 Contractor by clicking the **Submit** button. Sage 100 Contractor then changes the application's status to **2-Submitted**. When the billing is approved, post the billing by clicking the **Post** button. Sage 100 Contractor creates an invoice, posts it to the general ledger, and then changes the application's status to **3-Posted**. When you want to create the next application, click the **Next** button. Sage 100 Contractor assigns the posted application status **4-Closed**, moves the costs from the **Current Quantity** column to the **Previous Quantity** column, and advances the number in the **Application#** text box.

Important!

From time to time you may need to void an invoice for a unitary billing. Voiding the invoice in the **3-2 Receivables Invoices/Credits** window does not void the progress billing. Therefore, you should void the billing in the **3-9 Unitary Billing** window.

However, if you want to be able to void unitary billings directly in the **3-2 Receivables Invoices/Credits** window, despite this warning, a Company Administrator must first select the **Allow Direct Void of Invoice** option in the **3-9 Unitary Billing** window. By default, this option is turned off to prevent the improper voiding of unitary billings.

Entering setup data for unitary bills

In order to create a unitary bill, you have to provide some basic information in the **Unitary Billing Setup** window, such as the name of the architect, the architect's job number for the project, the income posting account, and the holdback rate.

To enter setup data for a unitary bill:

1. Open **3-9 Unitary Billing** and click the **Setup** button at the bottom left.
2. In the **Unitary Billing Setup** window, in the **Architect** text box, enter the vendor number of the architect or engineer.
3. In the **Architect's Job#** text box, enter the number the architect uses to refer to the job.
4. In the **Income Account** text box, enter the income account.
5. If you are using subsidiary accounts, enter the account number in the **Subaccount** text box.
6. In the **Holdback Rate** text box, enter the rate of holdback.
7. On the menu bar, click **Save**.

Creating new unitary bills using Unitary Proposal

When you create a new unitary bill for a job, you can enter the unit price and quantity of units scheduled for each bid item in the **Unit Price** and **Scheduled Quantity** columns. After saving the first application, Sage 100 Contractor does not allow any changes to the scheduled quantities. On subsequent applications, enter any changes to the quantity of units in the **Change Quantity** column.

Important! After posting the first application, the unit price cannot be edited.

To create a new unitary bill using Unitary Proposal:

1. Open **3-9 Unitary Billing**.
2. In the **Job** text box, enter the job number.
3. If the job uses phases, enter the phase number in the **Phase** text box.
4. In the **Description** text box, enter a brief statement about the job.
5. In the **Application#** text box, enter the number of the application you are submitting.

6. In the **Billing Date** text box, enter the date ending the period for which you are submitting the request.
7. In the **Billing Cycle** text box, enter the billing cycle.

> In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:
>
> - **30DY** means due every 30 days.
> - **02MO** means due every two months.
> - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor

8. Click **Options** > **Import Unitary Proposal**.
9. Click **Options** > **Setup**, and then complete the **Unitary Billing Setup** window.
10. In the grid:
    a. In the **Item Code** cell, enter the client's item code.
    b. In the **Current Quantity** cell, enter the current number of units for which you want to bill.
    c. In the **Holdback Rate** cell, you can accept the default holdback rate from the **Unitary Billing Setup** window, or you can enter a different rate for the item.
11. Repeat step 10 for each item.
12. On the menu bar, click **Calculate**.
13. Click **File** > **Save**.

Creating new unitary bills manually

When you create a new unitary bill for a job, you can enter the unit price and quantity of units scheduled for each bid item in the **Unit Price** and **Scheduled Quantity** columns. After saving the first application, Sage 100 Contractor does not allow any changes to the scheduled quantities. On subsequent applications, enter any changes to the quantity of units in the **Change Quantity** column.

> **Important!** After posting the first application, the unit price cannot be edited.

To manually create a new unitary bill:

1. Open **3-9 Unitary Billing**.
2. In the header:
   a. In the **Job** text box, enter the job number.
   b. If the job uses phases, enter the phase number in the **Phase** text box.
   c. In the **Description** text box, enter a brief statement about the job.
   d. In the **Application#** text box, enter the number of the application you are submitting.
   e. In the **Billing Date** text box, enter the date ending the period for which you are submitting the request.
   f. In the **Billing Cycle** text box, enter the billing cycle.

   In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

   - **30DY** means due every 30 days.
   - **02MO** means due every two months.
   - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor

3. On the **Options** menu, click **Setup**, and then complete the **Unitary Billing Setup** window.
4. In a **Bid Items** text box, right-click, and then select **Display Picklist Window**.
5. Create a **Picklist** of bid items, and then click the check mark button to insert the list into the grid.
6. In the grid:
   a. In the **Item Code** cell, enter the client's item code.
   b. In the **Description** cell, enter a brief statement about the bid item.
   c. In the **Unit** cell, enter the unit of measurement.
   d. In the **Unit Price** cell, enter the price per unit.
   e. In the **Scheduled Quantity** cell, enter the quantity of units.
   f. In the **Current Quantity** cell, enter the current number of units for which you want to bill.
   g. In the **Holdback Rate** cell, you can accept the default holdback rate from the **Unitary Billing Setup** window, or you can enter a different rate for the item.
7. Repeat step 6 for each item.

8. On the menu bar, click **Calculate**.
9. Click **File** > **Save**.

Importing unitary proposals into Unitary Billing

To import a unitary proposal into Unitary Billing:

1. Open **3-9 Unitary Billing**.
2. In the **Job** text box, enter the job number.
3. If the job uses phases, enter the phase number in the **Phase** text box.
4. In the **Description** text box, enter a brief statement about the job.
5. In the **Application#** text box, enter the number of the application you are submitting.
6. In the **Billing Date** text box, enter the date ending the period for which you are submitting the request.
7. In the **Billing Cycle** text box, enter the billing cycle.

   In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

   - **30DY** means due every 30 days.
   - **02MO** means due every two months.
   - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor
8. Click **Options** > **Import Unitary Proposal** on the menu.

Updating the total quantity from field reports

When you update, Sage 100 Contractor fills in the total number of units completed based on the daily field reports.

To update the total quantity from field reports:

1. Open **3-9 Unitary Billing**.
2. Using the data control, select the last application for the job and phase.
3. On the **Update** menu, click **Total Quantity from Daily Field Report**.

About unitary billing holdbacks

Many job contracts include holdbacks. While you include the holdback on the billings, payment is not due until you complete the project or change the holdback rates. In the **Unitary Billing Setup** window, you can set the holdback rate.

When you calculate a unitary bill the first time, Sage 100 Contractor inserts the holdback rate for completed work in the **Holdback Rate** column for all line items, then it calculates the holdback. If the holdback rate differs between line items, you can enter the individual rates in the appropriate **Holdback Rate** cells. If you leave a **Holdback Rate** cell blank, Sage 100 Contractor does not compute the holdback for that particular line item.

To change the holdback rate for the entire project, first change the rate in the **Holdback Rate** box in the **Unitary Billing Setup** window. Then change the rates in the **Holdback Rate** column and recalculate the unitary bill. If you lower the rate of holdback, you effectively release a portion of the holdback previously withheld.

Posting an invoice declares the gross amount of the invoice as income. However, a percentage of the gross amount is retained as holdback, so the client is actually billed for the net amount (gross invoice amount - holdback = net invoice amount). Therefore, the holdback is already declared income but is not yet due. Consequently, Sage 100 Contractor does not include holdbacks in the invoice aging, and does not apply finance charges to it.

When you are ready to bill the client for a holdback, create a holdback invoice in **3-2 Receivable Invoices/Credits**. The holdback has already been declared income, so you release the holdback in unitary billing by changing the holdback rates and then create the holdback invoice in accounts receivable. You can create holdback invoices individually or for the entire job at one time. The next application for payment will include the released holdback. You can then send the client a statement reflecting the amount that is due your company.

Releasing holdback for unitary bills

To release holdbacks for a unitary bill

1. Open **3-9 Unitary Billing**.
2. Select the record for which you want to release the holdbacks.
3. On the **Options** menu, click **Setup**.
4. In the **Holdback Rate** text box, delete the rate.
5. On the **File** menu, click **Save**.
6. In the **Holdback Rate** column in the grid, delete the rate.
7. On the **Options** menu, click **Calculate**.

8. On the **File** menu, click **Save**.
9. Create the holdback billing in accounts receivable.

About changing unitary bills

You cannot use the **6-4-1 Change Orders** window to update unitary billing. Change orders must be entered in **3-9 Unitary Billing** on an entry by entry basis.

To change the unit price, you need to create two additional lines to the billing; one that backs out the units you need to back out and one that brings them back in at the correct price.

To change the quantity, you need only make the adjustments in the **Quantity** column.

Adding change orders to 3-9 Unitary Billing

If change orders are issued for a job, you can enter the units of change in your billing. When you calculate the billing application, Sage 100 Contractor determines the billing amount based on the units of change and the units of work completed.

To enter the units of change:

1. Open **3-9 Unitary Billing**.
2. Using the data control, select the last application of the job and phase you want to update.
3. On the appropriate bid item line, enter the units of the change in the **Change Qty** column.

   You can create a new bid item line for the change if it does not apply to one of the existing lines.
4. Repeat step 3 for each line item you want to update.
5. On the menu bar, click **Options** > **Calculate**.

Processing unitary bills

You can bill for work and release holdbacks on the same application. After updating the application, remove the holdback rates.

To process a unitary bill:

1. Open **3-9 Unitary Billing**.
2. Do one of the following:

- Create the unitary bill automatically.
- Create the unitary bill manually.

3. If you have issued change orders for the job, enter the approved changes. In the **Change Quantity** column, enter the quantity of units of change.
4. In the **Current Quantity** column, enter the quantity of units completed for each item.
5. On the menu bar, click **Calculate**.
6. Print the unitary bill application.
7. When you submit the unitary bill application:
   a. In the **Submitted** text box, enter the date you submitted the request. If you leave the **Submitted** text box blank, Sage 100 Contractor enters the current date for you.
   b. On the **Options** menu, click **Submit Application**.
8. After submitting the application, you can create an invoice by posting the application. On the **Options**, menu, click **Post Application**.
9. Prepare the next unitary bill application.

Preparing the next unitary bill

After submitting an application, you can prepare the next application. Sage 100 Contractor will assign the current application status **4-Closed**, move the costs from the **Current Qty** column to the **Previous Qty** column, and advance the number in the **Application#** text box.

To prepare the next unitary bill:

1. Open **3-9 Unitary Billing**.
2. Using the data control, select the last application for the job and phase.
3. On the **Options** menu, click **Create Next Application**.

Voiding unitary bills

You can void an application with **4-Closed**status. If the application precedes a series of applications, Sage 100 Contractor reopens the application, assigning it **2-Submitted** status, and voids the subsequent applications.

Suppose you have just created application 3. However, application 3 contains an error caused in application 2. To remove the error, you must correct application 2 and recreate application 3. When you void application 2, Sage 100 Contractor changes its status from **4-Closed** to **2-Submitted**. In addition, Sage

100 Contractor changes the status of application 3 to **5-Void**. You can then make the necessary adjustment to application 2, and from it then create application 3.

Important! If you have posted an application, and payments have been made to the invoice, you must reverse the payments before voiding the application.

To void a unitary bill:

1. Open **3-9 Unitary Billing**.
2. Using data control, select the record.
3. On the **Edit** menu, click **Void Application**.

3-10 Time and Materials

About time and materials billing

You can bill clients on a cost-plus basis, which is the cost for time and materials plus overhead and profit. Sage 100 Contractor uses the job cost records as the basis for the billing amounts on the time and materials (T&M) invoices.

When setting up a job for T&M billing, you can:

- Assign separate overhead and profit markup rates to each cost type.
- Assign a shown markup rate to each cost type.
- Assign a hidden markup rate to each cost type. When you calculate T&M invoices, Sage 100 Contractor adds the hidden markup to the job cost. The other markups shown, overhead and profit, are computed on top of the new billing amount. The hidden markup does not appear on the T&M invoice.
- Assign wage rate and equipment rate tables to the job. You can use the tables in place of using labour and equipment costs plus hidden markup. In addition, you can set a minimum daily charge, which is the minimum number of hours per labourer, or you can set the minimum units per piece of equipment to charge.

Suppose you own a backhoe and determine it is necessary to charge a minimum of three hours to recover the costs of ownership, maintenance, and mobilization. At a job site, you only use the backhoe for one hour. When you allocate the equipment use, Sage 100 Contractor bills the client for three hours instead of one.

Consider the following additional points:

- If equipment records contain rental billing rates, Sage 100 Contractor creates the job cost with the rental billing rate in the **Billing Amount** text box and with the **Override** check box selected. The

program uses this amount when calculating the T&M Invoices even if an **Equipment Rate** table is selected for the T & M job.

- If you want to use the T & M **Equipment Rate** table you must either: (1) clear the **Override** check box on the job cost record and exclude billing rates from the equipment record before the job cost records are created; or (2) enter the job cost record directly into **6-3 Job Cost** record.
- If equipment records do not contain billing rates when you calculate the T & M invoices, Sage 100 Contractor replaces the billing amount with the rate from the **Equipment Rate** table. If an **Equipment Rate** table is not assigned to the T&M job, Sage 100 Contractor replaces the billing amount with the cost plus hidden markup.

3-10-1 T&M Billing Setup

Setting up time and materials jobs

The following are additional points to consider when setting up T&M jobs:

- Sage 100 Contractor does not create job costs for payroll until you compute timecards.
- If the client requires you to provide source documents and invoices, do not use the hidden markup. Otherwise, the amounts displayed on your time and materials invoices will not match the amounts on the source documents and invoices.
- When using a wage rate table, the hidden markup does not apply to labour .
- When using an equipment rate table, the hidden markup does not apply to equipment.

To set up a job for time and materials billing:

1. Open **3-10-1 T&M Billing Setup**.
2. In the data control text box, enter the job number of the job you want to set up.
3. In the **Wage Rate** text box, enter the wage rate table you want to use.
4. In the **Equipment Rate** text box, enter the equipment rate table you want to use.
5. In the **Hidden** column, enter the markup rate that the customer does not see.

   Note: T&M hidden markups do not increase the T&M invoice for labour if a wage rate is present.

6. In the **Shown** column, enter the markup rate.
7. In the **Overhead** column, enter the markup rate for overhead.
8. In the **Profit** column, enter the markup rate for profit.
9. In the **Income Account** text box, enter the ledger account number.

10. In the **Subaccount** text box, enter the subaccount number, as needed.
11. On the **File** menu, click **Save**.

Creating time and materials invoices by phase

Important! It is necessary to follow these steps in this exact order. Each phase must be computed separately.

To create time and materials invoices by phase:

1. Compute the invoice by job and phase using the **3-10-2 Compute T&M Invoices** window.
2. Print the invoice using the **3-10-3 Print T&M Invoices** window.
3. Post the invoice using the **3-10-4 Post T&M Invoices** window.
4. Repeat steps 1-3 for each phase.

Voiding time and materials invoices

When voiding a time and materials invoice, you can reset the billing status of the job cost records.

To void time and materials invoices:

1. Open **3-2 Receivable Invoices/Credits**.
2. Using data control, select the record.
3. If an amount appears in the **Paid** text box, reverse the payments.
4. On the **Edit** menu, click **Void Invoice**.

Notes:

- To reset the billing status of the job cost records to **1-Open**, click **Yes**. Resetting the billing status lets you re-invoice those job costs.
- To retain billing status **3-Billed** on the job cost records, click **No**. Sage 100 Contractor leaves the job cost billing status as **Billed** and the job cost record as **1-Open**.

3-10-2 Compute T&M Invoices

About computing time and materials invoices

Sage 100 Contractor computes billing amounts from job cost records assigned billing status **1-Open**. When you compute a single job and phase, you can include the phase on the invoice. If you compute more than one job and phase at a time, invoices are posted by job, not by job and phase.

In the **Job Costs** window, the **In Process** check box indicates the cost record has been computed. If you do not want to invoice the cost at all, change the billing status.

In the **Time and Materials Billing** window, the **Calculated** check box indicates that invoices have been calculated in the **Time and Materials Billing** window for the jobs computed. When you post invoices, Sage 100 Contractor clears the **Calculated** check box.

Note: During the compute, the window's status bar displays “Skipping job XXX without a billing setup” when it is computing records across a range of jobs and some of the jobs do not have T&M billing setup.

Computing time and materials invoices

During the compute, the window's status bar displays “Skipping job XXX without a billing setup” when it is computing records across a range of jobs and some of the jobs do not have T&M billing setup.

To compute a time and materials invoice:

1. Open **3-10-2 Compute T&M Invoices**.
2. In the **Invoice Date** text box, enter the date you want to assign the invoices.
3. Select the criteria to choose the invoices you want to calculate.
4. Click **Compute**.

3-10-3 Print T&M Invoices

About the 3-10-3 Print T and M Invoices window

Clicking **3-10-3 Print T&M Invoices** launches the **3-10-3 Report Printing** window to be used to for printing T&M invoice reports and viewing sample reports.

About the time and materials parts details addendum

Caution! The addendum must be printed after the T&M invoice is computed, but before it is posted. You will not be able to create the addendum before the T&M invoice has been computed or after the invoice has been posted, as no records will exist.

The **3-10-3 Print T&M Invoices**, **61-Parts Details Addendum Report** can be printed and attached to a regular invoice. The addendum will obtain the parts data from **Accounts Payable**, **Recurring Payables**, **PO Receipts**, and **Inventory**.

The addendum lists the:

- Part #
- Part name
- Quantity

Processing time and materials invoices

Before processing time and materials invoices:

Consider the following points

- When you post time and materials invoices, Sage 100 Contractor assigns billing status **3-Billed** to the cost records.
- You can select which invoices to print or post in **3-10-4 Post T&M Invoices**. All computed invoices are printed or posted.
- You can create an addendum to the invoice to list the parts' details associated with the invoice.
- You can select an option to display a warning if you attempt to T&M invoices to a period that does not match the invoice date

Tip: If you want the program to warn you if you try to post an invoice to a period that does not match the invoice date, in the **3-10-4 Post Invoices** window, click **Options** > **Verify Invoice Date Is within Posting Period**. You can choose whether to post the invoice if you receive this message.

To process a time and materials invoice:

1. Enter all the payables and receivables to date for the job.
2. Compute the invoices.
3. Open **3-10-3 Print T&M Invoices**.
4. Print and review the invoices.
5. Edit the job cost records, if necessary.
6. Repeat steps 4 and 5 until you create the final invoice you want to send the client.
7. On **3-10-4 Post Invoices,** post the invoices.

3-10-4 Post T&M Invoices

About posting T&M invoices

After you have printed your T&M invoices using the **3-10-3 Print T&M Invoices** window, you can then post them to the general ledger using the **3-10-4 Post T&M Invoices** window.

Posting time and materials invoices

To post time and materials invoices:

1. Open **3-10-4 Post T&M Invoices**.
2. If you want the program to warn you if you try to post an invoice to a period that does not match the invoice date, click **Options** > **Verify Invoice Date Is within Posting Period**.
3. Select the invoices you want to post.
4. Click **Post**.
5. If you receive a message telling you that the invoice date does not fall within the posting period, choose whether to post the invoice or not.

3-10-5 T&M Wage Rates

About wage rates for time and materials billing

You can assign a table of wage rates to a time and materials (T&M) job in the **3-10-1 T&M Billing Setup** window. Sage 100 Contractor determines the billing amounts using the wage rate table instead of the labour costs.

You can set up wage rates for:

- **Employees assigned specific cost codes.** For example, you create two lines in the table for Michael. On the first line, you assign Michael a cost code for rough carpentry and the associated wage rates. On the second line, you assign him a cost code for supervision and the associated wage rates. When Michael supervises, Sage 100 Contractor knows to bill out his time differently from when he works as a carpenter.
- **Employees.** For example, you list Michael, Robert, Steve, and Gerald in the table with the appropriate wage rates. Because there are no cost codes assigned to the employees, Sage 100 Contractor bills for employee time based on the billing rates assigned to each employee.
- **Cost codes.** For example, you list cost codes for rough carpentry and finish carpentry and the associated wage rates. No matter who performs rough or finish carpentry, that employee is billed out at the appropriate rate based on the cost code.
- **No employee or cost code.** You can only enter one set of default wage rates—rates that do not have employees and cost codes attached to the wage rates.

For example, you set up a line that does not reference an employee or cost code and has the following wage rates at $15, $22.50, and $30. Sage 100 Contractor bills out the work using the indicated rates for any employee or cost code that does not appear in the list.

Sage 100 Contractor first computes billing amounts for employees appearing in the wage rate table that have been assigned cost codes.

Next, Sage 100 Contractor computes billing amounts for employees appearing in the table that have not been assigned cost codes.

Then Sage 100 Contractor computes billing amounts for cost codes appearing in the table that have not been assigned to specific employees.

Finally, Sage 100 Contractor computes billing amounts for all remaining employees and cost codes that do not appear in the wage rate table.

Entering time and materials wage rates

Before you enter wage rates

Consider these the following points when entering time and materials wage rates:

- If the employee works under multiple cost codes, enter the employee on a separate line for each cost code.
- When using a wage rate table, hidden markups do not apply to labour .

To enter T&M wage rates:

1. Open **3-10-5 T&M Wage Rates**.
2. In the **Description** text box, enter a brief statement about the wage rates table.
3. For each employee you want to include.
   a. In the **Employee** cell, enter the employee number.
   b. If you want to assign a cost code to an employee, enter the cost code in the **Cost Code** cell.
   c. In the **Rate 1** cell, enter the regular billing rate.
   d. In the **Rate 2** cell, enter the overtime billing rate.
   e. In the **Rate 3** cell, enter the premium billing rate.
   f. If you want to charge for a minimum number of hours, enter the minimum in the **Minimum Hours** cell.

g. If an employee works less than the minimum number of hours, Sage 100 Contractor bills for the minimum number of hours.

4. On the **File** menu, click **Save**.

3-10-6 T&M Equipment Rates

About equipment rates for time and materials billing

You can assign a table of equipment rates to a time and materials (T&M) job in the **T&M Billing Setup** window. Sage 100 Contractor determines the billing amounts using the equipment rate table instead of the equipment costs.

You can set up equipment rates for:

- **Equipment types.** For example, you list large excavators and medium excavators in the table with the appropriate billing rates. No matter which specific piece of equipment within the type performs work, it is billed out at the appropriate rate assigned to its type.
- **Equipment.** For example, you list individual backhoes in the table each with its own billing rate. Sage 100 Contractor bills for each piece of equipment according to the rates assigned to each piece of equipment.

Entering time and materials equipment rates

You can set up the table of equipment rates to charge a flat rate instead of equipment costs plus markup.

To enter T&M equipment rates:

1. Open **3-10-6 T&M Equipment Rates**.
2. In the **Description** box, enter a brief statement about the equipment rates table.
3. In the grid:
   a. In the **Equipment Type** cell, enter the equipment number.
   b. In the **Equipment** cell, enter the equipment number.
   c. In the **Operated** cell, enter the rate for equipment operation.
   d. In the **Idle** cell, enter the rate for idle equipment.
   e. In the **Standby** cell, enter the rate for equipment at standby.
   f. If you want to charge for a minimum number of hours, enter the minimum in the **Minimum Hours** cell.
   g. If equipment is used less than the minimum number of hours, Sage 100 Contractor bills for the minimum number of hours.

4. On the **File** menu, click **Save**.

Note: When using an equipment rate table, hidden markups do not apply to equipment.

3-10-7 T&M Journal

About 3-10-7 T and M Journal

Clicking **3-10-7 T&M Journal** launches the **3-10-7 Report Printing** window to be used to for printing T&M journal reports and viewing sample reports.

3-10-8 T&M Summary

About 3-10-8 T and M Summary

Clicking **3-10-8 T&M Summary** launches the **3-10-8 Report Printing** window to be used to for printing T&M Summary reports and viewing sample reports.

Job Costs and Time and Materials

About editing job costs for time and materials invoices

Job cost records display the time and materials billing information. In the job cost records, you can change the billing status of a record, control whether a specific job cost record is taxable, or override the billing amount.

The billing amount is comprised of the job cost plus the hidden markup. You can change the billing amount, but Sage 100 Contractor does not apply the hidden markup to the new billing amount.

By overriding the billing amount, you can:

- **Increase the billing amounts.** Suppose that halfway through a job contract you negotiate a volume discount with the lumber vendor. Because the contract stipulates that you do not have to pass contractor discounts to the client, you need to increase the billing amounts.
- **Reduce the billing amounts.** For example, the contract stipulates that the cost for site work is not to exceed $15,000 but the subcontractor billed you for $16,500. To reflect the cap placed on the cost for site work in the invoice, reduce the billing amount.
- **Create job costs for work that does not cost you anything to produce.** Suppose a potential client requests design plans for some home remodeling work, but will only pay a $1,000 design fee to the contractor who wins the job contract. When the client awards the contract to you, enter a job cost for the design fee in the **Job Costs** window.

- **Include a job cost on an invoice, but not bill for the work.** On a remodeling job, suppose your crew applies the wrong texture to the walls of a room. The crew re-textures the room correctly but you must bear the costs of the mistake and cannot charge the client for it. On the invoice, you can show the work was performed twice, but you are only charging for the correct work. In each job cost record that you want to show but not charge for, you can delete the billing amount.
- **Exclude a job cost from an invoice and not bill for the work.** For example, assume that you posted a payable invoice to the wrong job. A reversing entry corrects the error, but the original error and the reversing entry show on the time and materials invoice. To remove both transactions from the invoice, change the bill status to **2-Not Billable** in each of the two job cost records.

Editing the billing amount of job cost records

When you compute invoices, Sage 100 Contractor calculates the billing amount from the job cost plus hidden markup. If the cost is for labour or equipment and you have assigned a wage or equipment table to the job, Sage 100 Contractor calculates the billing amount from the table. You can also manually replace the calculated billing amount.

To edit the billing amount of a job cost record:

1. Open **6-3 Job Costs**.
2. Using the data control, select the record.
3. In the **Billing Amount** text box, enter the billing amount.
4. Select the **Override Calculation** check box.
5. On the **File** menu, click **Save**.

About billing status for job costs

Sage 100 Contractor uses the billing status for time and materials invoices.

Status	Description
1-Open	The job cost has not been calculated or posted.
2-Not Billable	The job cost is not billable and will not appear on an invoice.
3-Billed	The job cost has been calculated and posted to the general ledger.

Changing the billing status of job cost records

To change the billing status of a job cost record:

1. Open **6-3 Job Costs**, and using the data control, select a job cost record.
2. From the **Time and Materials Billing** section of the window, in the **Billing Status** list, click the new billing status.
3. On the **File** menu, click **Save**.

3-11 Recurring Receivables

About recurring receivables

You use the **3-11 Recurring Receivables** window to set up recurring transactions for receivable invoices that you post regularly the same amount.

You can set up any transaction that you post on a regular basis for the same amount as a recurring transaction. You can even set a reminder to prompt users in a specific security group when it is time to post recurring transactions.

Note: You control the posting of recurring transactions to the general ledger. Sage 100 Contractor does not automatically post recurring transactions.

Use the posting date to determine when to post a recurring transaction. After you post a recurring transaction, Sage 100 Contractor advances the posting date based on the cycle assigned to the transaction.

The transaction date does not control or affect the period to which you post the transaction. If you need to post a recurring transaction to a different period, change the posting period.

To prevent the duplication of invoice numbers, Sage 100 Contractor assigns a unique invoice number to each recurring receivable transaction. The invoice number is the combination of a record number and an invoice sequence number.

Setting up recurring receivable transactions in 3-11 Recurring Receivables

To set up a recurring receivable transaction:

1. Open **3-11 Recurring Receivables**.
2. Enter header information for the recurring receivable as follows:
   a. In the **Job** text box, enter the job number.
   b. If the job uses phases, enter the phase number in the **Phase** text box.
   c. In the **Description** text box, enter a brief statement about the transaction.
   d. In the **Next Date** text box, enter the next date when the transaction needs to post.
3. In the **Cycle** text box, enter the transaction cycle.

   In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

   - **30DY** means due every 30 days.
   - **02MO** means due every two months.
   - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor
4. In the **Due Terms** text box, enter the cycle for the date when the invoice is due.
5. In the **Discount Terms** text box, enter the cycle for the date by which the vendor must receive payment for the discount to apply.
6. In the **Status** list, click the invoice status.
7. In the **Type** list, click the invoice type.
8. Enter item lines for the recurring receivable in the grid. For each item:
   a. In the **Description** cell, enter a brief statement about the line item.
   b. In the **Quantity** cell, enter the quantity purchased.
   c. In the **Price** cell, enter the price per unit.
   d. In the **Account** cell, enter the ledger account.
9. On the **File** menu, click **Save**.

Posting single recurring transactions in 3-11 Recurring Receivables

Important! If you want to post to a different period, you must change the posting period.

To post a single recurring receivable transaction:

1. Open **3-11 Recurring Receivables**.
2. Select the transaction.
3. On the **Post** menu, click **This Invoice Only.**

Posting groups of recurring transactions in 3-11 Recurring Receivables

To post a group of transactions, use a cutoff date. Sage 100 Contractor posts all transactions through the indicated date.

Important! If you want to post to a different period, you must change the posting period.

To post a group of recurring transactions:

1. Open **3-11 Recurring Receivables**.
2. On the **Post** menu, click **Multiple Invoices**.

   The **Posting Cutoff** window appears.
3. In the **Cutoff Date** box, enter the cutoff date.
4. Click **OK**.

Accounts Receivable Startup Information

Methods for entering historical accounts receivable records

Important! We strongly recommend that you work with your business partner and accounting professionals before you begin with accounts receivable startup.

You can choose from three methods of entry. Each successive method provides more detail for reports than the previous method, and requires more time to enter data. No matter which method you select, post the transaction to the period before the current posting period. For example, if you are setting up during period 7, post the records to period 6.

Method 1

For each job, enter a single and separate record for the total outstanding balance. While this method is the quickest, it has numerous limitations:

- The statements do not list the invoices.
- The agings do not reflect the invoices entered during startup because the balance is entered as a single amount.
- The detail for prime contract audits is limited.

Method 2

For each job, enter a record for the outstanding balance of each unpaid or partially paid item. When entering a partially paid invoice, make two separate entries.

Using Method 2, you enter a significant amount of information with each item.

Method 3

For each job, enter a record for each receivable invoice or credit. Not only are you entering the outstanding balances for unpaid and partially paid items, but also fully paid invoices and credits. When entering a partially paid invoice, make two separate entries.

Assign paid record status **4-Paid**.

Assign open records status **1-Open**.

Enter all items in chronological order so that **Statements** and **Contract Audits** display the invoices in sequence.

It is not necessary to enter the individual parts as line items in the grid. A single line containing a quantity, price, and ledger account number is all that is necessary.

About entering partially paid items on receivable invoices

Important! We strongly recommend that you work with your business partner and accounting professionals before you begin with accounts receivable startup.

If you have partially paid items, you must enter them as two separate transactions. For example, an invoice is fully paid but the holdback has not been fully released. The first transaction contains the paid amount, which is entered in the **Paid** box, and is assigned status **4-Paid**. The second transaction contains the grid entry for the holdback. The entire amount is entered in the **Holdback** box, and is assigned status **1-Open**.

Use the same invoice or credit number for both transactions. But for the paid invoice, type **PD** at the end of the invoice or credit number. The open record retains the original invoice or credit number.

Some invoices may have discounts or holdbacks. You can include the discount or holdback by entering the amount in the **Discount Available** or **Holdback** box.

About entering accounts receivable invoices and credits

Important! We strongly recommend that you work with your business partner and accounting professionals before you set up Accounts Receivable .

Post the accounts receivable items against the same clearing account you used to enter the accounts receivable balances. The process transfers the balances into the **Accounts Receivable** ledger account.

When entering the receivable items, post the records to the appropriate posting periods. Post any open items from the prior year to period 0.

Chapter 4: Accounts Payable

Working with Accounts Payable

This section of Sage 100 Contractor, **4-Accounts Payable**, contains the following subsections:

- **4-1 Payable Reports.**You can run reports to gather and analyze data about your payables. For more information, see
- **4-2 Payable Invoice/Credits.**You can enter transactions, create invoices or credit invoices that affect vendors, track and release holdbacks, view a history of payments for specific invoices, and print and post two-party cheques. For more information, see
- **4-3 Vendor Payments.**You can print (single-party or two-party) cheques, vouchers, and lien waivers for payable invoices and apply credit invoices to invoices. For more information, see
- **4-4 Vendors (Accounts Payable).**You can access to vendor information for payable invoices, T5018 balances, ordering materials, and subcontract management. Create a vendor record for each business that sends you invoices and each business to which you owe money or make regular payments. For more information, see
- **4-5 Vendor T5018 Forms.**The program tracks and maintains balances for the T5018 form reports. Including the vendor number on a vendor cheque or general ledger cheque, increases the T5018 balance for that vendor. Voiding the cheque, decreases the T5018 balance by the cheque amount for that vendor.
- **4-6 Recurring Payables.**You can set up recurring payable transactions that have a consistent amount from invoice to invoice and post them on a regular basis. This feature allows you to retain complete control of when to post transactions.
- **4-7 Credit Card Management.**You can set up the accounting to manage your business credit cards as part of your regular accounting. Features include setting up accounts, entering receipts, reconciling statements, and paying your credit card bill.

Using the **Accounts Payable** tools in Sage 100 Contractor, you can manage payable invoices with an accounts payable system that is fully integrated with purchase orders, subcontracts, change orders, job costing, and inventory functions. For example, you can enter a purchase order number to complete your invoice entry in one step. The payable invoice window automatically fills in and performs job costing to ensure that you’re not overcharged or receiving items that you have not approved.

The system automatically posts recurring invoices for expenses such as rent, loan payments, and vehicle purchases. You can track Workers’ Compensation, liability insurance, and license expiration dates of subcontractors. You can even track individual subcontracts, enabling you to manage holdback and prevent payment in case there is a dispute.

You can select from a wide variety of cheque and voucher formats or create your own. Choose multiple cheque stubs or special cheque reports to list all invoices paid and automatically generate lien releases with cheques or vouchers. You can make partial payments and designate multiple payees on any invoice, and then you can decide which credits to apply to a payment prior to running cheques. You can run aging reports “as of” the end of any prior period to match financials even after the period has been closed. The extensive reporting options include compliance reports and T5018 forms.

Most businesses use credit cards for purchases and payments and Sage 100 Contractor helps you manage your credit card accounts. You can create and edit card issuer accounts and then and manage your receipts and charges. Then you can follow those tasks with reconciling your statements and monitoring your payments.

Accounts Payable Startup

Methods for entering historical accounts payable records

You can choose from three methods of entry when entering the open invoices and credits for **Accounts Payable**. Each successive method provides more detail for reports than the previous method, and requires more time to enter data.

No matter which method you select, post the transaction to the period before the current posting period. For example, if you are setting up during period 7, post the records to period 6.

Method 1

For each vendor, enter a single and separate record for the total outstanding balance. While this method is the quickest, it has numerous limitations:

- You cannot print a **Set to Pay** report, which details the invoices that are being paid when printing A/P cheques.
- The list of invoices paid by a cheque is not included on the cheque stub.
- The agings do not reflect the invoices entered during startup because the balance is entered as a single amount.
- The detail for subcontract audits is inaccurate.

Method 2

For each vendor, enter a record for the outstanding balance of each unpaid or partially paid item. When entering a partially paid invoice, make two separate entries.

Using Method 2, you enter a significant amount of information with each item. There is one limitation—the detail for subcontract audits is inaccurate.

Method 3

For each vendor, enter a record for each payable invoice or credit for current projects. Not only are you entering the outstanding balances for unpaid and partially paid items, but also fully paid invoices and credits. When entering a partially paid invoice, make two separate entries.

- Assign paid records status **4-Paid**.
- Assign open records status **1-Open**.

Enter all items in chronological order so that **Statements** and **Contract Audits** display the invoices in sequence.

It is not necessary to enter the individual parts as line items in the grid. A single line containing a quantity, price, and ledger account number is all that is necessary.

Note: A paid invoice will not be included in the **6-1-12 Committed Cost Report**.

About partially paid items on payable invoices

If you have partially paid items, but the holdback has not been fully released, create a holdback billing for any remaining holdback. If the holdback has already been paid, create the holdback billing with a status of [**4-Paid**].

About job numbers on payable invoices

Sage 100 Contractor uses the job numbers for job cost records, selecting invoices for payment, and a variety of reports. The job number is not required. However, if you want to include the job number, you must include it at the time of entry.

Entering accounts payable invoices and credits

Earlier you entered the beginning balance for the **Accounts Payable** ledger account, posting it to a clearing account. Next you post the payable items against the same clearing account. Doing so transfers the balances into the **Accounts Payable** ledger account.

When entering the payable items, post the records to the appropriate posting periods. Post any open items from the prior year to period 0.

4-1 Payable Reports

See Appendix B for a complete list of 4-1 Payable Reports.

4-2 Payable Invoices & Credits

About payable invoices

In the **4-2 Payable Invoices/Credits** window, you can enter transactions that affect vendor accounts. You can create payable invoices or credit invoices, track and release holdbacks, or view a history of payments for a specific invoice.

Another critical tool for managing vendors is the ability to print and post two-party cheques. From the **4-2 Payable Invoices/Credits** window, you can access the **Secondary Payees** window to manage such invoices. Secondary payees are most often involved with subcontractor invoices because they have subvendor suppliers who have lien rights to the project. It is critical to ensure that these suppliers get paid. The use of two-party cheques provides this assurance.

A number of other features enhance record entry. When you select the **Manufacturer Details** option, Sage 100 Contractor includes the manufacturer's name and part number in the description of each part. To help manage inventory, select the **Allow Freight/Variance** option to post variances in material or freight costs. When you have finished entering records, use the batch list to verify the invoice totals against the actual invoice totals.

Use the **Remove Paid/Void Invoices** option to remove paid or voided invoices that meet the following criteria:

- The status is Paid or Void.
- The invoice does not have a job number.
- Associated payments have been posted prior to the current year.

About the 4-2 Payable Invoices/Credits Budget Verification option

When you enable the **Budget Verification** option, Sage 100 Contractor checks the cost codes used in the budget against the cost codes used to post an invoice. If there is any discrepancy, the program notifies you.

When viewing the **Budget Recap** by cost codes, you may notice that division cost codes are in all capital letters and have no assigned amount. These division cost codes have been used as place holder cost codes. When the **4-2 Payable Invoices/Credits Budget Verification** option is activated and when using place holder cost codes, be sure to avoid posting to the place holder cost codes instead of the budgeted cost codes.

- You can be notified when your costs exceed the budget when you activate the **Over Budget Warning**.

- Budget verification can also be used for payroll records at **5-2-2 Payroll Records** > **Options** > **Budget Verification**.

Entering payable invoices

Consider the following points when entering payable invoices:

- When using the **Inventory** module, you can assign inventory to a specific location.
- To track parts using the serial numbers, enter each part as a separate item. Then for each item, enter the serial number in the **Part Serial#** box. Sage 100 Contractor does not check for duplicate entry of serial numbers.

To enter a payable invoice:

1. Open **4-2 Payable Invoices/Credits**.
2. In the **Invoice#** box, enter the invoice number.
3. The **Order#** box and **Subcontract#** box are mutually exclusive. Do one of the following:
   - If the invoice is for a purchase order, in the **Order#** box, enter the purchase order number, and then press the **Enter** key.
   - If the invoice is for a subcontract, in the **Subcontract#** box, enter the subcontract number, and then press the **Enter** key.
4. After pressing the Enter key, the program may automatically fill in some boxes and grid cells with data and values.

   Tip: You can turn on an option to verify the contract balance against the invoice.
5. In the **Vendor** box, enter the vendor number.
6. In the **Job** box, enter the job number.
7. If the job uses phases, enter the phase number in the **Phase** box.
8. In the **Description** box, enter a description.
9. In the **Invoice Date** box, enter the date of the invoice.
10. In the **Due Date** box, enter the invoice due date.

    Note: The default due terms in the vendor record determine the default invoice due date. If the default terms are for the "xxTH" date, Sage 100 Contractor displays the "xxTH" date for the following month.
11. In the **Discount Date** box, enter the discount due date.

This is the last day by which the vendor can receive payment for you to receive a discount.

12. If needed, in the **Shipping#** box, enter the shipping tag or ticket number.
13. If needed, in the **Reference#** box, enter an invoice or credit number to apply this entry to.
14. If needed, check the **Hot List** button to add the record to the hot list.
15. In the **Status** list, click the invoice status.
16. In the **Type** list, click the invoice type.
17. (Optional) In the **User Def** and **User Def2** text boxes, enter the user-defined information as necessary.
18. If the vendor is set up with a Workers' Compensation rate, and you want it to be calculated with this record, click the **Wk/Comp** button.

    Important! You have to manually click the **Wk/Comp** button in order for the record to calculate the vendor's Workers' Compensation rate. You can set up the Workers' Compensation rate on the **Invoice Details** tab of **4-4 Vendors (Accounts Payable)**.

19. In the grid, do the following:
    a. In the **Description** cell, enter a brief statement about the item.
    b. In the **Price** cell, enter the price per unit.
    c. In the **Account** cell, enter the ledger account number.
    d. In the **Holdback** cell, enter the amount of holdback. By default, Sage 100 Contractor calculates the holdback (if applicable) using the rate from the subcontract, which is found in **6-7-1-Subcontracts**.
20. Repeat step 19 for each item.
21. Below the grid, in the **Discount** box, enter the discount for early payment. By default, Sage 100 Contractor calculates the discount amount using the rate from the vendor record.
22. Save the invoice.

Entering accounts payable invoices for subcontract lines

There are situations where you may need to invoice a portion of a subcontract. For example, you may want to invoice only the amount of one or more subcontract lines.

To enter a invoice for a portion of a subcontract:

1. Open **4-2 Payable Invoices/Credits**.
2. In the **Invoice#** box, enter the invoice number.

3. In the **Subcontract#** text box, enter the contract number, and press the Enter key. Information from the subcontract autofills the grid.
4. In the **Description** box, enter a description.
5. In the grid, locate the **Quantity** column, and then do one of the following:
   - Delete the quantity or quantities of the line or lines you do not want to invoice.
   - Enter a quantity between 1 and -1. For example, .5 for 50 percent.
6. Click the **Automatically job cost while saving this record** toolbar button.
7. Recall the record, and note the amounts displayed in the **Invoice Total**, **Balance**, and **Net Due** boxes located near the bottom-right of the window.
8. Open **6-7-1 Subcontracts**, and recall the subcontract record that you partially invoiced.
9. Note the amounts in the **Invoiced** and **Remaining Total** boxes.

Entering settings for the Invoice Over Purchase Order Warning

The **Set Over PO Warning** command notifies you if the invoice exceeds the purchase order for a job. When you select the **Set Over PO Warning** option, Sage 100 Contractor compares the invoice total amount (not including PST/HST/GST) against the total PO balance. If it exceeds it, then it is compared against the tolerance settings.

- The Invoice Over Purchase Order warning in 4-2 Payable Invoices/Credits is global and set for all vendors except the vendors that have the Vendor Invoice Over Purchase Order warning set in **4-4 Vendors**. The Vendor Invoice Over Purchase Order warning set in 4-4 overrides the Invoice Over Purchase Order warning setting in 4-2.
- When you save the Invoice Over Purchase Order warning setting in 4-2 Payable Invoices/Credits, if vendors have Vendor Invoice Over Purchase Order warning settings you get the following message with the list of vendors with settings: The following vendors have their own invoice over PO Warning Settings that supersede this company wide Invoice Over PO Warning.
- QST calculations do not trigger these warnings.

Example: Using the Flat Amount with Warning

Message Type	Warning
Tolerance Type	Flat amount
Tolerance Amount	$100
Tolerance Percent	N/A

Tolerance Amount Not To Exceed	N/A

A warning dialog box displays "Warning: The invoiced amount of this record exceeds the remaining balance on the designated purchase order plus the tolerance amount." You can now save the record by clicking [**Yes**] or cancel out by clicking [**No**]. An alert is also sent to the Dashboard Alert Viewer if you have selected **Payable invoices exceed purchase order total** in the **7-6 Alerts Manager** Program Warning Subscriptions tab.

To set the Invoice Over Purchase Order Warning

1. In **4-2 Payable Invoices/Credits**, select **Options > Set Over PO Warning**.
2. In the **Message Type** dropdown, the choices are mutually exclusive. Select one of the following:
   - **No message.** No message is generated. All options for tolerance are grayed out.
   - **Warning.** A warning and/or alert is generated, but you are allowed to save the record.
   - **Not allow.** A warning and/or alert is generated, but you are not allowed to save the record.
3. If you select **Warning** or **Not Allow**, you must select one of the following choices in from **Tolerance Type** list:
   - No tolerance
   - Flat amount
   - Percent
   - Percent/not to exceed
4. Once a **Tolerance Type** has been selected, enter the amount or percent for the type:
   - **Flat amount.** Enter the amount in the Tolerance Amount text box.
   - **Percent.** Enter the percent in the Tolerance Percent text box.
   - **Percent/not to exceed.** Enter the percent of the purchase order allowed in the **Tolerance Percent** text box, and the amount of tolerance in the **Tolerance Amount Not To Exceed** text box.
5. Click **OK**.

Entering settings for the Vendor Invoice Over Purchase Order Warning

The **Set Over PO Warning** command notifies you if invoice quantity amount exceeds the purchase order limit for the vendor. When you select the **Set Over PO Warning** option, Sage 100 Contractor compares the invoice total amount (not including PST/HST/GST) against the total PO balance. If it exceeds it, then it is compared against the tolerance settings. The Percent tolerance is based on a percentage of the PO subtotal amount less the PO canceled amount.

- The existing PO Warning field in the Invoice Defaults tab in 4-4 Vendors only shows choices 0, 1, and 2. Choices 3 and 4 have been replaced by this Vendor Invoice Over Purchase Order Warning.
- The Invoice Over Purchase Order warning in 4-2 Payable Invoices/Credits is global and set for all vendors except the vendors that have the Vendor Invoice Over Purchase Order warning set in 4-4 Vendors. The Vendor Invoice Over Purchase Order warning set in 4-4 overrides the Invoice Over Purchase Order warning setting in 4-2.
- When you save the Invoice Over Purchase Order warning setting in 4-2 Payable Invoices/Credits, if vendors have Vendor Invoice Over Purchase Order warning settings you get the following message with the list of vendors with settings: The following vendors have their own invoice over PO Warning Settings that supersede this company wide Invoice Over PO Warning.
- QST calculations do not trigger these warnings.

Example: Using the Flat Amount with Warning

Message Type	Warning
Tolerance Type	Flat amount
Tolerance Amount	$100
Tolerance Percent	N/A
Tolerance Amount Not To Exceed	N/A

A warning dialog box displays "Warning: The invoiced amount of this record exceeds the remaining balance on the designated purchase order plus the tolerance amount." You can now save the record by clicking [**Yes**] or cancel out by clicking [**No**].

To set the Vendor Invoice Over Purchase Order Warning:

1. Open **4-4 Vendors (Accounts Payable)**.
2. Select **Options**, then select **Set Over PO Warning**.
3. In the **Message Type** dropdown, the choices are mutually exclusive. Select one of the following:
   - **No message.** No message is generated. All options for tolerance are grayed out.
   - **Warning.**A warning and/or alert is generated, but you are allowed to save the record.
   - **Not allow.** A warning and/or alert is generated, but you are not allowed to save the record.
4. If you select **Warning** or **Not Allow**, you must select one of the following choices in the **Tolerance Type** dropdown:

- No tolerance
- Flat amount
- Percent
- Percent/not to exceed

5. Once a **Tolerance Type** has been selected, enter the amount or percent for the type:
   - **Flat amount.** Enter the amount in the Tolerance Amount text box.
   - **Percent.** Enter the percent in the Tolerance Percent text box.
   - **Percent/not to exceed.** Enter the percent of the purchase order allowed in the **Tolerance Percent** text box, and the amount of tolerance in the **Tolerance Amount Not To Exceed** text box.
6. Click **OK**.

Entering settings for the Invoice Over Subcontract Warning

When you select the **Set Over Subcontract Warning** option, Sage 100 Contractor compares each line of the invoice against the corresponding subcontract line.

When an invoice is saved with a subcontract, the individual lines on the invoice are compared to the corresponding lines on the subcontract line remaining amount, plus the tolerance. The percent of tolerance is calculated from the line's subcontract amount.

- This option is only visible to company administrators.
- This warning will not work for subcontracts entered prior to version 14.2 when new columns were added to the subcontract grid.

Example: Using the Flat Amount with Warning

Message Type	Warning
Tolerance Type	Flat amount
Tolerance Amount	$100
Tolerance Percent	N/A
Tolerance Amount Not To Exceed	N/A

To set the invoice over subcontract warning:

1. In **4-2 Payable Invoices/Credits**, select **Options > Set Over Subcontract Warning**.
2. In the **Message Type** list, select one of the following:
   - **No message.** No message is generated. All options for tolerance are grayed out.
   - **Warning.** A warning and/or alert is generated, but you are allowed to save the record.
   - **Not allow.** A warning and/or alert is generated, but you are not allowed to save the record.
3. If you selected **Warning** or **Not Allow**, you must select one of the following choices in the **Tolerance Type** list:
   - No tolerance
   - Flat amount
   - Percent
   - Percent/not to exceed
4. - **Flat amount.** Enter the amount in the Tolerance Amount text box.
   - **Percent.** Enter the percent in the Tolerance Percent text box.
   - **Percent/not to exceed.** Enter the percent of the subcontract line contract amount allowed in the **Tolerance Percent** text box, and the amount of tolerance in the **Tolerance Amount Not To Exceed** text box.
5. After selecting a **Tolerance Type**, enter the applicable amount or percent for the type:
   - **Flat amount.** Enter the amount in the Tolerance Amount text box.
   - **Percent.** Enter the percent in the Tolerance Percent text box.
   - **Percent/not to exceed.** Enter the percent of the subcontract line contract amount allowed in the **Tolerance Percent** text box, and the amount of tolerance in the **Tolerance Amount Not To Exceed** text box.
6. Click [**OK**.

About payable invoice status

The status of a payable invoice record indicates its location in the process.

Status	Description
1-Open	Indicates a record posted to the general ledger.
2-Review	Indicates the management or bookkeeping staff should review the record.

Status	Description
3-Dispute	Indicates a record disputed by the vendor.
4-Paid	Indicates a record paid in full.
5-Void	Indicates a void record.

- You can change the status of records assigned status **1-Open**, **2-Review**, or **3-Dispute** to any of the first three status settings, but you cannot assign status **4-Paid** or **5-Void**.
- When an invoice or credit is fully paid, Sage 100 Contractor automatically assigns status **4-Paid**. If you void the record, Sage 100 Contractor automatically assigns status **5-Void**.

About payable invoice types

Type	Description
1-Contract	Use **1-Contract** when the invoice affects the billing for the referenced subcontract. A payable invoice with this type increases the vendor balance, but a credit invoice assigned this type reduces the vendor balance.
2-Memo	Use **2-Memo** when the invoice does not affect the billing for the referenced subcontract.

Options for saving payable invoices

From the **File** menu, you can select from three ways to save an invoice.

Menu Command	What it does
Save	Saves the invoice or credit. If you indicated an account in the direct expense or WIP range of accounts, Sage 100 Contractor prompts you to create a job cost record. If you indicated an account in the equipment expense range of accounts, Sage 100 Contractor prompts you to create an equipment cost record.
Set/Set to Pay	Inserts the invoice total in the **Set to Pay** box, and saves the invoice or credit.

Menu Command	What it does
	If you indicated an account in the direct expense or WIP range of accounts, Sage 100 Contractor prompts you to create a job cost record. If you indicated an account in the equipment expense range of accounts, Sage 100 Contractor prompts you to create an equipment cost record.
Save/Autocost	Saves the invoice or credit and creates the cost records for you. If you indicated an account in the direct expense or WIP range of accounts, Sage 100 Contractor automatically creates a job cost record. If you indicated an account in the equipment expense range of accounts, Sage 100 Contractor automatically creates an equipment cost record.

Verifying subcontract balances

When saving a payable invoice for a vendor, Sage 100 Contractor refers to the **Set Over Subcontract Warning** option to determine if the invoice amount exceeds the subcontract balance. If the payable invoice does exceed the balance, Sage 100 Contractor provides you with a warning.

- After setting, the warning stays on until it is manually changed. In addition, you must be a company administrator to turn this feature on and off.
- When Subcontracts are exported from **9-5 Takeoffs**, the warning that the subcontract exceeds the budget amount plus approved change orders for the job/phase/cost code/ cost type combination is not displayed. After exporting subcontracts through **9-5 Takeoffs**, you should run the **6-1-12-21 Committed Costs** report for the correct job to verify that subcontracts have not exceeded the budget.
- To enable the program alert for **Payable invoices exceed subcontract** you must have a setting of Warning for the Message Type.

To verify subcontract balances:

1. Open **4-2 Payable Invoices/Credits**.
2. Select **Options**, then select **Set Over Subcontract Warning**.
3. In the **Invoice Over Subcontract Warning Settings** window, select the applicable fields.
4. In the **Message Type** dropdown, the choices are mutually exclusive. Select one of the following:

- **No message.** No message is generated. All options for tolerance are grayed out.
- **Warning.** A warning and/or alert is generated, but you are allowed to save the record.
- **Not allow.** A warning and/or alert is generated, but you are not allowed to save the record.

5. If you select **Warning** or **Not Allow**, you must select one of the following choices in the **Tolerance Type** list:
   - No tolerance
   - Flat amount
   - Percent
   - Percent/not to exceed
6. Once a **Tolerance Type** has been selected, enter the amount or percent for the type:
   - **Flat amount.** Enter the amount in the Tolerance Amount text box.
   - **Percent.** Enter the percent in the Tolerance Percent text box.
   - **Percent/not to exceed.** Enter the percent of the subcontract line contract amount allowed in the **Tolerance Percent** text box, and the amount of tolerance in the **Tolerance Amount Not To Exceed** text box.
7. Click **OK**.

Reprinting accounts payable cheques

To reprint an accounts payable cheque:

1. Void the cheque.
2. Open **4-3 Vendor Payments**.
3. Select the invoices for payment.
4. Set the invoice you want to pay.
5. Print the cheque.

Viewing accounts payable payment history for invoices

Each time you post a payment to an invoice, Sage 100 Contractor creates a separate record of the payment. To review the individual payments made to a particular invoice, you can select the invoice and display its payment history.

Suppose you void a payment that applies to five invoices. Sage 100 Contractor deletes the record for payment in each of the related invoice histories and increases each invoice's balance appropriately.

When you reverse a cash receipt, Sage 100 Contractor creates an additional record in the payment history for a negative amount.

When you void an accounts payable cheque, Sage 100 Contractor deletes the historical record of the cheque and increases the invoice balance by the amount of the voided cheque.

To view accounts payable payment history for an invoice:

1. Select the invoice for which you want to view a payment history in **4-2 Payable Invoices/Credits**.
2. On the **Options** menu, click **Payments**.

Tip: You can use the payment history to reconstruct account balances for aging reports. To do this, first determine the fiscal period for which you want to recreate the aging. Then subtract the payments made after that fiscal period from the ending balance.

About managing old debts in accounts payable

Sometimes there are situations where a subcontract or invoice will never be fully paid. To clear the debt from the books, you can post a credit invoice against a specific invoice to the **Bad Debt Expense** account. Sage 100 Contractor then changes the status of both invoices to **4-Paid**.

If you enter a credit invoice but do not reference it against a specific invoice, apply the credit in the **4-3 Vendor Payments** window. Then print a $0 cheque to blank paper using a cheque number outside the normal range of cheque numbers.

Charging for Workers' Compensation insurance on invoices

Insurance charges appear as credits on the subcontractor's invoice, but are not included on the Workers' Compensation report. Sage 100 Contractor creates the report from payroll records.

To charge for insurance on an invoice:

1. Open **4-2 Payable Invoices/Credits**.
2. Create the payable invoice.
3. Click the [**Comp**] button.
4. On the **File** menu, click **Save**.

About payable credits

There are many circumstances when you might have to enter a credit invoice. Suppose you return materials to a vendor. With the return of the materials, it is necessary to reduce the accounts payable.

When you save a credit invoice, Sage 100 Contractor reduces the vendor balance. However, the credit invoice retains status **1-Open** until you apply it against other invoices in the **Vendor Payments** window. After you have applied the credit balance to other invoices, Sage 100 Contractor assigns the credit invoice status **4-Paid**.

You can also apply a credit invoice to an invoice at the time you save the record. If the invoice is fully paid by means of the credit invoice, Sage 100 Contractor changes the status of the invoice to **4-Paid**. If the invoice still has a balance after applying the credit, the invoice status is not changed. Likewise, if the entire amount of the credit is applied, the status of the credit invoice changes to **4-Paid**. If a credit invoice still has a balance after applying it to an invoice, the status of the credit invoice remains unchanged. You can then apply the remaining credit invoice balance to other invoices in the **Vendor Payments** window.

Important! You cannot reverse a credit invoice after applying it to an invoice. If you have applied a credit invoice to the wrong invoice, make reversing entries to correct the error.

Credit invoices and applying them to invoices in 4-2 Payable Invoices-Credits

When you apply a credit, Sage 100 Contractor adjusts the invoice and vendor balance. If the credit has a balance after applying it to an invoice, Sage 100 Contractor assigns the credit status **1-Open**, but if the entire amount of the credit is applied, Sage 100 Contractor assigns it status **4-Paid**.

To enter a credit invoice and apply it to an invoice:

1. Open **4-2 Payable Invoices/Credits**.
2. In the **Invoice#** text box, enter the credit invoice number.
3. If the credit invoice is for a purchase order, in the **Order#** text box enter the purchase order number.
4. If the credit invoice is for a subcontract, in the **Subcontract#** text box enter the subcontract number.
5. In the **Vendor** text box, enter the vendor number.
6. In the **Job** text box, enter the job number.
7. If the job uses phases, enter the phase number in the **Phase** text box.
8. In the **Description** text box, enter a brief statement about the credit.
9. In the **Invoice Date** text box, enter the invoice date.
10. In the **Due Date** text box, enter the date payment is due.
11. In the **Discount Date** text box, enter the due date. This is the last day by which the vendor can receive payment for you to receive a discount.
12. In the **Shipping** text box, enter the shipping tag or ticket number.
13. In the **Reference#** text box, enter the payable invoice number to which you want to apply the credit.
14. In the **Status** list, click the invoice status.

15. In the **Type** list, click the invoice type.
16. In the grid, for each item:
    a. In the **Description** cell, enter a brief statement about the credit.
    b. In the **Quantity** cell, enter the quantity of items as a negative amount.
    c. In the **Price** cell, enter the price for a single item.
    d. In the **Account** cell, enter the ledger account number.
17. Save the credit invoice.

Applying a vendor cheque to an outstanding accounts payable credit invoice

If you already have a credit invoice in **4-2 Payable Invoices/Credits**, and you have received a cheque from a vendor, use this procedure to apply the cheque to your account.

To apply a vendor cheque to an outstanding accounts payable credit invoice:

1. Open **4-2 Accounts Payable Invoices/Credits**.
2. Locate the outstanding credit invoice.
3. From the menu, select **Edit > Copy Invoice**.
4. From the menu, select **File > New**.
5. From the menu, select **Edit > Paste Invoice**.
6. Type the original **Invoice#** in the **Reference#** box.
7. Change the original **Invoice#** to the cheque number sent by the vendor.
8. In the grid, change the original **Quantity** to a positive value.

   For example, if the number is -1, change it to 1.
9. Press **Enter**, and then verify that the **Total** is now a positive value.
10. In the grid, change the original **Account** to the chequing account that will receive the deposit.
11. Save the invoice.
12. At the message stating that the reference invoice was found, click **Yes** to apply this invoice to the original payable credit invoice.

Entering open credit invoices

When you apply a credit, Sage 100 Contractor adjusts the invoice and vendor balance. If the credit has a balance after applying it to an invoice, Sage 100 Contractor assigns the credit status **1-Open**, but if the

entire amount of the credit is applied, Sage 100 Contractor assigns it status **4-Paid**.

To enter an open credit invoice:

1. Open **4-2 Payable Invoices/Credits**.
2. In the **Invoice#** text box, enter the credit invoice number.
3. If the credit invoice is for a purchase order, in the **Order#** text box, enter the purchase order number.
4. If the credit invoice is for a subcontract, in the **Subcontract#** text box, enter the subcontract number.
5. In the **Vendor** text box, enter the vendor number.
6. In the **Job** text box, enter the job number.
7. If the job uses phases, enter the phase number in the **Phase** text box.
8. In the **Description** text box, enter a brief statement about the credit.
9. In the **Invoice Date** text box, enter the invoice date.
10. In the **Due Date** text box, enter the date payment is due.
11. In the **Discount Date** text box, enter the date the discount expires. This is the last day by which the vendor can receive payment for you to receive a discount.
12. In the **Shipping** text box, enter the shipping tag or ticket number.
13. In the **Reference#** text box, enter the payable invoice number to which you want to apply the credit.
14. In the **Status** list, click the invoice status.
15. In the **Type** list, click the invoice type.
16. In the grid, for each item:
    a. In the **Description** cell, enter a brief statement about the credit.
    b. In the **Quantity** cell, enter the quantity of items as a negative amount.
    c. In the **Price** cell, enter the price for a single item.
    d. In the **Account** cell, enter the ledger account number.
17. Save the credit invoice.

Tip: When making vendor payments, you can apply the credit invoice.

Reversing accounts payable cheques from an archived year

In your current company, create a **4-2 Payable Invoice** that debits your chequing account. When you use your chequing account in the grid of the invoice, and post the invoice to period **00-Prior Year**, your chequing account is increased by the amount of the cheque, and your beginning balances are adjusted.

Important! When you reverse a cheque from an archived year, it's usually necessary to reverse the resulting prior year invoice.

To reverse an accounts payable cheque from an archived year:

1. Open the **4-2 Payable Invoices/Credits** window in the current directory.
2. From the **Edit** menu, choose **Period**, and from the **Posting Period** list, double-click **Archived Fiscal Year - Period 0**.
3. In the confirmation message, click **Yes** to verify that you want this period.
4. In the **Invoice#** box, type the cheque number for the cheque you are reversing.
5. In the **Vendor** box, type the vendor number.
6. In the **Description** box, type an appropriate description.
7. In the **Invoice Date** box, type the original invoice due date.
8. In the **Due Date** box, type the date of the original cheque.
9. In the **Discount Date** box, type the original discount date.
10. From the **Type** drop-down list, select **2-Memo**.
11. In the grid:
    a. In the **description** box, type a description.
    b. In the **Quantity** box, type 1.
    c. In the **Price** box, type the amount of the cheque you are reversing.
    d. In the **Account** box, enter the chequing account from which the original cheque was posted.
12. From the **File** menu, **Save** to record the transaction.

If the check was originally posted to a year that you have archived, you must also reverse the transaction in period 12 for the archived year and company.

Tip: Select the archived year and company using the **7-1 Company Information** window..

The prior year accounts payable cheque is now reversed.

Notes:

- The reversing entry created using the steps above appears as a deposit to chequing in the general ledger and creates a new zero difference between the original AP cheque and the AP invoice created to reverse it.
- If you need to repay the invoice that the reversed cheque originally paid, pay this invoice.

- If you need to reverse the AP invoice from prior year, see the topic, Reversing accounts payable invoices from a prior year.

Reversing accounts payable invoices from a prior year

Providing you have not archived the year in which it was posted, you can reverse an accounts payable invoice from a prior year by voiding it, just as you would for an invoice posted in the current year.

To reverse an accounts payable invoice that was posted in a year that you have archived, you must enter an accounts payable credit invoice.

To reverse an accounts payable invoice from an archived year:

1. Open the **4-2 Payable Invoices/Credits** window in the current directory.
2. Display the account payable invoice you need to reverse.
3. From the **Edit** menu, click **Copy Invoice**.
4. From the **File** menu, click **New**.
5. From the **Edit** menu, click **Paste Invoice**.
6. In the **Invoice#** box, type an entry so that you can recognize it in the window.

   For example, add **CR** to the end of the invoice number.
7. From the **Edit** menu, choose **Period**, and then in the **Posting Period** list, double-click **Archived Fiscal Year - Period 0**.
8. In the confirmation message, click **Yes** to verify that you want this period.
9. In the grid, change the **Quantity** to a negative number.
10. Press the **Enter** key.
11. In the **Reference#** check box, enter the invoice number that you are applying the credit against.
12. From the **File** menu, click **Save**.
13. In the confirmation message, click **Yes** to apply the credit to the referenced invoice. The **Payable Invoices Job Costs** window appears (if you have job costs).
14. If you have more than one invoice to which you need to apply credit, set the credit and invoices to pay, and then print a $0.00 dollar cheque.
15. In the grid:

a. In the **Job** box, enter the job.

b. In the **Description** box, enter a description.

c. In the **Cost Code** box, enter the cost code.

d. In the **Cost Type** box, enter the cost type.

e. In the **Cost Amount** box, enter the cost as a negative amount.

16. From the **File** menu, click **Save**.

    If the invoice was originally posted to a year that you have archived, you must also reverse the transaction in period 12 for the archived year and company.

    Tip: Select the archived year and company using the **7-1 Company Information** window..

    The prior year accounts payable invoice is now reversed.

About voiding payable invoices

If you discover an invoice was entered incorrectly, you need to determine the best method to correct the error. For example, if the error is in the header information, you can often correct the error by editing that information.

When the invoice contains an incorrect job number, ledger account, or amount, you can void the invoice and then re-enter it with the correct information. By voiding and re-entering the invoice, you create a clear audit trail.

There are also circumstances when you cannot void the original record. For example, you cannot void a credit invoice that has been applied in full or an invoice posted to period 0. Because you cannot void these types of transactions, it is necessary to enter an adjusting invoice.

Before voiding an invoice, however, you need to reverse all the payments posted to it. Then you can enter the invoice correctly and reapply the payments.

Voiding payable invoices

Consider these points before voiding payable invoices:

- Before you void an invoice, consider displaying the payment history to determine which cheques to void.
- Display the payment history to determine which cheques to void. Before voiding each cheque, note its record status.

- If you void payments, you may need to re-enter the payments through the **4-3 Vendor Payments** window. Print the cheques to blank paper because you do not need to reissue the cheques. If a payment covers more than one invoice, re-enter the cheque for all affected invoices.

After reentering payments, assign the correct record status to each payment through the **1-3 Journal Transactions** window.

To void a payable invoice:

1. Open **4-2 Payable Invoices/Credits**.
2. Using the data control, select the record.
3. If an amount appears in the **Paid** box, click the **Payments** button to obtain the **Trans#** (the same as the check number), and then void the payments.
4. On the **Edit** menu, click **Void Invoice**.

Freight Costs

About allowing freight costs and variances in materials costs

You can allow or prevent the entry of freight costs and variances to the cost of materials in the **4-2 Payable Invoices/Credits** window. Before entering an invoice, make sure the **Allow Freight/Variance** command on the **Options** menu is selected.

Entering freight costs and variances in materials costs

Sage 100 Contractor creates a payable invoice from a record saved in the **12-4 Purchase Order Receipts** window. You have the option of selecting the invoice's status (**2-Review** or **3-Dispute**) when entering purchase order receipts. When you receive the invoice, enter the freight costs or variances in materials costs in the **4-2 Payable Invoices/Credits** window.

Consider these points before entering the costs and variances:

- You can only post freight costs or variances in materials costs to an invoice assigned status **1-Open**, **2-Review**, or **3-Dispute**.
- Sage 100 Contractor allows one entry per text box. You can enter a freight amount, save the invoice, then go back later to the same invoice and add a variance amount. After an amount is entered in a text box, that box is unavailable and is no longer available.
- Freight costs and the variance in materials costs each appear as separate lines in the journal transaction.
- When posting the invoiced costs against a job, Sage 100 Contractor assigns the freight costs to the first job cost record.

To enter freight costs or variances in materials costs:

1. Open **4-2 Payable Invoices/Credits**.
2. Using the data control, select the invoice.
3. In the **Variance** text box, enter the total variance in the cost of materials.
4. In the **Freight** text box, enter the shipping costs.
5. On the **File** menu, click **Save**.

Work in Progress and Percentage Complete Accounting

About work in progress (WIP)

Many contractors refer to any project in the process of completion as a work-in-progress (WIP). You can print a WIP report for any job to determine the WIP adjustment for percentage complete accounting. Using this adjustment, you can post a transaction that allows you to compare the revenue generated during a given fiscal period to the expenses incurred during the same fiscal period.

WIP also refers to a method of accounting used with speculative projects. Because the contractor owns the project, the contractor must declare improvements to the property as an asset. When the contractor sells the property, he or she then declares the revenue and expense.

Work in progress accounting

Caution! Consult your accountant for detailed information about WIP transactions before proceeding to use WIP accounting.

Contractors who own and develop projects sometimes use a different method of accounting than those who develop projects for a client. When a contractor is involved in speculative work, bookkeepers or accountants often use work-in-progress (WIP) accounting. Because the company owning the project is performing the work, the company cannot expense the costs incurred during improvement of the property. While improvements do not generate income, they increase the value of the asset.

In WIP accounting, when you improve the property the costs incurred are posted to WIP accounts, located in the asset range of the general ledger. Liabilities, such as loans, post to the standard liability accounts until the sale of the property. Upon completion and sale of the project, the expenses and income are declared.

Important!

- If you have turned on the **WIP Verification** for job costs, and are posting job costs to a job that is marked **Post expenses to WIP asset account**, you cannot post to a direct expense account. A

message appears: **WIP Posting is not = to job costs**. You must correct your posting before you can save.

- If you have turned on the **WIP Verification** for job costs, and are posting job costs to a WIP (Asset) ledger account for a job that is marked for **Post expenses to WIP asset account**, a message appears: **WIP Posting is not = to job costs**. You must correct your posting before you can save.

When you create the asset accounts for a speculative project, designate at least one WIP account in the asset range. It is far more common, however, to establish a ledger account for each cost type such as labour , materials, or equipment. The pre-built ledger account structures supplied with Sage 100 Contractor include WIP accounts. If your company is working on several speculative projects, set up subsidiary accounts using the job number as the subsidiary account number.

Setting up WIP verification

WIP verification can be turned on or off for each transaction that has job costs associated with it.

Important! If you have turned on the **WIP Verification** for job costs, and are posting job costs to a job that is marked **Post expenses to WIP asset account**, you cannot post to a direct expense account. A message appears: **WIP Posting is not = to job costs**. You must correct your posting before you can save.

To set up WIP verification:

1. Open the transaction that has job costs on it.

   For example, from **4-2 Payable Invoices/Credits**, open a transaction.
2. From the main menu, click **Costs**, then click **Job Costs**.
3. From the **Job Costs** window menu, click **Options**.
4. From the **Options** menu, click **WIP Verification**.
5. Click **Options** again to verify that there is a check mark in front of the **WIP verification**.

About percentage complete accounting

Using percentage complete accounting, also referred to as over/under billing, you declare income during the period that you earn it, determined by the percentage of work completed. The percentage complete accounting method allows you to compare the expenses and income generated during the same period. Otherwise, reports such as income statements provide a misleading view of the profitability because it contains the expenses for the current period and income for previous periods.

Instead of determining the WIP adjustment manually, you can print the **6-1-7 Over/Under Billing Report** to determine the over or under billing for any job currently in progress. Because the report calculates the WIP adjustment, you only need to post the necessary journal transactions.

Sage 100 Contractor uses the following process to determine the WIP adjustment. To establish the percentage of work completed, the program divides the accumulated costs by the amount of the current budget. Then to determine the income earned, it multiplies the revised contract (the amount of the original contract plus approved change orders) by the percentage of work completed. Finally, the program subtracts the total amount of the receivable invoices assigned type **1-Contact** from the amount of income earned. The resulting amount is the WIP adjustment.

For example, a contractor is working on a home remodel that was budgeted at $100,000 and contracted for $150,000. With $50,000 in costs at the time of billing, the project is 50% complete. The contractor has therefore earned 50% of the contracted amount, which is $75,000. As the contractor has not previously billed anything for the project, there are no billed invoices to deduct from the earnings. The resulting $75,000 WIP adjustment is posted in the **1-3 Journal Transactions** window.

Usually an **Over Billing** account is set up in the **Payable** range of accounts and an **Under Billing** account is set up in the **Receivable** range of accounts. In addition, an **Over/Under Billing** account is set up in the **Income** range of accounts. When you have determined the amount of the WIP adjustment, post a journal transaction. If the WIP adjustment is a positive amount, debit the receivable account and credit the income account. If the WIP adjustment is a negative amount, credit the payable account and debit the income account.

Note: Some companies reverse the WIP adjustment in the subsequent fiscal period.

4-3 Vendor Payments

About 4-3 Vendor Payments

This section of Sage 100 Contractor includes **4-3-1 Select Invoices to Pay**, **4-3-2 Pay Vendors**, and **4-3-3 EFT Payment File Manager**.

4-3-1 Select Invoices to Pay

When you open **4-3-1 Select Invoices to Pay**, the program displays the **Invoice Selection** window on top of it. The **Invoice Selection** window provides several ways to select criteria by which you pick the vendors you want to pay. After you set your search criteria and click **OK**, the vendor data populates the grid on **4-3-1 Select Invoices to Pay**. To review a record, select a row and click the **Drill Down** button. To pay the full amount on the invoice, select a row and click the **Pay** button. You can also type an amount in the **Set to Pay** column. Save your work, and open **4-3-2 Pay Vendors**.

4-3-2 Pay Vendors

In **4-3-2 Pay Vendors**, you see the list of vendors in the grid. The invoices are totaled by vendor. Use the **Select All** button to pay all vendors, or click a check box to pick individual vendor to pay.

You can select several methods of payment using the **Pay By** drop-down list: **Cheque**, **Voucher**, **Credit Card**, or **EFT Payment**. A text link also provides a way to print lien waivers for payable invoices. You can also apply credit invoices to invoices.

You can print several reports directly from text links on the window.

- Print Set to Pay Report
- Print Cheque Transmittal Report
- Print Lien Waivers

Using the **Pay By** box, you can select to pay by:

- Cheque
- Voucher
- Credit Card
- EFT Payment

4-3-3 EFT Payment File Manager

When you open **4-3-3 EFTPayment File Manager**, you can retract an EFT payment batch. This removes all vendor payment records associated with that batch number, and voids the associated general ledger payment. On the Options menu, you can also clickk **Print EFT Payment File Report** and **Reprint or Email EFT Payment Email Receipts**.

About the Invoice Selection window

When you click **4-3-1 Set Invoices to Pay** on the menu tree, the program displays the **Invoice Selection** window overlaying the **4-3-1 Set Invoices to Pay** window. You use the **Invoice Selection** window to set the criteria by which the invoices will be displayed in the **4-3-1 Set Invoices to Pay** grid area.

The window offers six sets of criteria. The following list describes some examples of what you find:

- Under **Selection Criteria**: **Vendor**, **Job**, **Due Date**, **Disc. Date**
- Under **Pay Options**: **Exclude Vendors with Overdue Certificates**
- Under **Sort**: **Record#**, **Vendor**, **Job**, **Vendor/Job**
- Under **Status**: **Open**, **Review**, **Dispute**
- Under **Sort By**: **Number**, **Name**
- Under **Display**: **All Invoices**, **Job Invoices Only**

Notes:

- Save a specific combination of criteria by clicking **Defaults > Save**.
- If you do not select any criteria, the programs selects all **Open** invoices.

Selecting invoices to pay

You use the **Invoice Selection** window to set the criteria by which to display invoices in the **4-3-1 Set Invoices to Pay** grid area.

To select invoices:

1. On the **Invoice Selection** window, do any of the following as required:
   - Under **Selection Criteria**, enter selection criteria.
   - Under **Pay Options**, select the check boxes for the options you want to use.
   - Under **Include**, accept the default status **Open status invoices**, or select a different status.
   - Under **Sort on**, select the sort criteria.
   - Under **Sort By**, select to either sort the invoices by **Number** or **Name**.
2. Click **Display Invoices**.

Tips:

- You can save the selection criteria set up by clicking **Defaults > Save**.
- If you do not select any criteria, the programs selects all **Open** invoices.

About 4-3-1 Select Invoices to Pay

When you open **4-3-1 Select Invoices to Pay**, the program displays the **Invoice Selection** window first, with the primary window in the background.

You use the **Invoice Selection** window to set criteria by which to display invoices in the primary window. After you select the criteria and click **Display Invoices**, the program displays invoices that meet your criteria in the **4-3-1 Select Invoices to Pay** window.

Tip: To display the invoices in a different order, right-click the heading of the column you want to sort by, and then click the **Sort by** option.

For example, if you want to list the invoices by invoice date, right-click the **Invoice Date** column heading, and then click **Sort by Invoice Date** on the shortcut menu.

Five buttons provide tools for working with the invoices:

- **Open** assigns the status of **Open** to selected invoices.
- **Review** assigns the status **Review** to selected invoices.
- **Pay** sets selected invoices to pay their full default amount.
- **No Pay** removes the set to pay amount for the selected invoices.
- **Past** sets selected invoices to pay with a discount, even if they are past the discount date.

To pay the full invoice balance, select the invoice and click the **Pay** button. If you do not want to pay the entire balance of the invoice, enter a different amount. For example, you can make partial payments to vendors and their second payees by entering a **Set To Pay** amount for any amount less than the stated invoice.

If an invoice was previously set to pay and you decided not to pay it at this time, then select the invoice, and click the **No Pay** button.

When the invoices are displayed, select an invoice and enter the amount to pay and any applicable discount. If the invoice has already been set to pay, that amount appears on the **Set To Pay** column. When you set an invoice to pay, Sage 100 Contractor deducts the available discount from the invoice balance and displays the result in the **Set To Pay** column.

If the payment date to receive a discount has passed, Sage 100 Contractor displays **past** in the **Discount** column next to the discount amount and does not deduct the discount from the invoice balance. To take the discount, select the invoice, and click the **Past** button instead of the **Pay** button.

Important!

- You must save your changes in order for the program to recognize the **Set To Pay** amount.
- If vendors' certificates are expired, invoices will not appear unless you clear the **Exclude Vendors with Overdue Certificates** check box on the **Invoice Selection** window.
- If you select **Exclude Vendors with Overdue Certificates** and have indicated **Yes** in the **Stop Pay** text box in the **Certificates** window in **4-4 Vendors (Accounts Payable)**, the program excludes the vendors from the invoice selection in **4-3-1 Select Invoices to Pay**.

About 4-3-2 Pay Vendors

Use the **4-3-2 Pay Vendors** window to print cheques, vouchers, and lien waivers for payable invoices. You can also pay by EFT payment or print zero dollar cheques.

If you paid a vendor by credit card, bank transfer, or manual check (not using Sage 100 Contractor), you can record the transaction in Sage 100 Contractor without needing to create an EFT file, or print a check that you will then need to destroy because the payment has already been made outside the application.

In addition to printing regular, single-party cheques, you can print two-party cheques with a secondary payee. When working with secondary payees, the grid displays the secondary payee name appended to the vendor, along with the word “and.” This is similar to the way the payee appears on the printed cheque.

After selecting invoices to pay (using the 4-3-1 Select Invoices to Pay window), when you open the **4-3-2 Pay Vendors** window, the selected vendors appear in the grid . When you select the **Payee** check box for a vendor, the program displays the amount in the **Total Selected for Payment** box.

To specify a method of payment, you can select Cheque, Voucher, or EFT Payment from the **Pay now by** list.

To record a payment made outside Sage 100 Contractor, you can select Credit Card, Online Banking, or Manual Cheque from the **Record payment made by list**.

To change the posting period for the transaction, click (the **Change the posting period** button), and then select the fiscal year and period.

Tip: You can list vendors alphabetically or by vendor number when selecting vendors to pay. The window includes separate **Vendor#** and **Payee** columns. Simply click the column heading to sort by the vendor number or payee.

Printing Reports and Waivers

The window displays three text links:

- **Print Set to Pay Report** opens the **4-3-1 Report Printing** window with the **21-Set to Pay Report** selected.
- **Print Cheque Transmittals** opens the **4-3-2 Report Printing** window with the **21-Cheque Transmittal Report** selected.
- **Print Lien Waivers** opens the **4-3-3 Report Printing** window with the **21-Lien Waiver** selected.

Vendor EFT Payment File Creator

When you create an EFT file, payment information is recorded for vendors who have authorized EFT payments to their accounts. Once the file is created, transfer the file using your bank's specified procedure.

1. On the **Vendor EFT Payment File Creator** window, enter the appropriate **Transaction Date**, **Deposit Date** and click the **Create File** button.
2. Click the [**Save**] button to save the EFT Payment file.
3. Click [**OK**].
4. Do one of the following:

- Click [**Yes**] to print and email the **4-3-7-21 EFT Payment Receipt** report.
- Click [**No**] to exit.

5. If you clicked [**Yes**], click the Print button on the toolbar.
6. Click [**Yes**] to send the emails to those listed for emailing and print the **4-3-7-21 EFT Payment Receipt** for those without an email address, or click [**No**] to send all of the EFT Payment Receipts to the printer.

   Note: If you are sending through Microsoft Outlook and a message is displayed about a program sending an email message on your behalf, click [**Allow**].

7. If you clicked [**Yes**] in step 6:
   - To print the EFT payment receipts that were emailed, click [**Yes**].
   - To print only the EFT payment receipts for those that were not emailed, click [**No**] to exit.

Printing vendor payment cheques

Before printing vendor payment cheques

Consider the following points:

- You must print any lien waivers before printing cheques.

  Click the **Print lien waivers** link in the lower portion of the **4-3-2 Pay Vendors** window.

- If applying a credit results in a zero payment amount to a vendor, you must print a $0 cheque to complete the invoice payment process.

  In the **Report Printing** window, select the **Print $0 Cheques** check box.

- To record a payment you made by credit card (outside Sage 100 Contractor), by manual check, or through online banking, select **Credit Card**, **Manual Cheque**, or **Online Banking** for the **Record payment made by** option. Sage 100 Contractor processes the transaction, but does not print a cheque.

Caution! Only print accounts payable cheques from one company and from one computer at a time. Printing accounts payable cheques from one company and more than one computer at a time may cause duplicate cheque numbers and duplicate payments.

To print vendor payment cheques:

1. Open the **4-3-2 Pay Vendors** window.

   The total invoices of the vendors you selected using **4-3-1 Set Invoices to Pay** appear in the grid area.

2. Click **Select All**, or select individual vendors.
3. From the **Pay By** list, select whether to pay by cheque, voucher, or credit card.
4. Click [**Pay Vendors**].
5. If you are paying by cheque:

   a. On the **4-3-5 Report Printing** window, select the **Report Form** that suits your business. Your choices are **21-Open Stub**, **22-Formatted Stub**, and **23-No Job Stub**.

   b. Click the **Print records** icon.

      When you print cheques, Sage 100 Contractor creates ledger transactions. You can also specify the sorting of the invoices on your cheque stub. Select the option to sort the invoices in the **4-3-5 Report Printing** window. Sage 100 Contractor prints the invoice numbers on the cheque stub. However, sometimes more than one cheque stub is required to print all the invoices. You can print additional cheque stubs with void cheques to complete the printing of the invoices. In the **Report Printing** window, select the **Multiple Cheques** check box.

   If you are paying by voucher, on the **4-3-4 Report Printing** window, select the appropriate **Report Form**, and then click the **Print records** icon.

   If you are paying by credit card, the program displays the **Credit Card Selection** window. Specify a **Card Issuer Account**, a **Credit Card**, a **Trans#**, a **Trans Date**, and then click **OK**.

Printing separate cheques per invoice by vendor

When you enter a vendor or edit a vendor's information, you can specify that you want the system to print separate cheques per invoice for that vendor when you pay them.

To print separate cheques per invoice by vendor:

1. Open **4-4 Vendors (Accounts Payable)**, and select a vendor.
2. Select the **Separate Cheques** check box.
3. On the file menu, click **File** > **Save**.

Applying open credits to payable invoices

When applying an open credit to a payable invoice, consider the following:

- If the amount of payment to a vendor results in a zero amount through the application of a credit, you must print a $0 cheque. Printing the $0 cheque is a necessary procedure to complete the invoice payment process. In the **Report Printing** window, select the **Print $0 Cheques** check box.
- Sage 100 Contractor prints the invoice numbers on the cheque stub. However, sometimes more than one cheque stub is required to print all the invoices. You can print additional cheque stubs with void cheques to complete the printing of the invoices. In the **Report Printing** window, select the **Multiple Cheques** check box.

To apply an open credit to a payable invoice:

1. Open **4-3-1 Set Invoices to Pay**.
2. On the **Invoice Selection** window, select the invoices you want to display in the **4-3-1 Set Invoices to Pay** grid area, and then click **OK**.
3. For each invoice to which you want to apply a credit:
   a. Select an invoice.
   b. Under the **Set to Pay** column for that invoice, enter the amount to which you want to apply a credit. This must be a positive amount.
   c. Locate the credit invoice, and enter the credit amount to apply. This must be a negative amount.
4. On the **File** menu, click **Save**.

Applying accounts payable credits to accounts payable invoices

When you need to apply accounts payable invoices and accounts payable invoice credits, use **4-3-1 Set Invoices to Pay**.

Tip: Credit invoices (invoices with a negative value) appear in the grid under the **Invoice Total** column along with other invoices. Setting the invoice selection criteria to display invoices by vendor will group invoices together.

To apply credits to invoices:

1. Open **4-3-1 Set Invoices to Pay**.
2. On the **Invoice Selection** window under **Selection Criteria**, select a vendor or a job, and then click **OK**.

   The grid displays all open invoices for that vendor or job.
3. In the **Set to Pay** column, enter the invoice amount to pay, and repeat for all invoices that need to be paid. This must be a positive amount.

4. Locate the credit invoice, and enter the credit amount to apply. This must be a negative amount.
5. Click **File** > **Save**.
6. Open **4-3-2 Pay Vendors**, and select the check boxes of the vendor payee.
7. As required, click the **Change the posting period** icon to select the appropriate posting period, and then click **OK**.
8. On **4-3-5 Report Printing**, on the **Report Criteria** tab:
   a. Select the desired report number.
   b. Select the desired **Report Form** from the list.
   c. In the **Vendor** field, type the vendor number.
   d. Select the **Print $0 Cheques** box.
9. From the **File** menu, click **Print**.
10. On the **Cheque Printing** window, in the **Chequing Account** box, type the appropriate cash account.
11. In the **Starting Cheque Number** box, type the appropriate cheque number.
12. In the **Cheque Date** box, type the date of the cheque.
13. Click **OK**.
14. At the message, **Reminder: [number] cheque(s) will be printed**, verify that the information is correct, and then click **OK**.
15. Finally, select **Assign cheque numbers for ALL cheques** on the **Assign/Post Cheques** window if the cheque has printed correctly.

Changing the status of payable invoices

In the **4-3-1 Set Invoices to Pay** window, you can change the status of an invoice between **1-Open** and **2-Review**. You cannot change the status of invoices that have a status of **3-Dispute**, **4-Paid**, or **5-Void**.

To change the status of payable invoices:

1. Open **4-3-1 Set Invoices to Pay**.
2. On the **Invoice Selection** window under **Selection Criteria**, select criteria with which to populate the grid area on **4-3-1 Set Invoices to Pay**.
3. Review the Status column for invoices whose status you want to change.
4. Select the row of that invoice, and then click **Open** or **Review**.

About vendor payment reports

The **4-3-2 Pay Vendors** window provides text links to these reports.

Report	To
Print Set to Pay report	Review the invoices for each vendor that you have set to pay. The report provides the invoice balance, invoice holdback, discount available, and the amount set to pay for each invoice. The report also summarizes the data for each vendor and provides grand totals.
Print cheque transmittals	Lists the invoices that you are paying. When the list of invoices is too long to fit the chequestub, you can supply the vendor with a cheque report. The Minimum Number of Invoices box on the Cheque Transmittal Minimum Invoice Number window controls the minimum number of invoices that the payment references. To set a minimum number before writing a cheque, enter a number in the **Minimum Number of Invoices** box. Leave the box blank if you do not need to set a minimum number of invoice references. When you print the **Cheque Transmittal Report**, Sage 100 Contractor determines which cheques meet the minimum and prints a report for each.
Print lien waivers	Displays the lien waiver information for the contractor for invoice or invoices that are set to pay.

Note: The cheque report uses the set-to-pay information; therefore, you must print the cheque report before printing the vendor cheques.

Lien Waivers and Vouchers

About lien waivers

A lien waiver is a document signed by a contractor, subcontractor, or other supplier of goods or services stating that the supplier has been paid for the work performed or goods supplied and waiving the supplier's right to file a claim against the property.

In the **3-5 Jobs (Accounts Receivable)** window, you can track the lien waivers that you receive for each job. You can also print lien waivers for vendors receiving payment through the **4-3 Vendor Payments** window.

Important! You must print lien waivers before printing payable cheques or vouchers. You can also save the lien waiver as a PDF file and reprint it later.

Entering lien waivers

To enter a lien waiver:

1. Open **3-5 Jobs (Accounts Receivable)**.
2. Using the data control, select the job.
3. On the **Options** menu, click **Lien Waivers**.
4. For each pre-lien you receive:
   a. In the **Pre-lien#** text box, enter the pre-lien number.
   The pre-lien number is a reference number provided by the vendor.
   b. In the **Vendor** text box, enter the vendor number of the vendor who sent the pre-lien.
   c. If the pre-lien includes a second vendor, enter the vendor number in the **Second Vendor** text box.
   d. In the **Received** text box, type **Yes** if you received a pre-lien from the vendor.
   e. In the **Date Received** text box, enter the date when you received the pre-lien.
   f. In the **First Date** text box, enter the date when the vendor first appeared on the job.
   g. In the **Last Date** text box, enter the date when the vendor finished the job.
   h. In the **Lien Rights** text box, type **Yes** if the vendor has lien rights.
   i. In the **Joint Cheque** text box, type **Yes** if the vendor is paid with a joint cheque.
   j. In the **Final Waiver** text box, type **Yes** if you have received the final lien waiver from the vendor.
   k. In the **Final Date** text box, enter the date when the final lien waiver was received.
5. On the **File** menu, click **Save**.

Printing lien waivers

You can print lien waivers for subcontractors to sign upon receipt of payment. The waiver details the invoices, invoice balances, and amount paid. The generic text can be modified so that the lien waiver complies with your provincial requirements.

Important! You must print lien waivers before printing payable cheques or vouchers. You can also save the lien waiver as a PDF file and reprint it later.

To print a lien waiver:

1. Open **4-3-1 Set Invoices to Pay**.
2. On the **Invoice Selection** window under **Selection Criteria**, select criteria with which to populate the grid area on **4-3-1 Set Invoices to Pay**.
3. On **4-3-1 Set Invoices to Pay** for each invoice, enter the amount you want to pay in the **Set to Pay** box.
4. Click **File** > **Save**, and then open **4-3-2 Pay Invoices**.
5. Select the check boxes of the invoices for which you want print lien waivers, and then click the text link, **Print Lien Waivers**.
6. On the **4-3-3 Report Printing** window on the **Report Criteria** tab, select the report number, report form, and set the criteria.
7. On the toolbar, click one of the printing options, such as the **Print records** icon.

Paying by vouchers

Lending institutions use vouchers to control the job expenditures of a contractor's speculative work. When you are ready to pay materials suppliers and subcontractors, print and send the vouchers to the lender. The lender then pays the vendors based on the amounts indicated on the vouchers.

Because the lender is making the payments, vouchers do not affect your cash balance. They do, however, affect the balance of your **Loan Payable** account.

To pay by voucher:

1. Open **4-3-2 Pay Vendors**.
   Invoices that you have selected using **4-3-1 Set Invoices to Pay** appear in the grid area.
2. Click the **Select All** button, or alternatively select invoices individually.
3. Click the **Pay By** drop-down arrow, and select pay by **Voucher**.
4. Click **[Pay Vendors]**.
5. On the **4-3-5 Report Printing** window, select the appropriate **Report Form** and click the **Print records** icon.
6. Enter a transaction to record the loan disbursement.
7. Select the **[Update T5018Balance]** check box to add the voucher to the T5018 balances when printing vouchers.
8. Click [**OK**].

Tip: The vouchers work like cheques in that you can print vouchers to paper. The program displays these options: **Post ALL vouchers**, **Post vouchers through voucher#**, or **Do not post any vouchers**.

Posting loan disbursements

After printing the vouchers, you need to enter a transaction showing the lender's disbursement of funds to the vendors.

For speculative jobs, enter a transaction in the **1-2 Deposits and Interest** window that debits the **Voucher Clearing** account and credits the **Loan Payable** account.

For all other jobs, enter a transaction in the **3-3-1 Cash Receipts** window that debits the **Voucher Clearing** account and credits the appropriate receivable invoices.

4-4 Vendors (Accounts Payable)

Vendor records provide quick access to vendor information for payable invoices, T5018 balances, ordering materials, and subcontract management. Create a vendor record for each business that sends you invoices and each business to which you owe money or make regular payments. These vendors may include subcontractors, architects, engineers, and lenders.

In the **4-4 Vendors (Accounts Payable)** window, you can review vendor-related information such as subcontracts, purchase orders, invoices, and payments. You can also record any additional certificates a vendor is required to supply.

- Vendor financial information tab fields
- Vendor invoice defaults tab fields
- Vendor other defaults tab fields
- Vendor EFT Payment Setup fields
- Vendor purchase order warnings
- Vendor types
- Vendor records
- Vendor certifications and expiration dates
- Vendor remittance
- Workers' Compensation rates on vendor records
- Deleting vendors

Important! Sage 100 Contractor uses information entered in the **3-6 Receivable Clients** window and **4-4 Vendors (Accounts Payable)** window for other functions such as scheduling and sending faxes and email messages. If fax numbers and email addresses for vendors are not entered in these windows, client and vendor contacts do not appear on the fax and email distribution lists.

Internal vendors

You select the **Internal Vendor** check box if you want to keep track of someone you need in the vendor database, but not someone from whom you get invoices. Flagging a vendor as “internal” causes the program to display a message if you try to enter a payable invoice for that vendor. Examples of internal vendors are architects, engineers, or other professionals who are involved with projects that you work on, but you are not the one contracting with them because you are not the general contractor or owner. You might, however, want to keep that information in the job record. Internal vendors may also be fictitious entities, such as a generic lumber supply or generic tile subcontractor. You might want to use that entity for putting a “type” of vendor on parts for estimating and bid request reasons.

Vendor financial information fields

Box	What it does
T5018 ID#	The T5018 recipient ID number. • If the T5018 type is 1, the T5018 ID# number entered is the individual's Social Insurance Number (SIN). • If the T5018 type is 2, the T5018 ID# number entered is the CRA Program Account number.
GST/HST ID#	The GST or HST ID number.
T5018 Type	Indicates the type of T5018 status. • 0–Undetermined • 1–Individual • 2–Business • 3–Do not report
Beginning Balance	Displays the beginning balance of outstanding invoices for your current books. You cannot enter or edit an amount in this box.
Current Balance	Displays the beginning balance of outstanding invoices for your current books. You cannot enter or edit an amount in this box.

Vendor invoice defaults

The information you provide on the **Invoice Defaults** tab helps Sage 100 Contractor post an invoice and create the job cost records.

Default	What it does
Due Terms	Determines the date by which payment is due. In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example: • **30DY** means due every 30 days. • **02MO** means due every two months. • **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor
Discount Terms	Determines the date by which payment is due for your business to receive a discount.
Discount Rate	Determines the discount rate for early payment.
Work Comp Rate	Sets up the vendor record of a subcontractor with the employer's compensation rate. When entering the payable invoice, you can charge the subcontractor for coverage based on the invoiced amount. The charge appears as a credit on the subcontractor's invoice.
Tax Code Override	Use this box when you need to assign a tax code to a vendor that is not subject to the primary tax code for the vendor's province. For example, you could assign a tax code that has a zero tax rate to vendors that are tax exempt. (You must first set up the tax code in the **1-8 Canada Sales Tax Setup** window,) Leave this field blank to use the primary tax code for the vendor's province as the default for new transactions. If the vendor record does not include a province or a tax code override, Sage 100 Contractor does not calculate taxes for the vendor.
Ledger Account	Determines the default ledger account to which invoices are posted. For a materials supplier, for example, enter the materials expense account number. When you enter a payable invoice, the material expense account defaults to the grid.

Default	What it does
	Some vendors may not post to one account regularly. If there is not a common account used by a vendor, leave the **Ledger Account** box blank.
Cost Code	Determines the cost code to which you post the vendor. Because cost codes may vary each time you post a record, consider leaving the **Cost Code** box blank. Alternately, you can enter the lowest numbered cost code used by the vendor. You can then use the **Lookup** window to display cost codes starting in the appropriate area.
Cost Type	Determines the cost type to which you post the vendor. Usually the cost type corresponds to the ledger account.
Invoice Status	If you want to review all invoices or payments for a vendor, assign the vendor record Invoice status **2-Review**. Otherwise, Sage 100 Contractor assigns status **1-Open**.
Purchase Order Warning	Restricts the ability to save payable invoices.
Allow Duplicate Invoice Number	Lets you enter duplicate invoice numbers for a vendor. The **Invoice Number** text box in the **Payable Invoices** window can be set up to require a unique invoice number. The **Allow Duplicate Invoice Number** check box lets you supersede the requirement for a unique invoice number for specific vendors such as the phone company.
Separate cheque for each invoice	Tells the system to print separate cheques for each invoice for each vendor.
Put on the Hot List	Automatically puts the vendor's invoices on the Hot List.

Other vendor defaults

The information you provide on the **Other Defaults** tab helps Sage 100 Contractor create or export records.

Default	What it does
Purchase Order Type	Determines the type of purchase order you normally create for the vendor.
Subcontract Type	Determines the type of subcontract you normally create for the vendor.

Vendor EFT Payment Setup fields

Field	Description
Institution ID#	Vendor's bank institution identification number.
Branch Routing#	Vendor's bank routing number
Bank Account Number	Vendor's bank account number.
Email Receipt to	The email address to receive the vendor EFT payment receipt.

Vendor purchase order warnings

When saving a payable invoice for a vendor, Sage 100 Contractor refers to the selection made in the **Purchase Order Warning** list in the vendor's record. If the payable invoice does not meet the criteria, Sage 100 Contractor provides you with a warning. These warnings are set on the Invoice Defaults tab of **4-4 Vendors** and warn if there is no PO available for the invoice or you can require a PO for the invoice.

Status	Description
0-None	Provides no warning.
1-Warn if no PO	Provides a warning if the invoice does not contain a purchase order number, but allows you to save the invoice.
2-Require PO	Requires a purchase order number to save the invoice.

Vendor Invoice Over Purchase Order settings

The **Set Over PO Warning** option in **4-4 Vendors** notifies you if the invoice quantity amount exceeds the purchase order. When you select the **Set Over PO Warning** option in the Options menu, Sage 100 Contractor compares the invoice total amount against the total PO balance. The Vendor Invoice Over Purchase Order warning settings supersedes the settings for Invoice Over Purchase Order warning settings in 4-2.

Setting up vendor types

You can use vendor types to group or categorize vendors. Types give you the ability to select specific vendors when printing bid requests, vendor lists, or other vendor related documents.

If you create a long list of vendor types, you can simplify it by abbreviating vendor categories. For example, use **M** for material suppliers and **S** for subcontractors in the **Type Name**. For example, the description for a lumber supplier is **M-Lumber**, and an electrical supplier is **S-Electrical**.

For steps on setting up vendor types, see Setting up vendor types.

Entering vendor records

Consider these points before entering vendor records:

- Be sure to enter all the important information regarding vendors. Entries made in the **4-4 Vendors (Accounts Payable)** window are used for other functions, such as fax and email scheduling.
- Select the **Internal Vendor** check box to mark the vendor as an internal supplier, which only affects vendor reports.
- Select the **Separate cheque for each invoice** check box to tell the system to print separate cheques for each invoice for each vendor.

To add a vendor

1. Open **4-4 Vendors (Accounts Payable)**.
2. In the data control text box, enter the vendor number.
3. In the **Vendor Name** text box, enter the full vendor name.
4. In the **Short Name** text box, enter a brief name for the vendor.
5. In the **Vendor Type** list, click the vendor type.
6. In the **General Information** tab:
   a. In the **Owner** text box, enter the name of the person to contact at the vendor's office.
   b. In the **Address 1**, **Address 2**, **City**, **Province**, and **Postal** text boxes, enter the address.
   c. In the **User Def1** and **User Def2** text boxes, enter the user-defined information as necessary.
7. In the **Financial Information** tab:
   a. In the **T5018 ID#** text box, enter the vendor's federal identification number.
   b. In the **GST/HST ID#** text box, enter the vendor's GST/HST number.
   c. In the **Account#** text box, enter your account number the vendor uses to identify your company.
   d. In the **License#** text box, enter the contractor's license number.
   e. In the **Resale#** text box, enter the vendor's resale number.
   f. In the **T5018 Type** list, select the type of GST/HST report required for this vendor.
   g. As necessary, select the **Internal Vendor** check box.

8. Click the **Invoice Defaults** tab, then:
   a. In the **Due Terms** text box, enter the cycle for the date when the invoice is due.

      In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

      - **30DY** means due every 30 days.
      - **02MO** means due every two months.
      - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor

   b. In the **Discount Terms** text box, enter the cycle for the date by which the vendor must receive payment for the discount to apply.
   c. In the **Discount Rate** text box, enter the discount rate.
   d. In the **Work Comp Rate** text box, enter the workers' compensation rate.
   e. In the **Tax Code Override** text box, if the vendor is not subject to the primary tax code for the vendor's province, enter the tax code for this vendor. (Leave this box blank if you want to use the primary tax code as the default for new transactions for the vendor.)
   f. In the **Ledger Account** text box, enter the ledger account to which you want to post.
   g. In the **Cost Code** text box, enter the default cost code.
   h. In the **Cost Type** list, click the default cost type to assign.
   i. In the **Invoice Status** list, click the status to assign an invoice or credit.
   j. In the **PO Warning** list, click the warning status you want to assign to the vendor.
   k. If you need to send a separate cheque for each invoice, select the **Separate cheque for each invoice** check box.
   l. If you want to put the vendor's invoices on the Hot List automatically, select the **Put on the Hot List** check box.
   m. If you want to allow duplicate invoice numbers, select the **Allow duplicate invoice numbers** check box.
9. Click the **Other Defaults** tab, then:
   a. In the **RFP Type** list, click the type of RFP you often create for the vendor.
   b. In the **Description** text box, enter the default description for RFPs.
   c. In the **Purchase Order Type** list, click the type of order you often create for the vendor.
   d. In the **Description** text box, enter a brief statement about the purchase order.
   e. In the **Subcontract Type** list, click the type of subcontract you often create for the vendor.

f. In the **Description** text box, enter a brief statement about the subcontract.

g. Click the **EFTPayment Setup** tab, then do the following:

h. Select the **Enable EFT payment** box.

i. In the **Institution ID#** text box, enter the bank institution's identification number.

j. In the **Branch Routing#** text box, enter the vendor's bank routing number.

k. In the **Bank Account#** text box, enter the vendor's bank account number.

l. In the **Transaction Type** text box, enter the transaction code approved by the CPA Standard 005 in Section E, Appendix 2 or leave the text box blank for a generic vendor payment.

m. In the **Email Receipt to** text box, enter the email address to receive the EFT payment receipt.

10. Click the **Contact** grid, and then:

a. In the **Contact Name** text box, enter the contact's name.

> **Important!** The first contact in the list is considered to be the primary contact in reports.

b. In the **Job Title** text box, enter the contact's job title.

c. In the **Phone#** text box, enter the contact’s telephone number.

d. In the **Extension** text box, enter the contact's telephone extension, as necessary.

e. In the **Email** text box, enter the contact's email address.

f. In the **Cell#** text box, enter the contact’s cellular number.

g. In the **Fax#** text box, enter the contact’s fax number.

h. In the **Other#** text box, enter the contact’s other telephone number.

i. In the **Other Description** text box, enter the contact’s other telephone number description.

j. In the **Notes** text box, enter any applicable notes about the contact.

k. Enter the vendor licenses and certificates.

11. On the **File** menu, click **Save**.

12. If you want to set the vendor's T5018 balance for the calendar year:

a. Refresh the vendor record by clicking the back arrow button (next to the record number in the upper left-hand corner) then clicking the forward arrow button advance to the new record again.

b. Select **Options > T5018 Balance Startup/Adjustment** to open the T5018 Balance Startup/Adjustment window.

c. Select the current date in the **Adjustment Date** box, and then type the vendor's starting T5018

balance in the **T5018 Balance Startup/Adjustment** box.

d. Click [**Save**].

Vendor certificates and expiration dates

You can track the expiration dates for Workers' Compensation, liability insurance, contractor's licenses, and other required certificates and licenses. When you enter a certificate or license, always enter an expiration date. If you do not have a date, enter one that is obviously expired, such as 01/01/1980. Later, you can determine which vendors have insurance or licenses that have expired.

Important! The **4-1-5-31 Vendor Worker's Comp Report** requires that the Workers' Compensation insurance certificate information be in Row 1 of the **Certificates** window grid.

You can control whether you receive a warning that a certificate has expired when creating a subcontract. You can also stop payment to a vendor if a certificate has expired.

Note: If you need to track certificates by job, rather than just by vendor, enter the job number in the **Certificates** window in the vendor record. You can then view the vendor certificates in the **3-5 Jobs** record. Tracking certificates by job also ensures that when a certificate expires for one job, you can still pay the vendor for other jobs for which valid certificates exist. Sage 100 Contractor warns you if it appears that the job should have a specific vendor certificate, but does not.

When selecting vendor invoices for payment, you can exclude vendors with expired licenses. You can also print documents that you can send to vendors with expired licenses, requesting the new expiration dates to update your records. When you do not need dates for vendors such as lending institutions, leave the text boxes blank.

Reports on vendor certificates and expiration dates

You can run insurance reports to view which vendors have current and/or expired certificates.

- **4-1-1-41 Insurance Report**
- **4-1-1-42 Insurance Report~by Vendor Type**
- **4-1-1-43 Insurance Report~Alpha**
- **4-1-1-46 Insurance Report~with Notes**
- **4-1-1-47 Insurance Report~by Vendor Type; with Notes**
- **4-1-1-48 Insurance Report~Alpha; with Notes**

In the **Certificates** window, you can create a list of the certificates a vendor must supply. For example, you might list the Workers' Compensation insurance certificate, liability insurance certificate, contractor's license, and hazardous materials certificate.

Because you can generate expired certificate reports based on a specific line number, consider entering the certificates in a specific order for each vendor. For example, Row 1 is the Workers' Compensation insurance certificate, Row 2 is the liability insurance certificate, and Row 3 is the contractor's license.

For information on entering vendor certificates, see Entering vendor certificates.

Setting up vendor remittance

Occasionally, it is necessary to substitute a different name on a vendor cheque. In the **Vendor Remit** window, you can add more lines to the grid by clicking in the last cell in the last row and pressing the [**Enter**] key.

When you print the vendor cheques, Sage 100 Contractor looks to the vendor remit table. If the vendor appears in the table, Sage 100 Contractor uses the payee information from the table in place of the information from the vendor record.

For steps on setting up vendor remittances, see Setting up vendor remittance.

Deleting vendors

If a vendor has current year ledger activity or open invoices from a prior year, you cannot delete that vendor.

Caution! When you delete a vendor, all prior year, paid, or void invoices related to that vendor are also deleted. This can affect invoices associated with current jobs. In addition, because the vendor has been deleted, only the vendor number will appear in job cost records.

To delete a vendor

1. Open **4-4 Vendors (Accounts Payable)**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Vendor**.

Setting up Workers Compensation rates for payable invoices

Each province and territory has its own exclusive Workers' Compensation Board/Commission (WCB). Check with your provincial WCB for compliance requirements, as laws may vary in each province and territory.

Sage 100 Contractor uses the Workers' Compensation account indicated on the **Payables** tab in the **General Ledger Setup** window to post payable invoice transactions.

For steps on setting up Workers' Compensation rates, see Setting up Workers Compensation Rates for payable invoices.

About 4-4 Vendors (Accounts Payable)

Vendor records provide quick access to vendor information for payable invoices, T5018 balances, ordering materials, and subcontract management. Create a vendor record for each business that sends you invoices and each business to which you owe money or make regular payments. These vendors may include subcontractors, architects, engineers, and lenders.

In the **4-4 Vendors (Accounts Payable)** window, you can review vendor-related information such as subcontracts, purchase orders, invoices, and payments. You can also record any additional certificates a vendor is required to supply.

You would select the **Internal Vendor** check box to keep track someone you need in the vendor database, but not someone from whom you get invoices. Flagging a vendor as “internal” causes the program to display a message if you try to enter a payable invoice for that vendor.

Examples of internal vendors are architects, engineers, or other professionals who are involved with projects that you work on, but you are not the one contracting with them because you are not the general contractor or owner. You might, however, want to keep that information in the job record.

Internal vendors may also be fictitious entities, such as a generic lumber supply or generic tile subcontractor. You might want to use that entity for putting a “type” of vendor on parts for estimating and bid request reasons.

Entering vendor records

Before entering vendor records

Consider the following points:

- Select the **Internal Vendor** check box to mark the vendor as an internal supplier, which only affects vendor reports.
- Select the **Separate cheque for each invoice** check box to tell the system to print separate cheques for each invoice for each vendor.

Important! Be sure to enter all the important information regarding vendors. Sage 100 Contractor uses information entered in the **4-4 Vendors (Accounts Payable)** window for other functions such as scheduling and sending faxes and email messages. If fax numbers and email addresses for vendors are not entered in these windows, vendor contacts do not appear on the fax and email distribution lists.

To enter a vendor record:

1. Open **4-4 Vendors (Accounts Payable)**.
2. In the data control text box, enter the vendor number.

3. In the **Vendor Name** text box, enter the full vendor name.
4. In the **Short Name** text box, enter a brief name for the vendor.
5. In the **Vendor Type** list, click the vendor type.
6. In the **General Information** tab:
   a. In the **Owner** text box, enter the name of the person to contact at the vendor's office.
   b. In the **Address 1**, **Address 2**, **City**, **Province**, and **Postal** text boxes, enter the address.
   c. In the **User Def1** and **User Def2** text boxes, enter the user-defined information as necessary.
7. In the **Financial Information** tab:
   a. In the **T5018 ID#** text box, enter the vendor's federal identification number.
   b. In the **GST/HST ID#** text box, enter the vendor's GST/HST number.
   c. In the **Account#** text box, enter your account number the vendor uses to identify your company.
   d. In the **License#** text box, enter the contractor's license number.
   e. In the **Resale#** text box, enter the vendor's resale number.
   f. In the **T5018 Type** list, select the type of GST/HST report required for this vendor.
   g. As necessary, select the **Internal Vendor** check box.
8. Click the **Invoice Defaults** tab, then:
   a. In the **Due Terms** text box, enter the cycle for the date when the invoice is due.

      In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

      - **30DY** means due every 30 days.
      - **02MO** means due every two months.
      - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor
   b. In the **Discount Terms** text box, enter the cycle for the date by which the vendor must receive payment for the discount to apply.
   c. In the **Discount Rate** text box, enter the discount rate.
   d. In the **Work Comp Rate** text box, enter the workers' compensation rate.
   e. In the **Tax Code Override** text box, if the vendor is not subject to the primary tax code for the vendor's province, enter the tax code for this vendor. (Leave this box blank if you want to use the primary tax code as the default for new transactions for the vendor.)

f. In the **Ledger Account** text box, enter the ledger account to which you want to post.

g. In the **Cost Code** text box, enter the default cost code.

h. In the **Cost Type** list, click the default cost type to assign.

i. In the **Invoice Status** list, click the status to assign an invoice or credit.

j. In the **PO Warning** list, click the warning status you want to assign to the vendor.

k. If you need to send a separate cheque for each invoice, select the **Separate cheque for each invoice** check box.

l. If you want to put the vendor's invoices on the Hot List automatically, select the **Put on the Hot List** check box.

m. If you want to allow duplicate invoice numbers, select the **Allow duplicate invoice numbers** check box.

9. Click the **Other Defaults** tab, then:

a. In the **RFP Type** list, click the type of RFP you often create for the vendor.

b. In the **Description** text box, enter the default description for RFPs.

c. In the **Purchase Order Type** list, click the type of order you often create for the vendor.

d. In the **Description** text box, enter a brief statement about the purchase order.

e. In the **Subcontract Type** list, click the type of subcontract you often create for the vendor.

f. In the **Description** text box, enter a brief statement about the subcontract.

g. Click the **EFTPayment Setup** tab, then do the following:

h. Select the **Enable EFT payment** box.

i. In the **Institution ID#** text box, enter the bank institution's identification number.

j. In the **Branch Routing#** text box, enter the vendor's bank routing number.

k. In the **Bank Account#** text box, enter the vendor's bank account number.

l. In the **Transaction Type** text box, enter the transaction code approved by the CPA Standard 005 in Section E, Appendix 2 or leave the text box blank for a generic vendor payment.

m. In the **Email Receipt to** text box, enter the email address to receive the EFT payment receipt.

10. Click the **Contact** grid, and then:

a. In the **Contact Name** text box, enter the contact's name.

> **Important!** The first contact in the list is considered to be the primary contact in reports.

b. In the **Job Title** text box, enter the contact's job title.

c. In the **Phone#** text box, enter the contact's telephone number.

d. In the **Extension** text box, enter the contact's telephone extension, as necessary.

e. In the **Email** text box, enter the contact's email address.

f. In the **Cell#** text box, enter the contact's cellular number.

g. In the **Fax#** text box, enter the contact's fax number.

h. In the **Other#** text box, enter the contact's other telephone number.

i. In the **Other Description** text box, enter the contact's other telephone number description.

j. In the **Notes** text box, enter any applicable notes about the contact.

k. Enter the vendor licenses and certificates.

11. On the **File** menu, click **Save**.

12. If you want to set the vendor's T5018 balance for the calendar year:

    a. Refresh the vendor record by clicking the back arrow button (next to the record number in the upper left-hand corner) then clicking the forward arrow button advance to the new record again.

    b. Select **Options > T5018 Balance Startup/Adjustment** to open the T5018 Balance Startup/Adjustment window.

    c. Select the current date in the **Adjustment Date** box, and then type the vendor's starting T5018 balance in the **T5018 Balance Startup/Adjustment** box.

    d. Click [**Save**].

Merging Vendors

You use the **Merge Vendors** option in the **4-4 Vendors** window to merge two vendor records.

Before merging vendor records

The merge process does not create a new merged vendor record, and it does not update fields (such as the address, contact information, and so on) in the "to" record. It simply transfers the records and references (such as invoices, purchase orders, subcontracts, and so on) associated with one vendor record to another vendor record.

Therefore, before merging vendor records, examine both records carefully, and decide which of the two records you want to keep.

Important! You must be logged in with Administrator rights and exclusive access to merge records.

To merge two vendor records:

1. Open the **4-4-Vendors** window.
2. (Optional) Display the vendor record you plan to transfer information *from*.
3. Click **Options** > **Merge Vendors**.

   In the **Merge Vendors** window that appears:

   a. In the **Transfer all records and references from vendor** box, enter the vendor record from which you are transferring information, if it is not already displayed.

   b. In the **To vendor** box, enter the vendor record to which you are transferring information.

   c. Click [**Merge**].

   d. Click [**Yes**] at the message asking whether you want to continue the merge process.

Sage 100 Contractor then:

- Adds the "from" vendor's beginning and current balances to the "to" vendor's balances, and clears the balances from the "from" vendor.
- Sets the "from" vendor record inactive.

T5018 Balance Startup and Adjustment

Use the **T5018 Balance Startup and Adjustment** window to set or adjust the T5018 balance for the calendar year for a selected vendor.

Sage 100 Contractor tracks vendor T5018 totals by calendar year. If you are transferring vendor totals from another software package, use this window to add the previous T5018 total to the calendar year.

Note: If you have vendor voucher totals from a Sage 100 Contractor version prior to 19.2, Sage 100 Contractor adds those totals to the T5018 balance automatically.

To make adjustments for your T5018 totals

1. Open the **4-4 Vendors (Accounts Payable)** window and select the vendor whose totals you want to adjust then click **Options > T5018Balance Startup/Adjustment**.
2. In the **T5018 Balance Startup/Adjustment** window, set the adjustment date by clicking in the **Adjustment Date** box and typing the date in DD/MM/YYYY format.

   Sage 100 Contractor tracks T5018 totals by calendar year. The T5018 balance displayed in the **Current** T5018 **Balance For Calendar Year** box changes according to the date you enter.
3. Type the adjustment amount in the **T5018 Balance Startup/Adjustment** box. For example, if you

know you paid the selected vendor a $500 voucher earlier in the calendar year, but the T5018 total does not reflect it, type **500** in the **T5018 Balance Startup/Adjustment** box to add it.

The **ResultingT5018 Balance** box displays the new T5018 balance.

4. Click [**Save**] to close the window and save your changes.
5. Repeat steps 1-4 for any other vendors whose T5018 totals you want to adjust.

Update or Delete T5018 Adjustments by Date

When you upgrade from a version earlier than 19.2, Sage 100 Contractor may need to make adjustments to T5018 starting balances to adapt your existing data for multi-year functionality in the new version.

Occasionally, these automatic adjustments can be assigned to the wrong fiscal year, or they may duplicate existing adjustments (made if you reset T5018 starting balances before upgrading, for example). In such cases, you need to use the **Update or Delete T5018 Adjustments by Date** window to reassign the dates or to remove all adjustments that were created for a specific date by the upgrade process.

You open the **Update or Delete T5018 Adjustments by Date** window by clicking the **Update or delete existing adjustments** link on the **T5018 Balance Startup/Adjustment** window.

Note: You must be logged in as Administrator to view the **Update or Delete** T5018**Adjustments by Date** link and to modify these adjustments.

To change the date of existing adjustments

1. In the **Update or Delete T5018 Adjustments by Date** window, in the **Date of existing adjustments** box, specify the date assigned to the adjustments you want to change. All existing T5018 adjustments that have the date you specify will be assigned the new date that you specify in the next step.

   Tip: To check the dates of existing adjustments, click **View all existing adjustments**.

2. In the **New date to assign to adjustments** box, type the date you want to assign to the adjustments.

   Note: You must enter dates in both date fields.

3. Click [**Update**] to assign the new date.
4. Click **Yes** at the message asking you to confirm the changes.

To remove all existing adjustments for a specific date

1. In the **Update or Delete T5018 Adjustments by Date** window, in the **Date of existing adjustments**

box, specify the date assigned to the adjustments you want to delete. All existing T5018 adjustments that have the date you specify will be removed for all vendors.

Tip: To check the dates of existing adjustments, click **View all existing adjustments**.

2. Click [**Delete**] to remove all the adjustments for the specified date.
3. Click **Yes** at the message asking you to confirm the deletions.

About vendor financial information

Box	What it does
T5018 ID#	The T5018 recipient ID number. • If the T5018 type is 1, the T5018 ID# number entered is the individual's Social Insurance Number (SIN). • If the T5018 type is 2, the T5018 ID# number entered is the CRA Program Account number.
GST/HST ID#	The GST or HST ID number.
T5018 Type	Indicates the type of T5018 status. • 0–Undetermined • 1–Individual • 2–Business • 3–Do not report
Beginning Balance	Displays the beginning balance of outstanding invoices for your current books. You cannot enter or edit an amount in this box.
Current Balance	Displays the current books' total balance for outstanding invoices to date. You cannot enter or edit an amount in this box.

About vendor invoice defaults

The information you provide on the **Invoice Defaults** tab helps Sage 100 Contractor post an invoice and create the job cost records.

Default	What it does
Due Terms	Determines the date by which payment is due. In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example: • **30DY** means due every 30 days. • **02MO** means due every two months. • **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor
Discount Terms	Determines the date by which payment is due for your business to receive a discount.
Discount Rate	Determines the discount rate for early payment.
Work Comp Rate	Sets up the vendor record of a subcontractor with the employer's compensation rate. When entering the payable invoice, you can charge the subcontractor for coverage based on the invoiced amount. The charge appears as a credit on the subcontractor's invoice.
Ledger Account	Determines the default ledger account to which invoices are posted. For a materials supplier, for example, enter the materials expense account number. When you enter a payable invoice, the material expense account defaults to the grid. Some vendors may not post to one account regularly. If there is not a common account used by a vendor, leave the **Ledger Account** box blank.
Cost Code	Determines the cost code to which you post the vendor. Because cost codes may vary each time you post a record, consider leaving the **Cost Code** box blank. Alternately, you can enter the lowest numbered cost code used by the vendor. You can then use the **Lookup** window to display cost codes starting in the appropriate area.
Cost Type	Determines the cost type to which you post the vendor. Usually the cost type corresponds to the ledger account.
Invoice Status	If you want to review all invoices or payments for a vendor, assign the vendor record Invoice status **2-Review**. Otherwise, Sage 100 Contractor assigns status **1-Open**.
Purchase Order Warning	Restricts the ability to save payable invoices.

Default	What it does
Allow Duplicate Invoice Number	Lets you enter duplicate invoice numbers for a vendor. The **Invoice Number** text box in the **Payable Invoices** window can be set up to require a unique invoice number. The **Allow Duplicate Invoice Number** check box lets you supersede the requirement for a unique invoice number for specific vendors such as the phone company.
Separate cheque for each invoice	Tells the system to print separate cheques for each invoice for each vendor.
Put on the Hot List	Automatically puts the vendor's invoices on the Hot List.

About other vendor defaults

The information you provide on the **Other Defaults** tab helps Sage 100 Contractor create or export records.

Default	What it does
Purchase Order Type	Determines the type of purchase order you normally create for the vendor.
Subcontract Type	Determines the type of subcontract you normally create for the vendor.

About purchase order warnings

When saving a payable invoice for a vendor, Sage 100 Contractor refers to the selection made in the **Purchase Order Warning** list in the vendor's record. If the payable invoice does not meet the criteria, Sage 100 Contractor provides you with a warning. These warnings are set on the Invoice Defaults tab of **4-4 Vendors** and warn if there is no PO available for the invoice or you can require a PO for the invoice.

Status	Description
0-None	Provides no warning.
1-Warn if no PO	Provides a warning if the invoice does not contain a purchase order number, but allows you to save the invoice.
2-Require PO	Requires a purchase order number to save the invoice.

Vendor Invoice Over Purchase Order settings

The **Set Over PO Warning** option in **4-4 Vendors** notifies you if the invoice quantity amount exceeds the purchase order. When you select the **Set Over PO Warning** option in the Options menu, Sage 100 Contractor compares the invoice total amount (not including PST/HST/GST) against the total PO balance. The Vendor Invoice Over Purchase Order warning settings supersedes the settings for Invoice Over Purchase Order warning settings in 4-2.

QST calculations do not trigger these warnings.

Setting up vendor types

You can use vendor types to group or categorize vendors. Types give you the ability to select specific vendors when printing bid requests, vendor lists, or other vendor related documents.

If you create a long list of vendor types, you can simplify it by abbreviating vendor categories. For example, use **M** for material suppliers and **S** for subcontractors in the **Type Name**. For example, the description for a lumber supplier is **M-Lumber**, and an electrical supplier is **S-Electrical**.

To set up vendor types:

1. Open **4-4 Vendors (Accounts Payable)**.
2. Next to the **Vendor Type** list, click the detail button.
3. The **Vendor Type** window opens.
4. In the **Vendor Type#** text box, enter the type number.
5. In the **Type Name** text box, enter a description of the vendor type.
6. Repeat steps 3-5 for each type.
7. On the **File** menu, click **Save**.

About vendor certificates and expiration dates

You can track the expiration dates for Workers' Compensation, liability insurance, contractor's licenses, and other required certificates and licenses. When you enter a certificate or license, always enter an expiration date. If you do not have a date, enter one that is obviously expired, such as 01/01/1980. Later, you can determine which vendors have insurance or licenses that have expired.

Important! The **4-1-5-31 Vendor Worker's Comp Report** requires that the Workers' Compensation insurance certificate information be in Row 1 of the **Certificates** window grid.

You can control whether you receive a warning that a certificate has expired when creating a subcontract. You can also stop payment to a vendor if a certificate has expired.

Note: If you need to track certificates by job, rather than just by vendor, enter the job number in the **Certificates** window in the vendor record. You can then view the vendor certificates in the **3-5 Jobs** record. Tracking certificates by job also ensures that when a certificate expires for one job, you can still pay the vendor for other jobs for which valid certificates exist. Sage 100 Contractor warns you if it appears that the job should have a specific vendor certificate, but does not.

When selecting vendor invoices for payment, you can exclude vendors with expired licenses. You can also print documents that you can send to vendors with expired licenses, requesting the new expiration dates to update your records. When you do not need dates for vendors such as lending institutions, leave the text boxes blank.

Reports on vendor certificates and expiration dates

You can run insurance reports to view which vendors have current and/or expired certificates.

- **4-1-1-41 Insurance Report**
- **4-1-1-42 Insurance Report~by Vendor Type**
- **4-1-1-43 Insurance Report~Alpha**
- **4-1-1-46 Insurance Report~with Notes**
- **4-1-1-47 Insurance Report~by Vendor Type; with Notes**
- **4-1-1-48 Insurance Report~Alpha; with Notes**

In the **Certificates** window, you can create a list of the certificates a vendor must supply. For example, you might list the Workers' Compensation insurance certificate, liability insurance certificate, contractor's license, and hazardous materials certificate.

Because you can generate expired certificate reports based on a specific line number, consider entering the certificates in a specific order for each vendor. For example, Row 1 is the Workers' Compensation insurance certificate, Row 2 is the liability insurance certificate, and Row 3 is the contractor's license.

Entering vendor certificates

In the **Certificates** window, you can create a list of the certificates a vendor must supply. For example, you might list the Workers' Compensation insurance certificate, liability insurance certificate, contractor's license, and hazardous materials certificate.

Because you can generate expired certificate reports based on a specific line number, consider entering the certificates in a specific order for each vendor. For example, Row 1 is the Workers' Compensation insurance certificate, Row 2 is the liability insurance certificate, and Row 3 is the contractor's license.

Note: If you need to track certificates by job, rather than just by vendor, enter the job number in the **Certificates** window in the vendor record. You can then view the vendor certificates in the **3-5 Jobs**

record. Tracking certificates by job also ensures that when a certificate expires for one job, you can still pay the vendor for other jobs for which valid certificates exist. Sage 100 Contractor warns you if it appears that the job should have a specific vendor certificate, but does not.

Important! The **4-1-5-31 Vendor Worker's Comp Report** requires that the Workers' Compensation insurance certificate information be in Row 1 of the **Certificates** window grid. To verify that Workers' Compensation insurance certificate information is in Row 1, follow this procedure to view the information in the **Certificates** window.

To enter vendor certificates:

1. Open **4-4 Vendors**, and display the vendor.
2. Click **Options** > **Certificates**.
3. For each certificate:
   a. In the **Description** text box, enter a brief description to identify the certificate. For example, type **Workers' Compensation**.

      Tip: It is more efficient to create a list of certificates from which you can insert a certificate than to type out the description of each one. To create a quick list of certificates, click the Display Quick List arrow in the field, and then build the list in the window that opens.

   b. In the **Job** text box, enter the code that identifies the particular job to which the certificate applies. You can then track the certificate in the **3-5 Jobs** window.

      The Job column enables you to track individual certificates with different expiration dates for different jobs. It also enables you apply warnings and stop pay flags to particular jobs, so that you do not need stop all payments to a vendor because a single certificate on a particular job has expired.

   c. In the **Received** text box, enter the date you received the certificate.
   d. In the **Expires** text box, enter the date when the certificate expires.
   e. In the **Warning** text box:
      - Type **Y** if you want to receive a warning.
      - Type **N** if you do not want to receive a warning even though the certificate has expired.

      You use the **Warning** column to control whether you receive a warning when creating a subcontract for a vendor with an expired certificate.

You must select **Exclude Vendors with Overdue Certificates** or **Warn on Vendors with Overdue Certificates** in the **4-3 Vendor Payments** window. To activate these options, click the **Selection** button in **4-3 Vendor Payments**.

f. In the **Stop Pay** text box:

- Type **Y** to stop payments to the vendor when the certificate expires.
- Type **N** if you want to pay the vendor even though the certificate has expired.

The **Stop Pay** column enables you to control payments to the vendor by accessing the **Invoice Selection** window from the **4-3 Vendor Payments** window. In the **Invoice Selection** window, you must also select **Exclude Vendors with Overdue Certificates** in order to exclude those vendors who meet the expiration criteria from receiving payment. It does not affect payments through the **1-1 Cheques/Bank Charges** window.

4. Click **File** > **Save**.

Setting up vendor remittance

On occasion, it is necessary to substitute a different name on a vendor cheque. In the **Vendor Remit** window, you can add more lines to the grid by clicking in the last cell in the last row and pressing the **Enter** key.

When you print the vendor cheques, Sage 100 Contractor looks to the vendor remit table. If the vendor appears in the table, Sage 100 Contractor uses the payee information from the table in place of the information from the vendor record.

To set up vendor remittance:

1. Open **4-4 Vendors (Accounts Payable)**.
2. Click **Options** > **Vendor Remit** on the menu.

   The **Vendor Remit Information** window opens.
3. For each vendor you want to include:
   a. In the **Vendor** cell, enter the vendor number.
   b. In the **Payee Remit** cell, enter the payee's name.
   c. In the **Address 1** cell, enter the payee's address.
   d. In the **Address 2** cell, enter any remainder of the payee's address, if necessary.
   e. In the **City/Province** cell, enter the payee's city and province.
   f. In the **Postal** cell, enter the payee's postal code.

4. Click **File** > **Save**.

Deleting vendors

If a vendor has current year ledger activity or open invoices from a prior year, you cannot delete that vendor.

Caution! When you delete a vendor, all prior year, paid, or void invoices related to that vendor are also deleted. This can affect invoices associated with current jobs. In addition, because the vendor has been deleted, only the vendor number will appear in job cost records.

To delete a vendor:

1. Open **4-4 Vendors (Accounts Payable)**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Vendor**.

About vendor documents

4-1-6 Vendor Documents prints documents designed in **13-5 Form/Report Page Design** for vendors. The type of vendor documents created can include transmittal forms, form letters, contracts, and proposal forms. When designing a vendor document, you can merge information from the vendor files. Save the vendor documents using the ***.docs_vendor** file name extension.

Setting up Workers' Compensation rates for payable invoices

Each province and territory has its own exclusive Workers' Compensation Board/Commission (WCB). Check with your provincial WCB for compliance requirements, as laws may vary in each province and territory.

Sage 100 Contractor uses the Workers' Compensation account indicated on the **Payables** tab in the **General Ledger Setup** window to post payable invoice transactions.

To set up a Workers' Compensation rate for payable invoices:

1. Open **4-4 Vendors (Accounts Payable)**.
2. Using the data control, select the vendor.
3. Click the **Invoice Defaults** tab.
4. In the **Work Comp Rate** box, enter the rate at which you are charging the subcontractor.
5. On the **File** menu, click **Save**.

6. Open **1-8 General Ledger Setup**.
7. On the **Payables** tab, enter the ledger account to which you are posting the charge to subcontractors in the **Workers' Compensation** box.
8. Click **File** > **Save**.

Tip: The credit does not appear on the Workers' Compensation report, which only uses data from payroll records. To track and report the costs, create a separate Workers' Compensation ledger account.

Secondary Payees

The **Secondary Payees** window provides a way to add secondary payees to invoices. Secondary payees are most often involved with subcontractor invoices because they have subvendor suppliers who have lien rights to the project. It is critical to ensure that these suppliers get paid. The use of two-party cheques provides this assurance.

There are several ways to enter the secondary payees. You can do so when you enter a new subcontractor's invoice in the **4-2 Payable Invoices/Credits** window by entering the name and amount payable to each supplier in the **Secondary Payees** window. You can also add one or more secondary payees to existing vendor invoices.

You will notice upon looking at the **Secondary Payees** window that it has three main parts: the grid, the vendor line, and the totals line.

Grid Columns	Description
Secondary Payee	The name for the second party that will appear on the two-party cheque.
Amount	The total amount that should be paid on two-party cheques to the payee.
Paid	The total amount of payment made to this payee. This column is not editable.
Balance	The **Amount** minus the **Paid** as calculated by Sage 100 Contractor. This column is not editable.
To Pay	The amount scheduled for a two-party cheque. This column allows you to enter or edit the amount.

The vendor line appears under the grid. The information in the vendor line reflects information related to the grid columns for the vendor on the invoice.

Vendor Line	Description
Vendor Name	Displays the vendor name and the invoice information that applies directly to the vendor.
Amount	The amount is reduced as entry is made in the **Amount** column in the grid. In other words, the vendor receives whatever funds remain after the secondary payee(s) are paid.
Paid	The total amount of payment that has been made directly to the vendor.
Balance	The **Amount** minus the **Paid**. It is likewise adjusted whenever the **Amount** on this line changes.
To Pay	The amount scheduled for payment directly to the vendor. This text box allows you to enter or edit the amount.

The totals line appears under the double line and reflects the entire invoice. The **To Pay** total reflects the sum of all **To Pay** amounts on this window. Upon saving it is sent back to its corresponding field at the bottom of the **4-2 Payable Invoices/Credits** window.

Holdback values are not reflected on this window. Holdback that is entered on **4-2 Payable Invoices/Credits** is held against the vendor's balance. You cannot hold a portion of the invoice holdback against a secondary payee. However, you can pay 90% on one cheque and the remaining 10% on a later cheque.

Discounts are not reflected on this screen. They are applied against the vendor's balance. You cannot apply a portion of the invoice's discount against the balance of a secondary payee.

After saving the information in the **Secondary Payees** window and subsequently the **4-2 Payable Invoices/Credits** window, the next logical step could be to print and post the cheques using the **4-3 Vendor Payments** window. You will notice that the single invoice appears in the grid as multiple lines with the second payee lines directly under the vendor's portion. When you sort the grid, these lines stay together.

Here is an example. Suppose you subcontracted the electrical work on the construction of a home. Upon completion of the job, the subcontractor sends an $8,500 invoice, the amount of the contract. The invoice lists three suppliers and the associated costs: a materials supplier–$2,000; a lighting supplier–$1,500; and an equipment supplier for a backhoe to perform ground work–$300. To ensure that each of the subcontractor's suppliers is paid, you can print a two-party cheque for each supplier.

When you print cheques from the **4-3 Vendor Payments** window, Sage 100 Contractor prints four cheques based on the amounts in the **Secondary Payees** window. A cheque to the subcontractor and materials supplier for $2,000; a cheque to the subcontractor and lighting supplier for $1,500; a cheque to the subcontractor and equipment supplier for $300; and a cheque to the subcontractor for $4,700, which is the vendor's portion that is not attributed to a second payee.

Notes:

- No information on the **Secondary Payees** window may be edited when the invoice has a status of **4-Paid** or **5-Void**.
- You can add multiple additional secondary payees to an invoice.
- You can change amounts to be paid to secondary payees as long as no payment has been made.
- You can change the name of the secondary payee as long as no payments have been made.
- You can remove secondary payees as long as no payments have been made.

Entering payable invoices that include secondary payees

In your contracting work, you receive a payable invoice from a new vendor for their work. Part of the invoice is to be paid as a two-party cheque to one of their suppliers. Use the following procedure to handle this situation.

Notes:

- You must manually click the **Wk/Comp** button for the record to calculate the vendor's workers' compensation rate. You can set up the compensation rate on the **Invoice Default** tab of **4-4 Vendors (Accounts Payable)**.
- Payable invoice status can be: **1-Open**, **2-Review**, **3-Dispute**, **4-Paid**, or **5-Void**.
- Payable invoices can have two different types: **1-Contract** and **2-Memo**.
- Payable invoices can be saved as: **Save**, **Save/Set To Pay**, and **Save/Autocost**.

To enter a payable invoice that includes a secondary payee

1. Open **4-2 Payable Invoices/Credits**.
2. In the **Invoice#** box, enter the invoice number.
3. If the invoice is for a purchase order, in the **Order#** box, enter the purchase order number.
4. If the invoice is for a subcontract, in the **Contract#** box enter the subcontract number.

   Tip: You can turn on an option to verify the contract balance against the invoice.

5. In the **Vendor** box, enter the vendor number.
6. In the **Job** box, enter the job number.
7. If the job uses phases, enter the phase number in the **Phase** box.
8. In the **Description** box, enter a description.

9. In the **Invoice Date** box, enter the date of the invoice.
10. In the **Due Date** box, enter the invoice due date.
11. In the **Discount Date** box, enter the discount due date. This is the last day by which the vendor can receive payment for you to receive a discount.
12. In the **Shipping#** box, enter the shipping tag or ticket number.
13. In the **Reference#** box, enter an invoice or credit number to apply this entry to.
14. In the **Status** list, click the invoice status.
15. In the **Type** list, click the invoice type.
16. In the grid, for each item:
    a. In the **Description** cell, enter a brief statement about the item.
    b. In the **Price** cell, enter the price per unit.
    c. In the **Account** cell, enter the ledger account number.
17. Below the grid, in the **Discount** box, enter the discount for early payment.

    By default, Sage 100 Contractor calculates the discount amount using the rate from the vendor record.
18. In the **Holdback** box, enter the amount of holdback.

    By default, Sage 100 Contractor calculates the holdback (if applicable) using the rate from the subcontract, which is found on **6-7-1 Subcontracts**.
19. Click the **Secondary Payees** button.

    The **Secondary Payees** window opens.
    a. In the **Second Payee** column, enter the name of the secondary payee.
    b. In the **Amount** column, enter the amount payable to the secondary payee.
    c. Click the **Save** toolbar button, which saves your entries and closes the window.
    d. If the vendor is set up with a Workers' Compensation rate, and you want it to be calculated with this record, click the **Wk/Comp** button.

    > **Important!** You have to manually click the **Wk/Comp** button in order for the record to calculate the vendor's Workers' Compensation rate. You can set up the Workers' Compensation rate on the **Invoice Details** tab of **4-4 Vendors (Accounts Payable)**.
20. In **4-2 Payable Invoices/Credits**, click **Save**.

Adding secondary payees to existing payable invoices

Note: You can add secondary payees as long as the amount does not cause the vendor's balance to become negative.

In your contracting work, you receive and enter a payable invoice from a existing vendor for subcontract work. You enter and save the invoice, which exists in your database with a record number. Subsequently the contractor informs you that a portion of that invoice should be paid as a two-party cheque to one of the vendor's suppliers. Use the following procedure to handle this situation.

To add a secondary payee to an existing payable invoice

1. Open **4-2 Payable Invoices/Credits**.
2. Using the data control, locate and open the existing invoice.
3. Click the **Secondary Payees** button. The **Secondary Payees** window opens.
4. In the **Second Payee** column, enter the name of the secondary payee.
5. In the **Amount** column, enter the amount to be paid to the secondary payee.
6. Click the **Save** toolbar button, which saves your entries and closes the window.
7. In the **4-2 Payable Invoices/Credits** window, click **Save**.

Increasing amounts payable to second payees

Important! You can increase the amount payable to secondary payees as long as the amount does not cause the vendor's balance to become negative.

In your contracting work, you enter and save a payable invoice from a vendor for their work. The invoice is to be paid with one cheque going to the vendor in addition to a two-party cheque going to one of their suppliers. The vendor requests that you increase the amount of the two-party cheque. Use the following procedure to handle this scenario.

To increase the amount payable to a second payee

1. Open **4-2 Payable Invoices/Credits**.
2. Using the data control, locate and open the existing invoice.
3. Click the **Secondary Payees** button.

   The **Secondary Payees** window opens.
4. In the **Amount** column, increase the payable amount.

5. Click the **Save** button.
6. Open **4-3 Vendor Payments** to print and post the cheques.

Decreasing amounts payable to secondary payees

Important! The amount to be paid to secondary payees cannot be decreased to less than the amount already paid.

In your contracting work, you enter and save a payable invoice from a vendor for their work. The invoice is to be paid with one cheque going to the vendor in addition to a two-party cheque going to one of their suppliers. The vendor requests that you decrease the amount of the two-party cheque. Use the following procedure to handle this situation.

To decrease the amount payable to a second payee

1. Open **4-2 Payable Invoices/Credits**.
2. Using the data control, locate and open the existing invoice.
3. Click the **Secondary Payee** button.
4. The **Secondary Payee** window opens.
5. In the **Amount** column, decrease the payable amount.
6. Click the **Save** button.
7. Open **4-3 Vendor Payments** to print and post the cheques.

About secondary payees

The **Secondary Payees** window provides a way to add secondary payees to invoices. Secondary payees are most often involved with subcontractor invoices because they have subvendor suppliers who have lien rights to the project. It is critical to ensure that these suppliers get paid. The use of two-party cheques provides this assurance.

There are several ways to enter the secondary payees. You can do so when you enter a new subcontractor's invoice in the **4-2 Payable Invoices/Credits** window by entering the name and amount payable to each supplier in the **Secondary Payees** window. You can also add one or more secondary payees to existing vendor invoices.

Notice that the **Secondary Payees** window has three main parts: the grid, the vendor line, and the totals line.

Grid Columns	Description
Secondary	The name for the second party that will appear on the two-party cheque.

Grid Columns	Description
Payee	
Amount	The total amount that should be paid on two-party cheques to the payee.
Paid	The total amount of payment made to this payee. This column is not editable.
Balance	The **Amount** minus the **Paid** as calculated by Sage 100 Contractor. This column is not editable.
To Pay	The amount scheduled for a two-party cheque. This column allows you to enter or edit the amount.

The vendor line appears under the grid. The information in the vendor line reflects information related to the grid columns for the vendor on the invoice.

Vendor Line	Description
Vendor Name	Displays the vendor name and the invoice information that applies directly to the vendor.
Amount	The amount is reduced as entry is made in the **Amount** column in the grid. In other words, the vendor receives whatever funds remain after the secondary payee(s) are paid.
Paid	The total amount of payment that has been made directly to the vendor.
Balance	The **Amount** minus the **Paid**. It is likewise adjusted whenever the **Amount** on this line changes.
To Pay	The amount scheduled for payment directly to the vendor. This text box allows you to enter or edit the amount.

The totals line appears under the double line and reflects the entire invoice. The **To Pay** total reflects the sum of all **To Pay** amounts on this window. Upon saving it is sent back to its corresponding field at the bottom of the **4-2 Payable Invoices/Credits** window.

Holdback values are not reflected on this window. Holdback that is entered on **4-2 Payable Invoices/Credits** is held against the vendor's balance. You cannot hold a portion of the invoice holdback against a secondary payee. However, you can pay 90% on one cheque and the remaining 10% on a later cheque.

Discounts are not reflected on this screen. They are applied against the vendor's balance. You cannot apply a portion of the invoice's discount against the balance of a secondary payee.

After saving the information in the **Secondary Payees** window and subsequently the **4-2 Payable Invoices/Credits** window, the next logical step could be to print and post the cheques using the **4-3 Vendor Payments** window. You will notice that the single invoice appears in the grid as multiple lines with the second payee lines directly under the vendor's portion. When you sort the grid, these lines stay together.

Here is an example. Suppose you subcontracted the electrical work on the construction of a home. Upon completion of the job, the subcontractor sends an $8,500 invoice, the amount of the contract. The invoice lists three suppliers and the associated costs: a materials supplier–$2,000; a lighting supplier–$1,500; and an equipment supplier for a backhoe to perform ground work–$300. To ensure that each of the subcontractor's suppliers is paid, you can print a two-party cheque for each supplier.

When you print cheques from the **4-3 Vendor Payments** window, Sage 100 Contractor prints four cheques based on the amounts in the **Secondary Payees** window. A cheque to the subcontractor and materials supplier for $2,000; a cheque to the subcontractor and lighting supplier for $1,500; a cheque to the subcontractor and equipment supplier for $300; and a cheque to the subcontractor for $4,700, which is the vendor's portion that is not attributed to a second payee.

In additional, consider the following points:

- No information on the **Secondary Payees** window may be edited when the invoice has a status of **4-Paid** or **5-Void**.
- You can add multiple additional secondary payees to an invoice.
- You can change amounts to be paid to secondary payees as long as no payment has been made.
- You can change the name of the secondary payee as long as no payments have been made.
- You can remove secondary payees as long as no payments have been made.

Entering payable invoices that include secondary payees

In your contracting work, you receive a payable invoice from a new vendor for their work. Part of the invoice is to be paid as a two-party cheque to one of their suppliers. Use the following procedure to handle this situation.

Notes:

- You must manually click the **Wk/Comp** button for the record to calculate the vendor's workers' compensation rate. You can set up the compensation rate on the **Invoice Default** tab of **4-4 Vendors (Accounts Payable)**.
- Payable invoice status can be: **1-Open**, **2-Review**, **3-Dispute**, **4-Paid**, or **5-Void**.
- Payable invoices can have two different types: **1-Contract** and **2-Memo**.
- Payable invoices can be saved as: **Save**, **Save/Set To Pay**, and **Save/Autocost**.

To enter a payable invoice that includes a secondary payee:

1. Open **4-2 Payable Invoices/Credits**.
2. Do the following:
   a. In the **Invoice#** box, enter the invoice number.
   b. If the invoice is for a purchase order, in the **Order#** box enter the purchase order number.
   c. If the invoice is for a subcontract, in the **Contract#** box enter the subcontract number. You can turn on an option to verify the contract balance against the invoice.
   d. In the **Vendor** box, enter the vendor number.
   e. In the **Job** box, enter the job number.
   f. If the job uses phases, enter the phase number in the **Phase** box.
   g. In the **Description** box, enter a description.
   h. In the **Invoice Date** box, enter the date of the invoice.
   i. In the **Due Date** box, enter the invoice due date.
   j. In the **Discount Date** box, enter the discount due date. This is the last day by which the vendor can receive payment for you to receive a discount.
   k. In the **Shipping#** box, enter the shipping tag or ticket number.
   l. In the **Reference#** box, enter an invoice or credit number to apply this entry to.
   m. In the **Status** list, click the invoice status.
   n. In the **Type** list, click the invoice type.
3. In the grid, for each item:
   a. In the **Description** cell, enter a brief statement about the item.
   b. In the **Price** cell, enter the price per unit.
   c. In the **Account** cell, enter the ledger account number.
4. Below the grid, in the **Discount** box, enter the discount for early payment. By default, Sage 100 Contractor calculates the discount amount using the rate from the vendor record.
5. In the **Holdback** box, enter the amount of holdback. By default, Sage 100 Contractor calculates the holdback (if applicable) using the rate from the subcontract, which is found on **6-7-1 Subcontracts**.
6. Click the **Secondary Payees** button. The **Secondary Payees** window opens.
7. In the **Second Payee** column, enter the name of the secondary payee.
8. In the **Amount** column, enter the amount payable to the secondary payee.
9. Click the **Save** toolbar button, which saves your entries and closes the window.

10. If the vendor is set up with a Workers' Compensation rate, and you want it to be calculated with this record, click the **Wk/Comp** button.

    Important! You have to manually click the **Wk/Comp** button for the record to calculate the vendor's Workers' Compensation rate. You can set up the Workers' Compensation rate on the **Invoice Details** tab of **4-4 Vendors (Accounts Payable)**.

11. In **4-2 Payable Invoices/Credits**, click **Save**.

Adding secondary payees to existing payable invoices

Note: You can add secondary payees as long as the amount does not cause the vendor's balance to become negative.

In your contracting work, you receive and enter a payable invoice from a existing vendor for subcontract work. You enter and save the invoice, which exists in your database with a record number. Subsequently the contractor informs you that a portion of that invoice should be paid as a two-party cheque to one of the vendor's suppliers. Use the following procedure to handle this situation.

To add a secondary payee to an existing payable invoice:

1. Open **4-2 Payable Invoices/Credits**.
2. Using the data control, locate and open the existing invoice.
3. Click the **Secondary Payees** button. The **Secondary Payees** window opens.
4. In the **Second Payee** column, enter the name of the secondary payee.
5. In the **Amount** column, enter the amount to be paid to the secondary payee.
6. Click the **Save** toolbar button, which saves your entries and closes the window.
7. In the **4-2 Payable Invoices/Credits** window, click **Save**.

Increasing amounts payable to second payees

Important! You can increase the amount payable to secondary payees as long as the amount does not cause the vendor's balance to become negative.

In your contracting work, you enter and save a payable invoice from a vendor for their work. The invoice is to be paid with one cheque going to the vendor in addition to a two-party cheque going to one of their suppliers. The vendor requests that you increase the amount of the two-party cheque. Use the following procedure to handle this scenario.

To increase the amount payable to a second payee:

1. Open **4-2 Payable Invoices/Credits**.
2. Using the data control, locate and then open the existing invoice.
3. Click the **Secondary Payees** button.

   The **Secondary Payees** window opens.
4. In the **Amount** column, increase the payable amount.
5. Click the **Save** button.
6. Open **4-3 Vendor Payments** to print and post the cheques.

Decreasing amounts payable to secondary payees

Important! The amount to be paid to secondary payees cannot be decreased to less than the amount already paid.

In your contracting work, you enter and save a payable invoice from a vendor for their work. The invoice is to be paid with one cheque going to the vendor in addition to a two-party cheque going to one of their suppliers. The vendor requests that you decrease the amount of the two-party cheque. Use the following procedure to handle this situation.

To decrease the amount payable to a second payee:

1. Open **4-2 Payable Invoices/Credits**.
2. Using the data control, locate and open the existing invoice.
3. Click the **Secondary Payee** button.
4. The **Secondary Payee** window opens.
5. In the **Amount** column, decrease the payable amount.
6. Click the **Save** button.
7. Open **4-3 Vendor Payments** to print and post the cheques.

Holdbacks

About accounts payable holdbacks

Many job subcontracts include holdbacks. When you create a payable invoice, Sage 100 Contractor retains holdbacks at the rate specified in the subcontract record. If you do not indicate a holdback rate in the subcontract record, you can withhold a flat amount on each individual invoice.

Posting a payable invoice declares the entire amount of the invoice as an expense. However, a percentage of the gross amount is retained as holdback, so the client is actually billed for the net amount (gross invoice amount - holdback = net invoice amount). Therefore, the holdback is already declared as an expense, but is not paid out yet. Consequently, Sage 100 Contractor does not include holdback in the invoice aging.

Entering a holdback invoice

To enter a holdback billing:

1. Open **4-2 Payable Invoices/Credits**.
2. Select **Enter Holdback Invoice** in the **Options** menu.
3. Select a vendor in the **Vendor** dropdown menu.
4. Click [**Display Invoices**].
5. In the top right, do one of the following:
   - To enter billing amounts manually, select the **Manually enter invoice amounts** option and enter the amount in the **Amount to Invoice** column. When initially clicking the field in the **Amount to Invoice** column, a default value is shown. You can accept that value or enter your own amount.
   - To have the holdback remaining amount copied to the **Amount to Invoice** column for each invoice, select the **Invoice All Remaining Holdback** option and click [**Calculate Invoice Amounts**].
   - To adjust the remaining holdback to a percentage amount of the invoice total, select the **Adjust remaining holdback to [___]% of Invoice Total** option, enter the desired percentage, and click [**Calculate Invoice Amounts**].
6. Click [**Enter Invoice**].
7. In the **4-2 Payable Invoices/Credits** window:
   a. Enter an invoice number in the **Invoice#** field.
   b. Enter the due date for the payment in the **Due Date** field.
   c. Enter the date when the discount will expire in the **Discount Date** field.
8. On the **File** menu, click **Save**.

Batches

Batch numbers group together invoices that you enter in the **Payable Invoices** window during a single session. To verify the accuracy of the invoices entered, you can display a list of the invoices and compare the entered amounts against the actual invoice amounts.

Sage 100 Contractor maintains a separate series of batch numbers for each user name.

When you open a payable invoice window, Sage 100 Contractor establishes the next batch number in your series by determining the largest batch number last used and incrementing it by 1. Sage 100 Contractor assigns the batch number to each new transaction you enter until the window is closed.

When entering a new record, you can change the batch number. For example, you might want to include an invoice in a prior batch. If you assign a previous batch number to a new invoice, that batch number works for one invoice, and then it changes back to the new batch number.

After you save an invoice, you cannot change its batch number.

Changing batch numbers

If you assign a previous batch number to a new invoice, that batch number works for one invoice, and then it changes back to the new batch number.

To change the batch number

1. Open **4-2 Payable Invoices/Credits**.
2. In the **Batch** text box, enter the batch number you want to assign to the invoice.

Viewing batch lists for invoices being entered

To view the batch list for invoices being entered

1. Open **4-2 Payable Invoices/Credits**.
2. On the **Options** menu, click **Batch List**.

Viewing prior batch lists

Consider the following points before viewing a prior batch list:

- Each user name has its own series of batch numbers. Sage 100 Contractor shows you the batch list for the user name with which you have logged on to Sage 100 Contractor.
- To view the batch list of another user, select an invoice from the batch you want to view. Then on the **Options** menu, click **Batch List**.

To view a prior batch list

1. Open **4-2 Payable Invoices/Credits**.
2. In the **Batch** text box, enter the number of the batch you want to view.
3. On the **Options** menu, click **Batch List**.

About batch totals

Batch numbers group together invoices that you enter in the **Payable Invoices** window during a single session. To verify the accuracy of the invoices entered, you can display a list of the invoices and compare the entered amounts against the actual invoice amounts.

Sage 100 Contractor maintains a separate series of batch numbers for each user name.

When you open a payable invoice window, Sage 100 Contractor establishes the next batch number in your series by determining the largest batch number last used and incrementing it by 1. Sage 100 Contractor assigns the batch number to each new transaction you enter until the window is closed.

When entering a new record, you can change the batch number. For example, you might want to include an invoice in a prior batch. If you assign a previous batch number to a new invoice, that batch number works for one invoice, and then it changes back to the new batch number.

After you save an invoice, you cannot change its batch number.

Changing batch numbers

If you assign a previous batch number to a new invoice, that batch number works for one invoice, and then it changes back to the new batch number.

To change the batch number:

1. Open **4-2 Payable Invoices/Credits**.
2. In the **Batch** text box, enter the batch number you want to assign to the invoice.

Viewing batch lists for invoices being entered

To view the batch list for invoices being entered:

1. Open **4-2 Payable Invoices/Credits**.
2. On the **Options** menu, click **Batch List**.

Viewing prior batch lists

Consider the following points before viewing a prior batch list:

- Each user name has its own series of batch numbers. Sage 100 Contractor shows you the batch list for the user name with which you have logged on to Sage 100 Contractor.
- To view the batch list of another user, select an invoice from the batch you want to view. Then on the **Options** menu, click **Batch List**.

To view a prior batch list:

1. Open **4-2 Payable Invoices/Credits**.
2. Open **4-2 Payable Invoices/Credits**.
3. Open **4-2 Payable Invoices/Credits**.

About 4-5 Vendor T5018 Forms and eFiling by Aatrix

The **4-5 Vendor T5018 Forms and eFiling by Aatrix** window is an integration portal into Aatrix. When you move beyond this window, for example, by clicking View History or Run Report, you are working in the Aatrix software that is integrated into Sage 100 Contractor.

How does my business information in Sage 100 Contractor get into Aatrix forms?

When you select a report such as **T5018 Summary Form**, enter the **First Cheque Date** and **Last Cheque Date** and then click [**Run Report**], Sage 100 Contractor searches its database for information relevant to that form and inserts it into the Aatrix form.

How do I know the forms are up to date?

Aatrix makes a strong point of keeping all its forms up to date. If Aatrix determines that you do not have the latest forms, you see a message window that provides four choices:

- **Automatic Update.** Update forms automatically over the Internet.
- **Download Update.** Update forms by manually downloading an update from any computer with an Internet connection.
- **Continue Expired.** Continue processing without the required update. Forms will be marked as expired and cannot be filed.
- **Cancel.** Cancel without processing forms.

About Federal T5018 forms

If you are an individual, partnership, trust, or corporation involved in construction activities which provide your primary source of business income and you make payments to subcontractors for construction services, you must report amounts paid or credited (whether by cheque, cash, barter, or offset against an amount owing).

Construction activities relate to the erection, excavation, installation, alteration, modification, repair, improvement, demolition, destruction, dismantling, or removal of any part of a building, structure, surface or sub-surface construction. For examples of construction activities, see the Canada Revenue Agency list: http://www.cra-arc.gc.ca/tx/bsnss/cntrct/frmt5018/pyr/ctvty-eng.html

About Federal T5018 forms

If you are an individual, partnership, trust, or corporation involved in construction activities which provide your primary source of business income and you make payments to subcontractors for construction services, you must report amounts paid or credited (whether by cheque, cash, barter, or offset against an amount owing).

Construction activities relate to the erection, excavation, installation, alteration, modification, repair, improvement, demolition, destruction, dismantling, or removal of any part of a building, structure, surface or sub-surface construction. For examples of construction activities, see the Canada Revenue Agency list: http://www.cra-arc.gc.ca/tx/bsnss/cntrct/frmt5018/pyr/ctvty-eng.html

About T5018 types

You can locate the list of T5018 types on the **4-4 Vendors (Accounts Payable)** window under **Financial Information**, in a drop-down list with the title **T5018 Type**.

Note: The T5018 is tracked by vendor and not by T5018 type.

T5018 Type	Description
0-Undetermined	No choice has been made. Sage 100 Contractor will not report when you run your T5018 slips.
1-Individual	The vendor provides a service, but the vendor is an individual. A social insurance number is required in Box 24 of the T5018 form.
2-Business	The vendor provides a service, but the vendor is a business or corporation. A Canada Revenue Agency program account number is required in Box 24 of the T5018 form.
3-Do Not Report	Sage 100 Contractor will not report this type when you run your T5018 slips.

Verifying T5018 balances

Using one of two methods, you can verify your T5018 balance at calendar year prior to processing 1099 forms:

- Verify the 1099 balance for each vendor using **4-4 Vendors (Accounts Payable) > Options > T5018 Balances**. Verify the T5018 balance and type assigned to each vendor. As a precaution, it is a good idea to confirm each vendor's 1099 balances with the vendor. Print and mail to each vendor an individual journal detailing the payments you have made to that vendor over the calendar year.
- Print a **4-1-5 Vendor Payment Journal**, which consists of the total payments to vendors over the course of the year, and compare it to the T5018 Balances report. If a discrepancy exists, make

corrections using the T5018 Balance Startup and Adjustment window for the appropriate vendor record.

4-6 Recurring Payables

About recurring payables

You use the **4-6 Recurring Payables** window to set up recurring transactions for payable invoices that you post regularly for the same amount.

You can set up any transaction that you post on a regular basis for the same amount as a recurring transaction. You can even set a reminder to prompt users in a specific security group when it is time to post recurring transactions.

Note: You control the posting of recurring transactions to the general ledger. Sage 100 Contractor does not automatically post recurring transactions.

Use the posting date to determine when to post a recurring transaction. After you post a recurring transaction, Sage 100 Contractor advances the posting date based on the cycle assigned to the transaction.

The transaction date does not control or affect the period to which you post the transaction. If you need to post a recurring transaction to a different period, change the posting period.

To prevent the duplication of invoice numbers, Sage 100 Contractor assigns a unique invoice number to each recurring payable transaction. The invoice number is the combination of a record number and an invoice sequence number. For example, when you enter the first recurring payables record, Sage 100 Contractor assigns it invoice number RP00010001 (RP–recurring payable, 0001–record number, 0001–invoice sequence number). Each time you post the transaction, Sage 100 Contractor advances the invoice sequence number within the invoice number. The next invoice number in the sequence becomes RR00010002.

Setting up recurring payable transactions in 4-6 Recurring Payables

When your cursor is in a text entry box, the status bar (located at bottom left corner of the window) displays information about what to enter and how to enter it.

To set up a recurring payable transaction:

1. Open **4-6 Recurring Payables**.
2. In the upper part of the window, do the following:
   a. In the **Vendor** box, enter the vendor associated with this recurring payable transaction.
   b. In the **Description** box, enter a brief statement about the transaction.
   c. In the **Next Date** text box, enter the next date when the transaction needs to post.
   d. In the **Cycle** text box, enter the transaction cycle.

      In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

      - **30DY** means due every 30 days.
      - **02MO** means due every two months.
      - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor
   e. In the **Due Terms** text box, enter the cycle for the date when the invoice is due.
   f. In the **Discount Terms** text box, enter the cycle for the date by which the vendor must receive payment for the discount to apply.
   g. In the **Status** list, click the invoice status.
   h. In the **Type** list, click the invoice type.
3. In the grid, enter lines for each item:
   a. In the **Description** cell, enter a brief statement about the line item.
   b. In the **Quantity** cell, enter the quantity purchased.
   c. In the **Price** cell, enter the price per unit.
   d. In the **Account** cell, enter the ledger account.
4. On the **File** menu, click **Save**.

Posting single recurring transactions in 4-6 Recurring Payables

Important! If you want to post to a different period, you must change the posting period.

To post a single recurring transaction:

1. Open **4-6 Recurring Payables**.
2. Select the transaction.
3. On the **Post** menu, click **This Invoice Only.**

Posting groups of recurring transactions in 4-6 Recurring Payables

To post a group of transactions, use a cutoff date. Sage 100 Contractor posts all transactions through the indicated date.

Important! If you want to post to a different period, you must change the posting period.

To post a group of recurring transactions:

1. Open **4-6 Recurring Payables**.
2. On the **Post** menu, click **Multiple Transactions**.
3. The **Posting Cutoff** window appears.
4. In the **Cutoff Date** box, enter the cutoff date, and click **OK**.

4-7 Credit Card Management

About 4-7 Credit Card Management

Accounting for your business credit cards is now tightly integrated into your business accounting. Features include setting up accounts, entering receipts, reconciling statements, and paying your credit card bills.

- **4-7-1 Add/Edit Issuer Accounts.**Add credit card issuer accounts in your general ledger in the **Current Liabilities** range of accounts. Return to this window to edit issuer account information. When you set up issuer accounts you are prompted to add credit cards as subaccounts for the issuer accounts.
- **4-7-2 Add/Edit Credit Cards.**Add credit cards as subaccounts of the card issuer account. You can add one card or multiple cards to one issuer account. Return to this window to edit credit card information.
- **4-7-3 Enter Credit Card Receipts.**Enter the data from hardcopy credit card receipts. You have a choice of entering a vendor or not. If you enter a vendor, the program creates a paid accounts-payable invoice and a general ledger transaction. If there is no vendor on the receipt, the program only creates a general ledger transaction.

- **4-7-4 Enter Recurring Charges.**If you have charges with a constant recurring amount, enter them in this window. This amount is charged to your credit card on a regular basis.
- **4-7-5 Reconcile Credit Card Statements.**Verify credit card charges and payments. When you review your statement, the program organizes the information for each credit card by issuer account and by credit card. Payments are listed at the top of the grid. If there is a question about the charge or payment, you can click a link to go to the transaction. The program also provides a way to add transactions “on-the-fly” right from this window.
- **4-7-6 Pay Credit Cards.**Sends credit card payment information through your general ledger accounting. Creates a ledger transaction in **1-3 Journal Transactions**. You can then print a cheque in **1-1 Cheques/Bank Charges** if you use “0000” for the transaction number.

4-7-1 Add and Edit Issuer Accounts

Sage 100 Contractor credit card management begins by creating an issuer account for each entity that issues cards. For example, banks issue credit cards such as Visa®, MasterCard®, and so forth. You may also have oil company credit cards or store credit cards for your employees.

At the bottom of the **4-7-1 Add/Edit Issuer Accounts** window, there are two buttons, **Add Card Issuer** and **Edit Card Issuer**.

The **Add Card Issuer** window provides a link that opens the **Ledger Account** window in read-only mode so that you can see which account number to enter. After you have chosen an appropriate general ledger account number, enter it in the **Issuer GL Account** box to create the account.

When you enter the information to add an issuer account, the program creates a credit card issuer account in your general ledger in the **Current Liabilities** range of accounts.

When you set up issuer account and click **Save**, you are prompted to add credit cards as subaccounts of the issuer accounts.

> **Note:** Adding a new card issuer account can be done directly in **4-7--1 Add/Edit Issuer Account** > **Add Card Issuer**. There is no need to use **1-7 General Ledger Accounts**.

Adding card issuer accounts

Before you can add a credit card to your accounting, you need to enter information for a credit card issuer account. Adding a card issuer account creates a general ledger account for this credit card issuer.

> **Note:** Adding a new card issuer account can be done directly in **4-7-1 Add/Edit Issuer Account** > **Add Card Issuer**. There is no need to use **1-7 General Ledger Accounts**.

To add a card issuer account:

1. Open **4-7-1 Add/Edit Issuer Accounts**, and click **Add Card User**.

2. In the **Issuer GL Account** box, enter a general ledger account number in the **Current Liabilities** range.
3. For more information about available accounts in the **Current Liabilities** range, click the **View existing accounts link**.
4. The **Ledger Accounts** window that opens is for viewing accounts only. If you open the **Ledger Accounts** window, you need to close it before you proceed.
5. In the **Issuer Name** box, enter a name.

   For example, you could use the name of the card issuer, such as “My Bank–Visa.”
6. In the **Payee** box, type the name of the entity to whom you send the credit card payment cheque.
7. Enter information in the other boxes, as needed.
8. Click **File > Save**.

Editing card issuer account information

Use this window to edit information about the credit card issuer. Note that you cannot edit the information in the **Issuer GL Account** box. If you need to delete a ledger account, see Deleting ledger accounts for more information.

To edit a card issuer account information:

1. Open **4-7-1 Add/Edit Issuer Accounts**.
2. Select an issuer account that you want to edit, and then click **Edit Card Issuer**.
3. In the **Issuer Name** box, edit the name.
4. Edit information in the other boxes, as needed.
5. Select **File > Save**.

4-7-2 Add and Edit Credit Cards

When you add a credit card, you are adding a credit card as a subaccount of a card issuer account. One issuer account can have multiple credit cards as subaccounts. For example, let’s suppose you have an oil company issuer account and 20 employees. You can add 20 cards to that issuer account, one for each employee.

When you need to reconcile your account, all the credit cards appear in the reconciling grid under the names of the credit cards so that you can understand the charges for each employee.

Adding credit cards

Before you can add credit cards, you must have already established card issuer accounts.

Important! Do not use the entire credit card number on the card. You might consider using the last four digits of the card number to assist in card identification.

To add a credit card:

1. Open **4-7-2 Add/Edit Credit Cards**.
2. Click the drop-down arrow with **Select Card Issuer Account**, and select an account.
3. Click **Add Card**.
4. In the **Credit Card Account** box, type a number.

   The program increments the credit card numbers by one. If you begin your credit card account numbers with 101, the next credit card for this account is 102.
5. Type a description.

   For example, you could type the name of the employee who has this card, such as, Dave's MasterCard.
6. Click **Save**.

Editing credit cards

You can edit the **Description** information for a credit card. However, you cannot change the credit card subaccount number.

To edit a credit card:

1. Open **4-7-2 Add/Edit Credit Card**.
2. Click the drop-down arrow with **Select Card Issuer Account** and select an account.
3. Click **Edit Card**.
4. Edit the description.
5. Click **Save**.

4-7-3 Enter Credit Card Receipts

Use this window to enter credit card receipts. The window's grid functions very much like the grid in the **4-2 Payable Invoices/Credits** window.

You can choose whether to enter a vendor for this record and to cost jobs automatically if there is an associated job and vendor.

If the credit card receipt does not have a breakdown showing tax amounts, you can enter the receipt total, including tax, and let Sage 100 Contractor calculate the taxes for you.

Why should I consider entering a vendor?

If you enter a vendor, the program creates a paid invoice when you save the record. If you look in **1-3 Journal Transactions**, you see that two journal transactions have been created. This is a typical journal transaction and a record of the payment (the paid invoice).

> **Note:** If necessary, you can void the payment, and then the invoice will be re-opened.

If you do not enter a vendor, the program creates a typical journal transaction without creating a paid invoice.

> **Note:** You can job cost automatically when you have entered a vendor on the record. You have to job cost manually if the record has no vendor.

Entering credit card receipts

To enter credit card receipts:

1. Open **4-7-3 Enter Credit Card Receipts**.
2. In the **Card Issuer Account** box, select a card issuer account.

   If card issuer accounts and credit cards are set up, the program displays the first **Card Issuer Account**. You can click the drop-down arrow to select a different **Card Issuer Account** from the list, or you can click the **Add/View records** icon to enter a new **Card Issuer Account** or a new **Credit Card**.
3. In the **Credit Card** box, select a credit card.
4. (Optional) Under **Entering a vendor creates a paid invoice when saved**, enter a **Vendor**.

   You can select an existing vendor from the list, or click the **Add/View records** icon to enter a new vendor.
5. In the **Payee** box, enter the payee/merchant name.
6. In the **Description** box, enter a description.
7. In the **Trans#** box, enter the credit card transaction number.
8. In the **Invoice Date** box, accept the default transaction date or enter a different transaction date.
9. (Optional) In the **Job** box, enter the job to which to assign costs.

   You can select an existing job from the list, or click the **Add/View records** icon to enter a new one.
10. If the receipt does not itemize taxes, in the **Optional Total Receipt** box, type the receipt total, and then click the [**Calculate**] button. The program creates one line for the receipt in the grid.

11. Enter receipt details in the grid:
    a. In the **Description** column, click a cell and enter a description.
    b. Press the **Enter** key to move through the grid, and accept or type information in each cell, as required.

       You are required to enter information under the column titles with an asterisk.

       Note: If you entered a total amount in the receipt header, you can change only the accounts and the entry in the **User Defined** column for the generated line.
12. Save the record as follows:
    - If you entered a job and a vendor, click the **Automatically job cost while saving the current record** icon.
    - If you are not job costing automatically, click **File** > **Save**.

4-7-4 Enter Recurring Charges

If you have charges with a constant recurring amount such as a monthly bill for storage rental, you can set this up as a recurring credit card charge. As you enter a recurring credit charge record, you can choose to post it to an account such as **Overhead Expense** or **Admin Expense**. When you save the record, you can choose to post it then or later use the **Post** > **Post All Pending Charges** command.

Note: You cannot post in the **Direct Expense**, **Equipment Expense**, or **WIP Posting** account ranges.

When Sage 100 Contractor starts up and you are a member of the **Recur. Trans. Group** (security group for recurring transactions) in **7-1 Company Information,** the program displays a message reminding you of transactions that are due. If you do not post immediately, the program reminds you to post the recurring transactions every time you launch the program if you are a member of the **Recur. Trans. Group**.

Note: If you do not have permission to post recurring transactions, you do not see the message.

Entering recurring credit card charges

Enter recurring credit card changes that are for a fixed amount and paid according to a specific billing cycle.

To enter a recurring credit card charge:

1. Open **4-7-4 Enter Recurring Charges**.
2. In the **Card issuer Account**, click the drop-down arrow, and then select an account.

Alternatively, you can click the **Add/View Records** button to make a new selection or view existing selections.

3. In the **Credit Card** box, click the drop-down arrow, and then select a credit card.

   Alternatively, you can click the **Add/View Records** button to make a new selection or view existing selections.

4. In the **Payee Name** box, enter the payee's name.
5. In the **Description** box, enter a description of the transaction.
6. In the **Account** box, click the drop-down arrow and select an account.

   Alternatively, you can click **Add/View Records** button to make a new selection or view existing selections.

7. In the **Amount** box, enter the amount of the transaction.
8. In the **Next Date** box, type the next date in the billing cycle that you want to post the transaction.
9. In the **Cycle** box, type the specific billing cycle.

   In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

   - **30DY** means due every 30 days.
   - **02MO** means due every two months.
   - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor

10. Click **Save**.

Note: When you are prompted to post the transaction, you can post it immediately or you can post it later.

4-7-5 Reconcile Credit Card Statements

When you open **4-7-5 Reconcile Credit Card Statements**, the program displays the first account in your list in the **Card Issuer Account** box. Click the arrow beside the **Card Issuer Account** box to select a different card issuer account, if necessary.

When you click **Display**, the program displays the payments and charges for that card issuer account in the grid, with the payments in the top lines of the grid and the changes below them.

As you review the payments and charges, you can click the **Verify** button (near the top right of the window) to place a check mark in the **Verified** column. To remove the verified check mark, click **Open**.

If you have a question about the charge or payment, with a your cursor in a cell, click **Go to Transaction** to open the transaction record (near bottom left).

To add transactions "on-the-fly," click the **Add Transaction** button to open **4-7-3 Enter Credit Card Receipts**, and then add the new transaction.

When you click **Save**, you can choose to save a **Trial** reconciliation or a **Final** reconciliation. Selecting the **Create a PDF of the report file** check box before saving the **Final** reconciliation saves the reconciliation report file.

Reconciling credit card statements

After you get your bank statement, you reconcile the statement's payments and charges against what you have entered in Sage 100 Contractor.

To reconcile a credit card statement:

1. Open **4-7-5 Reconcile Credit Card Statements**.
2. Select a **Card Issuer Account**, and then click **Display**.
3. Select a row, and then do any of the following:
   a. Click **Verify**.
   b. Click **Go to Transaction** to view a transaction or to open a verified transaction.
   c. Click **Add Transaction** to add a missing transaction. This opens **4-7-3 Enter Credit Card Receipts**. When you save the record, the new transaction is added to the reconciliation.

4-7-6 Pay Credit Cards

You can enter credit card payments using the **4-7-6 Pay Credit Cards** window. When you open the window, select the card issuer account that you want to pay. The program populates the window's grid area with information about the credit card, the current balance, and last reconciled balance. You then enter the required information and the amount to pay in the **To Pay** column for each credit card.

Suppose you want to issue a cheque to a telephone company for last month's bill. To indicate to Sage 100 Contractor that a cheque will be printed for the transaction, you type a placeholder consisting of four zeros (0000) in the **Cheque#** box.

You can then print the cheque directly from **4-7-6 Pay Credit Cards**, as follows:

1. Click the **Print** icon on **4-7-6 Pay Credit Cards** to open **1-1 Cheques/Bank Charges.**
2. Print the cheque from the **1-1 Cheques/Bank Charges** window.

You can also enter transactions that do not require printed cheques. For example, you might issue a hand-written cheque and will not need to print a cheque. In this case, you enter the cheque number you issued in the **Cheque#** box.

Paying credit cards

Use this window to enter the amount to pay on your credit card statement. When you make a payment in **4-7-6 Pay Credit Cards**, the program creates a ledger transaction in **1-3 Journal Transactions**.

To pay a credit card:

1. Open **4-7-6 Pay Credit Cards**.
2. Select a **Card Issuer Account**, and press Enter.
3. Select a **Cash Account#,** and press Enter.
4. In the **Cheque#** box, do one of the following:
   - Type **0000** to print the cheque in **1-1 Cheques/Bank Charges**.
   - If the cheque has been hand-written, type the cheque number.
5. In the **Date** box, type the transaction date.
6. In the **Description** box, type the transaction description.
7. In the **Payee** box, type a payee or merchant name.
8. In the grid in the **To Pay** column, click in a cell, and type an amount to pay.
9. Save the payment and print the cheque, if necessary.
10. Depending on your workflow, the next steps might be to open **1-1 Cheques/Bank Charges** and print a cheque or open **4-7-5 Reconcile Credit Card Statements** and verify the payments on your credit card statement.

Chapter 5: Payroll

Working with Payroll

You can automatically calculate all payroll simply by entering the job, cost code, and time worked. **Payroll** helps generate accurate labour and job costs by calculating all accruals as well as basic pay items for each line on every timecard. You can even include liability insurance (based on per $1000) and small tool costs, which are automatically posted to job costs in your payroll calculations.

You can use advanced features to manage prevailing-wage, union benefits, and qualified benefit plans. You can set up a benefit system and assign it to a paygroup. For example, you can set variable-rate payroll to override basic employee calculations as well as calculate rates and benefits only for the assigned localities or specific unions.

Using **Payroll**, you can take advantage of benefit-cost offsets in addition to separately classified shop and site time. Customizable entry windows speed up your daily operations.

5-5 Daily Payroll, which enables daily batch entry of employee time, is ideal for larger companies. You can import employee time from **6-11-6 Daily Field Reports** or the **Service Receivables** add-on module to verify payroll hours. **5-5 Daily Payroll** also integrates with **8-Equipment Management** so that you can allocate equipment repair time and costs to projects.

Here are more features of Sage 100 Contractor **Payroll**:

- Supports Workers' Compensation systems, including split rates, hourly calculations, and employee and employer portions.
- Calculates standard retirement pension plans.
- Includes direct deposit capabilities.
- Calculates union payroll reports.
- Supports electronic reporting and filing.
- Supports piece work payment.
- Applies per diem to any job for accurate job costing of employee reimbursements.
- Automatically converts to weekly, biweekly, or semi-monthly timecards.

5-1 Payroll Reports

See Appendix B for a complete list of 5-1 Payroll Reports.

5-2 Payroll Processing

5-2-1 Employees

About 5-2-1 Employees

Using the **5-2-1 Employees** window, you create an employee record for each employee who works during the calendar year. The record stores personal and work-related information, and acts as the source for each employee's hourly pay rates, salary rates, or paygroups. In addition, you can accrue sick and vacation time, provide direct deposit for employees, and automatically recover payroll advances.

Note: You require access to **5-2-2 Payroll Records** to view earnings and payroll in this window.

On the **Compensation** tab, you can enter information about **Paygroups**, **Pay Classification**, **Standard Regular Rate**, **Commission%**, **Salary**, **Accrued Sick Hours**, **Accrual Rate**, and more.You can also enter information about **Other Authorized Deductions**, **Deduction for Prescribed Zone**, **Labour-Sponsored Funds**, and **Additional Tax to Withhold** to include the appropriate information when preparing the T4 electronic file.

On the **Direct Deposit** tab, you enter employees' direct deposit information and email address for the direct deposit pay stub.

On the **Calculations** tab, you can select which payroll calculations to use and customize the calculation rates for each employee. Each employee record stores its own calculation rates; you can create one payroll calculation but set up different calculation rates for each employee. When you trial-compute or final-compute payroll, Sage 100 Contractor uses calculation rates from the employee records to compute the deductions and benefits for each employee.

On the **Additional Contacts** tab, you can add multiple additional contacts for each employee.

Important! Contacts entered in employee records are not synchronized with Outlook due to security reasons.

You can also create generic employee records for scheduling resources. A single, generic employee can represent an entire crew, such as a framing crew. Use the generic employee to assign employee resources to tasks in a schedule, thereby preventing the over-allocation of labour . For service work, you can use the generic employee as a placeholder for scheduling work orders in the **11-3 Dispatch Board** window.

Important! Do not enter more than one employee record for any one employee. For example, if you make a mistake on an employee record, do not correct the mistake by making a second record for that employee.

Entering employee records

Before entering employee records:

If an employee is exempt from overtime pay, select the **Exempt from overtime pay** check box. When entering timecards for an employee that works more than 8 hours in a single day, pay type **1-Regular** defaults to the **Pay Type** box.

To enter an employee record:

1. Open **5-2-1 Employees**.
2. In the data control text box, enter the employee identification number.
3. In the **First Name** text box, enter the employee's first name.
4. In the **M.I.** text box, enter the employee's middle initial.
5. In the **Last Name** text box, enter the employee's last name.
6. In the **Status** list, click the work status of the employee.
7. On the **General Information** tab:
   a. In the **Address 1**, **Address 2**, **City**, **Province**, and **Postal** text boxes, enter the address.
   b. (Optional) In the **User Def1** and **User Def2** text boxes, enter the user-defined information as necessary.
   c. If the employee usually operates a piece of equipment, enter the equipment number in the **Equipment** text box.

      Important! If a job or equipment number does not appear on a timecard line, Sage 100 Contractor posts the payroll based on the employee's position.

   d. In the **Phone#** text box, enter the employee's telephone number.
   e. In the **Fax#** text box, enter the employee's fax number.
   f. In the **Home#** text box, enter the employee's home telephone number.
   g. In the **Pager#** text box, enter the employee's pager number.
   h. In the **Cell#** text box, enter the employee's cellular number.
   i. In the **Email** text box, enter the employee's email address.

8. In the **Human Resources** tab:
   a. In the **Employment Type** list, click the category.
   b. In the **Gender** list, click employee's gender.
   c. In the **Benefit Status** list, click the employee's benefit status.

   > **Important!** When you select the **Always use employee comp code** check box, Sage 100 Contractor inserts the workers' compensation code from the employee's record into the timecard. Otherwise, Sage 100 Contractor inserts the workers' compensation code associated with the cost code entered in the timecard.

   d. In the **Comp Code** list, click the worker's compensation code.
   e. In the **Position** list, click the employee's position.
   f. In the **Union** list, click the union to which the employee belongs.
   g. In the **Tax Province** text box, enter the abbreviation for the province in which the employee lives.
   h. In the **Social Insurance#** text box, enter the employee's social insurance number.
   i. In the **Birth Date** text box, enter the employee's date of birth.
   j. In the **Hire Date** text box, enter the date when the employee was hired.
   k. In the **Last Raise** text box, enter the date when the employee last received a raise.
   l. In the **Inactive** text box, enter the date when the employee record became inactive.
   m. Check the **Exempt from overtime pay** box as necessary for the employee.
9. On the **Compensation** tab:
   a. In the **Pay Period** list, click the cycle of the pay period.
   b. In the **Paygroup** text box, enter the paygroup number.
   c. In the **Regular Hourly Rate** (rate 1) text box, enter the employee's regular hourly rate.
   d. In the **Overtime Hourly Rate** (rate 2) text box, enter the employee's overtime hourly rate.
   e. In the **Premium Hourly Rate** (rate 3) text box, enter the employee's premium hourly rate.
   f. If the employee is paid a salary, enter the amount in the **Salary** text box. If the employee is salaried, do not enter a paygroup or hourly rates.

   > **Important!** If salaried employees are paid overtime, you must enter a standard regular rate

as well as standard overtime rate.

g. In the **Advances Due** box**,** enter the total amount of outstanding advances due, or leave it blank.

h. If you accrue vacation pay for this employee, in the **Accrued Vacation Due** box, enter the amount of vacation that has been accrued for, but not yet paid to, this employee.

i. Enter sick leave accrual information for this employee:

   i. In the **Accrued Sick Hours** text box, enter the total accrued hours of sick time.

   ii. In the sick **Accrual Rate** text box, enter the rate at which sick time accrues.

   iii. In the sick **Accrual Method** list, click the method used to accrue sick time.

j. Enter vacation accrual information for the employee:

   i. In the **Accrued Vacation Hours** text box, enter the total accrued hours of vacation time.

   ii. In the vacation **Accrual Rate** text box, enter the rate at which vacation time accrues.

   iii. In the vacation **Accrual Method** list, click the method used to accrue vacation time.

k. In the **Other Authorized Deductions** text box, enter any other annual deductions authorized by a tax service office.

l. In the **Deduction for Prescribed Zone** text box, enter the amount of any annual deduction for living in a prescribed northern zone from the TD1 form.

m. In the **Labour-Sponsored Funds** text box, enter the amount withheld during the year for the purchase of a prescribed stock.

n. In the **Additional Tax to Withhold** text box, enter any additional tax to be deducted from each payment from the TD1 form.

10. If the employee uses direct deposit, click the **Direct Deposit** tab, then:

    a. Click the **Enable direct deposit** box.

    b. Enter the information for one or more (up to four) direct deposits.

    c. Add the employee email address to receive the direct deposit pay stub.

11. Click the **Calculations** tab. Review the payroll calculations and rates, and make any adjustments.

12. On the **Additional Contacts** tab, enter any additional contacts or emergency contacts for the employee.

13. On the **File** menu, click **Save**.

About deleting employee records

When closing the payroll, you can delete employee records based on the status assigned to the employee record. You can remove records assigned status **3-Quit**, **4-Laid Off**, **5-Terminated**, and **7-Deceased**.

Suppose that you often re-hire employees. You might not want to delete certain employee records. Sage 100 Contractor lets you review each employee record before deletion when you select the **Approve Each Employee's Removal** check box.

Caution!

- Exercise caution when deleting employee records. Cost records use employee information for cost reports. This includes but is not limited to job costs, equipment costs, and service receivables. Moreover, current job records might contain references to old employee records.
- You can usually delete the employee records of former office employees. Nevertheless, make sure the job cost records do not refer to the office employee records you want to delete.

Viewing employee earnings

Consider the following points when viewing employee earnings:

- Gross wages are determined from the salary, hourly pay, piecework pay, and miscellaneous pay. Because add-on and per diem pay is not included, taxable wages may be higher than the gross wages. All non-taxable deductions are excluded.
- Canada Pension Plan wages are determined from the total compensation subject to retirement deductions.
- Employment Insurance wages are determined from the total compensation, including add-ons.

To view employee earnings:

1. Open **5-2-1 Employees**.
2. Using the data control, select an employee record.
3. On the **Options** menu, click **Earnings**.

Adding employee license types

If an employee acquires a new license, you can add that license type to your list of license types.

To add an employee license type:

1. Open **5-2-1 Employees**.
2. Using the data control, select an employee.

3. At the bottom of the **5-2-1 Employees** window, click the **Licenses** button.
4. The **Employee Licenses** window appears.
5. In the **License Type** column, click in a cell, then press the **F6** key to open the **License Types** window.
   a. In a cell in the **License#** column, enter a license type number.
   b. In a cell in the **License Type** column, type the description of the license type.
   c. From the **File** menu, click **Save**.
6. Using the lookup window, add the new license type to the employee.

Tracking employee licenses

You can track employee licenses with Sage 100 Contractor.

To track an employee license:

1. Open **5-2-1 Employees**.
2. Using the data control, select an employee.
3. At the bottom of the **5-2-1 Employees** window, click the **Licenses** button.

   The **Employee Licenses** window appears.
4. Do one of the following:
   - In the **License Type** column, click in a cell, then press the **F6** key to open the **License Types** lookup window and enter a license type number in the **License#** column and the license type in the **License Type** column.
   - Alternatively, in a cell in the **License Type** column, click the drop-down arrow, and then double-click an existing license type to select it.
5. On the **Employee Licenses** window, in a cell in the **License#** column, type the license number of the employee's license.
6. On the **Employee Licenses** window, in a cell in the **Exp. Date** column, type the license expiration.
7. On the **Employee Licenses** window, in the **Notes** column, type notes about the employee license as needed.
8. Repeat steps 4 through 7 for each license.
9. On the menu bar, click **File > Save**.

   The **Employee Licenses** window closes.

Adding employee training types

You can add to the types of training that your employees acquire.

To add an employee training type:

1. Open **5-2-1 Employees**.
2. Using the data control, select an employee.
3. At the bottom of the **5-2-1 Employees** window, click the **Training** button.

   The **Employee Training** window appears.
4. In a cell the **Training Type** column, double-click, and then press the **F6** key to open the **Training Types** lookup window.
5. In a cell in the **Training Type#** column, type a training type number.
6. In a cell in the **Training Type** column, type the description of the training type.
7. From the **File** menu, click **Save**.

Tracking employee training

You can track employee training with Sage 100 Contractor.

To track an employee's training:

1. In the **5-2-1Employees** window, use the data control to select the employee.
2. At the bottom of the window, click the **Training** button.
3. In the **Employee Training** window that appears, do one of the following:
   - Click in a cell in the **Training Type** column, press the **F6**key to open the **Training Types** lookup window, and then enter the **Training Type#** and a **Type Name**.
   - In a cell the **Training Type** column, click the drop-down arrow, and then double-click an existing training type to select it.
4. In the **Last Date** text box, enter the date when the employee last received training.
5. In the **Training Cycle** text box, enter the cycle when the employee next receives training.

   In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

   - **30DY** means due every 30 days.
   - **02MO** means due every two months.
   - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor
6. In the **Next Date** text box, enter the next date that training will be presented.

7. In the **Notes** column, enter notes about the employee training as needed.
8. Repeat steps 3 through 7 for each license. Note that only step 3 is required.
9. Click **File > Save**.

   The **Employee Training** window closes.

Recovering payroll advances

There are two ways to recover a payroll advance: You can let Sage 100 Contractor deduct as much as possible each pay period until the advance has been recovered, or you can deduct a flat amount each pay period.

Example 1: Automatically deduct the balance due

Sage 100 Contractor automatically deducts the balance due from the employee's net pay cheque. If the balance due exceeds the net amount of the pay cheque, Sage 100 Contractor deducts the net pay cheque. When you print cheques, Sage 100 Contractor prints a $0 pay cheque for the employee.

Example 2: Deduct a flat amount each pay period

When Sage 100 Contractor recovers a portion of the advance, it adjusts the balance of the payroll advance due your company. Sage 100 Contractor attempts to deduct the balance due each pay period until it recovers the full amount of the advance.

You can control the maximum amount deducted from an employee's pay cheque. When Sage 100 Contractor recovers a portion of the advance, it adjusts the balance of the payroll advance due your company. Sage 100 Contractor deducts the amount each pay period until it recovers the full amount of the advance.

To recover a payroll advance:

1. Open **5-2-1 Employees**.
2. Using the data control, select the employee.
3. Click the **Calculations** tab.
4. In the **Rate** text box of the **Payroll Advance** row, enter the amount to deduct.
5. On the **File** menu, click **Save**.

Tip: You can view the balance of the payroll advance due your company in the **Compensation** tab in the **Advances Due** text box.

About employee documents

In the **5-1-10 Employee Documents** window, you can print documents designed in **13-5 Form/Report Page Design**. The types of employee documents you can create include form letters and timecards. When designing an employee document, you can merge information from the employee records. Save the employee documents using the ***.docs_employee** file name extension.

Viewing an employee's raise history

You can view an employee's pay raise history, and enter historical raise information for an employee, in the employee record. Whenever you add an employee, or change an employee's compensation, Sage 100 Contractor automatically adds that information to the employee's raise history.

To view raise history for an employee:

1. Open the **5-2-1- Employees** window.
2. Use the data control box to display the record for the employee whose pay history you want to view.
3. With the record displayed, click **Options** > **Raise History** or click the [**Raise History**] button.
4. If you need to add pay history, on the first blank line of the grid:
   a. Click in the **Date** field, and then click the Down arrow to display the calendar.
   b. In the calendar, navigate to the year and month, and then double-click the date that the historical rate became effective.
   c. In the **Rate Type** cell, type the code for the rate type (1-Regular, 2-Salary, or 3-Commission%), and then press **Tab**.
   d. In the **Original Amount** cell, the amount of regular pay, salary, or commission before the new rate, and then press **Tab**.
   e. Enter the amount or the percent to add (or subtract) from the original amount. Do one of the following:
      - In the **Change Amount** cell, type the amount of regular pay, salary, or commission to add to the original amount.

        When you enter a change amount, Sage 100 Contractor calculates and displays the change percent automatically for you.
      - In the **Change Percent** cell, type the percent by which to increase the regular pay, salary, or commission.

        When you enter a change percent, Sage 100 Contractor calculates and displays the change amount automatically for you.

Tips:

- If you make a mistake, you can click **Edit** > **Undo Typing** to undo your most recent change.

  To delete an entire row, click the row number, right-click, and then click **Cut Row**

- You can import history that you have stored in a separate file you created in another program (for example, a comma delimited text file). Click **File** > **Open** > *[format]*, and then navigate to the file where the information is stored.

  Consider saving a file (**File** > **Save**) first, to ensure that you create the external file using the correct formats.

- You can also print raise history.

  Click **File** > **Print** to print the raise history for the selected employee.

Employee Payroll Calculations

About calculations in employee records

When setting up a new employee record, Sage 100 Contractor inserts the package of default payroll calculations, including the calculation rates and maximums, on the **Calculations** tab. Each employee record has its own set of payroll calculation rates, maximums, and totals. You can edit the calculation rates and maximums in one employee record without affecting others. When you compute payroll, Sage 100 Contractor reads the calculation rates and maximums from the **Calculations** tab.

Before editing the individual calculation rates and maximums, familiarize yourself with how payroll calculations are set up. Most calculations that refer to tax tables do not allow editing. Sage 100 Contractor determines the tax table number, but does not display the data in the **Calculations** tab.

You can manage the TD1 Claim Codes for federal and provincial tax calculations. For example, Steve works in Manitoba. Steve claims Code 7 for federal, but for Manitoba, he claims Code 9. In the **TD1 Claim Code** column, you can enter the appropriate TD1 claim code for the federal and provincial calculations.

You can also control whether a payroll calculation is active or inactive. When you type **No** in the **Active** cell for a calculation, Sage 100 Contractor does not include that payroll calculation in the compute for timecards. For example, John was given a $500 payroll advance, and the **Payroll Advances** calculation in John's employee record was set up to recover $100 per pay cheque. But John has said that the next few weeks are difficult and that he would like to suspend the repayment for a little while. In John's employee record, type **No** in the **Active** cell of the **Payroll Advance** calculation. When you are ready to resume recovering the advance, type **Yes** in the **Active** cell of the **Payroll Advance** calculation.

About applying the Labour Burden when calculating Payroll

Canada Pension Plan/Quebec Pension Plan, , Workers' Compensation, federal and provincial unemployment and union contributions add to the costs of having employees on jobs. These additional labour costs are typically labeled as "burden." Timecard lines and payroll calculations determine the burden from **5-2-2 Payroll Records**.

A **6-3 Job Costs** record is created for every line on the grid of the **5-2-2 Payroll Records** that has a job entered when the payroll record has been saved and final computed from the **5-2-3 Compute Payroll** window. Payroll calculation methods determine how the burden amounts are computed and applied.

Per Pay Period computes a flat rate that is determined by hours on the time card lines.

Percentage calculations are based on rate of pay multiplied by the percentage of burden to **Gross Wages**.

Workers Comp is based on Tables. The rate for each employee could be different as determined by the **Comp Code**, **Liability**, and **Experience Mod**. Note that **Overtime** is applied as regular hours.

Percentage of **Other Calculations** are based on formulas to find the percentage of a percentage of burden to **Gross Wages**.

Setting up vacation time on the 5-2-1 Employees Compensation tab

Keep in mind the following:

- When processing payroll, the system increases accrued vacation time in the employee record based on the rate you have set up.
- When paying an employee for vacation time, use Pay Type 5 for vacation time on the timecard lines. When processing Payroll, the system decreases the vacation time in the employee record.
  - **Accrued Vacation Hours.** If this is a flat amount per year, enter amount available to each employee at beginning of each year and do not use an accrual rate.
  - **Accrual Rate.** Enter the rate at which vacation time accrues according to your company policy.
  - **Accrual Method.** Enter the method used to accrue vacation time, per hour or per period.
- Accrued vacation pay and accrued vacation time are independent of each other. Paying out accrued vacation as a lump sum does not reduce accrued vacation time on the employee record. Similarly, entering a timecard line using **Pay Type 5 - Vacation** does not reduce the balance of an employee's accrued vacation pay (**Accrued Vacation Due** in the employee record).

There is no general ledger accrual created by the entry on the **5-2-1 Employees** window. You must set up a payroll calculation if you want an accrual for the general ledger and job cost purposes.

Setting up sick time on the 5-2-1 Employees Compensation tab

Keep in mind the following:

- When processing payroll, the system increases accrued sick time in the employee record based on the rate you have set up.
- When paying an employee for sick time, use Pay Type 4 for sick time on the timecard lines. When processing Payroll, the system decreases the sick time in the employee record.

There is no general ledger accrual created by the entry on the **5-2-1 Employees** window. A payroll calculation must be set up if you want an accrual for the general ledger and job cost purposes.

- **Accrued Sick Hours.** If this is a flat amount per year, enter number of hours available to each employee at beginning of each year, and do not use an accrual rate.
- **Accrual Rate.** Enter the rate at which sick time accrues according to your company policy.
- **Accrual Method.** Enter the method used to accrue sick time, per hour or per period.

Sick time accrual is used on the employee records only. No general ledger accrual is created for the entry on the 5-2-1 screen. You must set up a payroll calculation to accrue amounts for the general ledger and job cost purposes.

Adding payroll calculations to employee records

When setting up a new employee record on **5-2-1 Employees**, Sage 100 Contractor inserts the package of default payroll calculations, calculation rates, and maximums on the **Calculations** tab. You can insert additional payroll calculations at any time.

To add payroll calculations

1. Open **5-2-1 Employees**.
2. Click the **Calculations** tab.
3. In the **Calculation** column, in an empty cell, click once, and then click the down arrow button to display the **Payroll Calculations Lookup** window.
4. Select and insert the calculation(s).

Tip: Alternatively, you can right-click in an empty cell of the **Calculation** column and select from the menu of **Pick Lists**. Press the **F5** key to open the **Payroll Calculations Lookup**, or **F8** to open the **Payroll Calculations Lookup** window as a **Picklist**.

About non-union shops and prevailing-wage jobs

When an open-shop contractor receives a contract for a Davis-Bacon job, the contractor is required to provide his employees the wages and benefits package as stipulated by the governing agency, usually union scale for the area.

For example, a union local might provide a health care benefit that the open-shop contractor does not. For work performed on the prevailing-wage job, the contractor is required to pay his employees the money that would otherwise be paid for a health care benefit if it were a union shop.

The governing agency determines the prevailing wage and benefits package requirements for each job. To manage the requirements for each prevailing-wage job, use paygroups to set up a separate wage group for each category of worker. When entering a timecard, you specify the paygroup on each timecard line, and Sage 100 Contractor uses the wages and benefits package from the paygroup in place of the wages and benefits package in the employee record.

When your company offers a benefit that is also in the prevailing benefits package, your company receives a credit, determined by the job's governing agency. In some cases, you might be required to pay the employee the difference between the regular benefit and the prevailing benefit. Set up the payroll calculation for the benefit as a cash add-on, and include the offsetting credit for the new calculation in the employee's record. When you compute payroll, Sage 100 Contractor uses the offset credit to determine the difference between the benefit provided and the prevailing benefit. The employee is paid the difference as cash.

For example, you pay a health benefit of $180 per month on behalf of Joe, and $120 per month on behalf of Bill using **Calculation A: Company Health** (paid by the employer). The requirements for a prevailing-wage job include a $2 per hour health benefit. To calculate the required health benefit correctly, you set up a new calculation, called **Calculation B: Davis/Bacon Health** (cash add-on) and add it to the employee records. The new calculation has a calculation type **2-Add to Gross**, and a rate of $2 per hour.

The governing agency, after reviewing the health benefit you supply, determines you get a $1 per hour credit for Joe's health care benefit and a $0.67 per hour credit for Bill's health care benefit.

After setting up the paygroups and benefits packages, which includes **Calculation B**, enter the health care credit in the **Calculations** tab of the employee records. In Joe's employee record, enter the $1 credit in the **Offset** cell for **Calculation B**. Then in Bill's employee record, enter the $0.67 credit in the **Offset** cell for **Calculation B**.

Joe and Bill work 40 hours on the prevailing-wage job. When entering their timecards, you indicate the appropriate paygroups. When you compute payroll, Sage 100 Contractor determines the amount to add to each cheque, which is the difference between the health benefit you provide and the prevailing health care benefit [(benefit rate – offsetting credit) * hours worked].

Joe receives an additional $40 [($2 – $1) * 40] on his cheque; and Bill receives an additional $53.20 [($2 – $0.67) * 40] on his cheque. For the certified payroll report, Sage 100 Contractor computes the health benefit at $2 per hour for both Joe and Bill.

For companies that perform considerable amounts of prevailing-wage work, you can create a table of paygroups to use with each job. When you enter the job number on a timecard, Sage 100 Contractor determines which paygroup to use based on the employee's position.

Entering offset credits for prevailing-wage jobs

Note: If the employer is paying benefits that exceed the required prevailing-wage benefit, the offset cannot exceed the benefit amount.

To enter offset credits for a prevailing-wage job:

1. Set up the paygroups for the prevailing-wage job.
2. Open **5-2-1 Employees**.
3. Click the **Calculations** tab.
4. For each employee working the prevailing-wage job:
   a. Using the data control, select the employee.
   b. In the **$ Offset** cell of the prevailing-wage benefit calculation, enter the credit amount.
   c. On the **File** menu, click **Save**.

About updating employee calculations

When you change a default rate or maximum for a payroll calculation, you can update the change to the **Calculations** tab in the employee records. You have two choices, either update the default rate and the maximum or update only the maximum. This is done using **5-3-1 Payroll Calculations**.

Options > Update Employees > Update Default Rate and Maximum

Command	What it does
ALL Employees	Updates all employee records, regardless of the employee's status.
'Current' Employees	Updates employee records assigned status **1-Current**.
Employees with this Calculation	Updates employee records that contain the payroll calculations on the **Calculations** tab in the employee records.

Options > Update Employees > Update Maximum Only

Command	What it does
ALL Employees	Updates all employee records, regardless of the employee's status with the maximum only.

Command	What it does
'Current' Employees	Updates employee records assigned status **1-Current** with the maximum only.

Deleting payroll calculations from employee records

When a payroll calculation no longer applies to an employee, you can delete it from the employee's record.

To delete a payroll calculation from an employee record:

1. On **5-2-1 Employees**, click the **Calculation** tab.
2. Select the calculation.
3. Press the **Delete** key.

Changing the pay period from weekly to biweekly

To change the pay period from weekly to bi-weekly:

1. Open **5-2-1 Employees**.
2. Display an employee.
3. Click the **Compensation** tab.
4. From the **Pay Period** menu, select **Bi-Weekly**.
5. Select **File** > **Save**.
6. Repeat Steps 1 through 5 for each employee.

5-2-2 Payroll Records

About 5-2-2 Payroll Records

In the **5-2-2 Payroll Records** window, you can enter timecards for employees as well as hand-computed records, advances, bonuses, and third-party payments. Payroll records for advances, bonuses, and salaried employees do not require timecard information. For non-salaried employees, you enter timecards with a breakdown of the hours spent working each job or repairing equipment.

When you enter a payroll record, Sage 100 Contractor inserts default information from the job and employee records. You can accept or change any of the default information. After timecard entry, you can compute the timecards.

You might find this additional functionality beneficial too. The related scope of work recorded in **6-11-6 Daily Field Report** line notes from the employees grid can be imported into **5-2-2 Payroll Records** using the

Options > **Data Import** > **Import Daily Field Reports**. This provides a way for that information to become part of your payroll and job costing records.

A trial-compute allows you to review the amounts computed for each payroll calculation and make any necessary adjustments. On the **Calculations** tab, you can review the accuracy of computed amounts or override the calculation results by supplying different amounts. After you final-compute timecards, the computed amounts cannot be changed; Sage 100 Contractor posts the job and equipment costs, and updates the wage and payroll calculation balances in the employee records.

About payroll record status

The status indicates the condition of the payroll record.

Important! A ledger transaction for a reversed payroll record is not reversed until you re-post it to the general ledger using the **Post** button on the **5-2-6 Post Payroll to GL** window.

Status	Description
1-Open	Not yet computed.
2-Computed	Indicates a final-compute or hand-compute.
3-Posted	You have posted the record.
4-Reversed	You have voided but not posted the record.
5-Void	You have either voided the record or reversed and posted the record.

About payroll record types

The payroll record type indicates what kind of payroll record you are entering.

Type	Description
1-Regular	A record timecard entry.
2-Bonus	A lump sum paid to an employee.
3-Hand Computed	An adjusting entry made to the payroll calculation balances in an employee record.
4-Start Up	An entry that is not journalized.

Type	Description
5-Advance	An entry that advances funds to an employee.
6-Third Party	Third-party sick pay.

About pay types

The pay type categorizes the timecard line and determines the rate of pay. A pay type is required for each timecard line. Pay types 1 through 6 use the hourly rates indicated in the employee record or paygroup. For pay type 7, enter the rate in the **Piece Rate** column.

Pay Type	Computes pay at
1-Regular	Standard pay rate.
2-Overtime	Standard overtime pay rate.
3-Premium	Double-time pay rate (often for night shift, holidays, and so on)
4-Sick	Standard pay rate for sick leave. Decreases the accrued sick hours in the employee record.
5-Vacation	Standard pay rate for vacation. Decreases the accrued vacation hours in the employee record.
6-Holiday	Standard pay rate for holidays. Use type **6-Holiday** for employees who do not work on a holiday, but are paid for the day.
7-Piece	Piece rate by the piece completed. In the **Hours** cell, enter the number of hours worked. In the **Piece Rate** cell, enter the rate for each piece completed. In the **Pieces** cell, enter the number of pieces completed.
8-Per Diem	Lump sum for traveling expenses, and so on In the **Pay Rate** cell, enter the amount.
9-Miscellaneous	Lump sum for bonuses, and so on In the **Pay Rate** cell, enter the amount of the

Pay Type	Computes pay at
	payment.

Checking for budgeted cost codes and cost types

When you select the **Budget Verification** command, Sage 100 Contractor compares the cost codes and cost types in the timecard against the cost codes and cost types in the budgets. When you save the record, Sage 100 Contractor notifies you if a line item does not appear in the budget of a job.

To check for budgeted cost codes and cost types:

1. Open **5-2-2 Payroll Records**.
2. Open **5-2-2 Payroll Records**.

About payroll record errors

Payroll record errors result from inaccurate timecard entry, employee record setup, or payroll calculation setup. Before attempting to correct the error, determine its cause. In most cases correct the setup problem first, and then correct the payroll record error.

Important! If the wrong payroll posting accounts were set up in the **5-3-3 Employee Positions** window, void the erroneous payroll records. Voiding the payroll records first ensures that reversing transactions are posted to the same accounts. Then enter the correct posting accounts in the **5-3-3 Employee Positions** window. Finally, enter the correct payroll records.

There are two status settings:

- **1-Open.** Sage 100 Contractor has not created cost records, printed pay cheques, or posted payroll to the general ledger. You can edit most information in the record. If the record is a duplicate, you can delete it. If you have assigned the wrong payroll type, void the record.
- **2-Computed.** If you have not printed a cheque, void the original record. Then enter a new record with the correct data. You can trial-compute the record to make sure all the data is correct before the final-compute.

If you printed a cheque but did not issue it to the employee, void the original record. Then enter a new record with the correct data. You can trial-compute the record to make sure all the data is correct before the final-compute. To maintain an accurate audit trail, cancel the cheque number of the erroneous cheque.

If you issued the cheque to the employee, void the original record. Then enter a payroll advance for the net amount of the cheque. To maintain an accurate audit trail, enter the original cheque number in the **Cheque Number** box. Then enter a new record with the correct data. You can trial-compute the record to make sure all the data is correct before the final-compute.

Sage 100 Contractor recovers the payroll advance from the subsequent pay cheques. If you overpaid the employee due to error, and the subsequent cheque results in a net $0 amount, print the cheque to plain paper and provide a copy to the employee. If you underpaid the employee due to error, print the new pay cheque and give it to the employee. Always provide the employee with a copy of the correct payroll information.

About images included with employee records

You can assign the image of an employee to the employee's record.

Sage 100 Contractor supports **BMP**, **JPEG/JPG**, **GIF**, **EMF**, **WMF**, and **ICO** files.

Assigning images to records

You can assign a single image or a series of images to a record. When you include an image in a file, Sage 100 Contractor saves a copy to the **Images** folder, located in the **\\[ServerName]\[CompanyName]** folder.

For a series of images, the images must use the correct naming convention. Assign each image in the series to the record. Sage 100 Contractor copies the image files to the appropriate folder for you.

To assign an image to a record:

1. Using the data control, select the record to which you want to assign an image.
2. On the **Edit** menu, click **Image**.
3. Click **Browse**.
4. In the **Assign Image** dialog box, choose the image you want to assign to the record, and then click **Open**.
5. Click **OK**.

Entering Payroll

About entering payroll records

For each non-salaried employee, you enter a separate record with a breakdown of his or her time on the **Timecard** tab. On each timecard line you can enter the hours worked on a specific job, or the hours worked performing repairs and maintenance on a piece of equipment. Each timecard line also requires a pay type, which indicates the type of wages to compute the wages for the line. When you final-compute the payroll, Sage 100 Contractor creates the job and equipment costs based on the timecard lines.

There are two ways to enter payroll records for salaried employees. Most salary records only require the salary amount and do not need a breakdown of the employee's hours. If you need to create job or equipment costs for a salaried employee's time, you need to classify his or her time on the **Timecard** tab.

Payroll records for hand-computed cheques, advances, and third-party payments do not use timecard information. A hand-computed cheque lets you adjust the payroll calculation balances stored in an employee's record. You can enter a bonus as a separate record from a timecard, or you can include in on the timecard.

About creating recurring payroll records for salaried employee

The **5-2-2 Payroll Records** window provides a selection on the **Options** menu that you use to create payroll records easily for salaried employees.

The **Salaried Employees** submenu includes the following options:

- **Create Salaried Employee Records.** You click this option to open a window where you select the period start and end dates, a check date, and the salaried employees you want to pay.
- **Skip Salaried Employees in Next Employee Default.** If you use the **Create Salaried Employee Records**, select this option to ignore salaried employees for the next employee default when you enter new payroll records for hourly employees.

The general steps for creating payroll when you have salaried employees are as follows:

1. In the **5-2-2 Payroll Records** window, from the **Options** menu:
   a. Select **Skip Salaried Employees in Next Employee Default**.
   b. Select **Create Salaried Employees**, and then create payroll records for the salaried employees for the period you want to pay.
2. In the **5-2-2 Payroll Records** window, create payroll for the non-salaried employees.

Entering timecards

Before entering timecards

Consider the following points:

- To determine the default Workers' Compensation code, Sage 100 Contractor first checks to see if the **Use Emp Comp Code** check box on **5-2-1 Employees** is selected for that employee record. If not, then Sage 100 Contractor looks to the **Comp Code1** column on **6-5 Cost Codes** to determine the default Workers' Compensation code. If it does not find a compensation code there, then it looks back to the **Comp Code** text box on **5-2-1 Employees** for the Workers' Compensation code and uses that one for determining the default.
- To determine the department number for posting, Sage 100 Contractor first looks to the job. If Sage 100 Contractor does not find a department, Sage 100 Contractor then looks at the cost code. If it does not contain a department number, Sage 100 Contractor then looks to the employee position.
- You can enter negative hours. To compute payroll records correctly, enter the timecard line containing the negative hours first. This ensures deductions, benefits, or other calculations that use calculation maximums compute properly.

- To make sure all payroll records are final-computed and posted, enter cheques for pay advances, bonuses, vacation pay, or layoffs using the same period ending date as regular payroll.
- You can compute an employee's hourly rate per piece by using piece pay.
- **Tip:** If you want to search for employees by last name, click **Options** > **Find Employee by Last Name**.

Important! The **Direct Deposit** check box is available only if the **Enable direct deposit** check box is selected for the employee on the **Direct Deposit** tab in the **5-2-1 Employees** window.

To enter a timecard:

1. Open **5-2-2 Payroll Records**.
2. In the **Employee** text box, enter the employee number.
3. In the **Period Start** text box, enter the date when the payroll period begins.
4. In the **Period End** text box, enter the date when the payroll period ends.
5. In the **Cheque Date** text box, enter the date when the cheque is to be issued.
6. In the **Cheque#** text box, type **0000**.

   When you print the cheque, Sage 100 Contractor assigns the cheque number to the record.

   Note: If you have already issued the cheque, enter the cheque number in the **Cheque#** text box.
7. In the **Payroll Type** list, click **1-Regular**.
8. In the **Quarter** text box, enter or accept the payroll quarter.
9. In the **Province** text box, enter or accept the tax province.
10. If you are paying out vacation as a lump sum, enter the lump sum in the **Vacation Payout** text box.

    Sage 100 Contractor displays the vacation balance accrued to date for the employee beside the Vacation Payout box.
11. On the **Timecard** tab, for each payroll item:
    a. In the **Date** cell, enter the date on which the employee worked.
    b. If the employee worked on a job, enter the job number in the **Job** cell. If the employee worked on equipment, enter the equipment number in the **Equipment** cell.
    c. If the job uses phases, enter the phase number in the **Phase** cell.

d. If the employee worked on a job or repaired equipment, enter the cost code number in the **Cost Code** cell.

e. In the **Pay Type** cell, enter the pay type.

f. If you are using paygroups, enter the paygroup number in the **Paygroup** cell.

g. In the **Pay Rate** cell, enter the employee's pay rate.

h. In the **Hours** cell, enter the number of hours the employee worked.

i. In the **Comp Code** cell, enter the Workers' Compensation code number.

j. If you are using departments, enter the department number in the **Department** cell.

k. In the **Absences** cell, enter the user-defined reason for the employee's absence.

12. On the **File** menu, click **Save**.

About absences

The **Absence** column on the **Timecard** tab of **5-2-2 Payroll Records** can be used to record user-defined descriptions of employee absences when entering information on employee timecards. This column is optional.

The **Absences** cell is for informational purposes only and does not affect the employee's pay. The **Pay Type** cell on the **Timecard** tab of **5-2-2 Payroll Records** controls the designation of the type of pay for that employee and is required.

About Autofill Pay Rate

If you use security to hide the **Pay Rate** column in **5-2-2 Payroll Records**, you can turn on **Autofill Pay Rate** to fill in the default **Pay Rate** automatically for users that do not have access to pay rate information.

- Only a user logged in as Administrator can turn this option on and off.
- Security must be defined for the **Pay Rate** column for user(s) that can and cannot access it. For users who cannot view **Pay Rate** information, the **Autofill Pay Rate** is automatically filled in when the user finishes entering a timecard.

To turn on Autofill Pay Rate:

1. Open **5-2-2 Payroll Records**.
2. Click **Options**.
3. Click **Autofill Pay Rate**.

Importing service records

When service records contain a date of completion and the actual hours worked, you can create a timecard from the service records.

Important! The service records only contain the dates and hours worked. Review the timecard and enter any additional information.

To import service records:

1. Open **5-2-2 Payroll Records**.
2. In the **Employee** text box, enter the employee number.
3. In the **Period Start** text box, enter the date when the payroll period begins.
4. In the **Period End** text box, enter the date when the payroll period ends.
5. On the **Options** menu, point to **Import Data** and click **Service Orders**.

Entering per diem payments

Per diem payments cover expenses incurred by the employee during the course of work. Usually expenses are limited to travel, food, and lodging. The maximum rates are set by the Internal Revenue Service.

The company incurs the expense of per diem, not the employee. Therefore, the per diem provided to the employee is non-taxable. In the **5-3-1 Payroll Calculations** window, set up a payroll calculation that exempts the per diem from taxes.

To enter per diem payments:

1. Open **5-2-2 Payroll Records**.
2. In the **Type** list, click **8-Per Diem**.
3. In the **Pay Rate** text box, enter the amount.

Tip: If you enter a job number on the timecard line, Sage 100 Contractor will job cost the per diem when you final-compute the timecard.

About piece pay

Piece pay can be used both for the **5-5-1 Daily Payroll Entry** payroll method and the **5-5-2 Payroll Records** payroll method.

For either method, enter the **Pay Type**, **Hours** (hours worked to complete the pieces), **Piece Rate** (rate per piece) and **Pieces** to calculate the **Hourly Rate for Pieces**. Entering the hours is optional. If you do not enter the number of hours worked for that day, the **Hourly Rate for Pieces** will not calculate.

Important!

- If you are entering the pay information in the **Daily Payroll**, the **Hourly Rate for Pieces** will not display until a timecard has been created for that employee.
- The pay information must have a **Pay Type** of **7-Piece** to be entered as piece pay.

About payroll advances

When you give a payroll advance to an employee, Sage 100 Contractor debits the **Payroll Advance** ledger account and records the amount in the **Advances Due** text box in the employee's record. Payroll advances are considered a type of short-term loan and are not subject to payroll deductions.

You can deduct the advance from the employee's next pay cheque, or a flat amount each pay period until the advance has been recovered. As you recover the advance, Sage 100 Contractor updates the **Advances Due** text box to reflect the current amount due. When the amount in the **Advances Due** text box reaches $0, Sage 100 Contractor stops making a deduction from the employee's pay.

About employee loans

Some companies provide long term loans or interest-bearing loans to employees. Instead of writing a payroll cheque for the advance, write a general ledger cheque to the employee. Post the amount to the loans receivable account. If you don't have a subaccount for loans receivable, you can set one up.

If you give several employees long term loans, consider using subsidiary accounts to track each loan separately. Because loans are posted to different ledger accounts than payroll advances, set up a separate payroll calculation to recover the loan.

Entering wages for salaried employees

A salaried employee receives the same pay regardless of how many hours are worked. So it is usually not necessary to provide the number of hours worked.

To enter wages for a salaried employee:

1. Open **5-2-2 Payroll Records**.
2. In the **Employee** text box, enter the employee number.
3. In the **Period Start** text box, enter the date when the payroll period begins.
4. In the **Period End** text box, enter the date when the payroll period ends.
5. In the **Cheque Date** text box, enter the date when the cheque is to be issued.

6. In the **Cheque#** text box, type **0000**.
7. When you print the cheque, Sage 100 Contractor assigns the cheque number to the record.
8. If you have already issued the cheque, enter the cheque number in the **Cheque#** text box.
9. In the **Payroll Type** list, click **1-Regular**.
10. In the **Quarter** text box, enter the payroll quarter.
11. In the Provincial text box, enter the tax province.
12. In the **Salary** text box, enter the salary.
13. On the **File** menu, click **Save**.

Tip: You can job cost payroll for salaried employees.

Job costing salaried employees

If a salaried employee spends time working on a job or repairing equipment, you can create the appropriate job or equipment cost records. On the **Timecard** tab, enter the hours the employee has spent working jobs or repairing equipment during the pay period. Also, include the hours spent in an overhead or administrative capacity.

When you compute payroll, Sage 100 Contractor calculates the gross hourly wage (employee salary / total hours = gross hourly wage). If a salaried employee works more than 40 hours in a week, the calculated gross hourly wage is lower. Therefore, to compute a gross hourly wage based on a 40-hour week, enter a timecard line for negative hours and attribute them to a dummy job (created strictly for this purpose). The dummy job allows you to enter all hours worked without affecting the costs attributed to the jobs or equipment.

Suppose Robert, a salaried administrator, worked eight hours as a carpenter on a job. He also worked 32 hours as an administrator. The first timecard line contains the job, cost code, payroll line type, hours, and Workers' Compensation code. The second timecard line contains the payroll line type, non-job or equipment related hours worked, and the Workers' Compensation code. When you final-compute the payroll record, Sage 100 Contractor attributes the cost of eight hours labour to the job and 32 hours labour to administration.

To job cost a salaried employee:

1. Open **5-2-2 Payroll Records**.
2. In the **Employee** box, enter the employee number.
3. In the **Period Start** box, enter the date when the payroll period begins.
4. In the **Period End** box, enter the date when the payroll period ends.

5. In the **Cheque Date** box, enter the date when the cheque is to be issued.
6. In the **Cheque#** box, type **0000**.

   When you print the cheque, Sage 100 Contractor assigns the cheque number to the record.
7. If you have already issued the cheque, enter the cheque number in the **Cheque#** text box.
8. In the **Payroll Type** list, click **1-Regular**.
9. In the **Quarter** box, enter the payroll quarter.
10. In the Province text box, enter the tax province.
11. In the **Salary** box, enter the salary.
12. In the **Timecard** tab:
    a. In the **Date** cell, enter the date on which the employee worked.
    b. If the employee worked on a job, enter the job number in the **Job** cell.
    c. If the employee repaired equipment, enter the equipment number in the **Equipment** cell.
    d. If the job uses phases, enter the phase number in the **Phase** cell.
    e. If the employee worked on a job or repaired equipment, enter the cost code number in the **Cost Code** cell.
    f. In the **Pay Type** cell, enter the payroll line type.
    g. In the **Compensation Code** cell, enter the Workers' Compensation code number.
    h. If you are using departments, enter the department number in the **Department** cell.
13. Repeat step 12 for each payroll item.
14. Click **File** > **Save**.

Tip: To compute payroll records correctly, enter the timecard line containing the negative hours first. This ensures deductions, benefits, or other calculations that use calculation maximums compute properly.

Payroll Bonuses

About bonus cheques

You can enter bonus cheques in two ways.

- As a separate pay cheque. Sage 100 Contractor computes Federal Income Tax and Provincial Income Tax based on the federal and provincial formulas for bonus payouts.
- Include it in a regular pay cheque. Sage 100 Contractor computes Federal Income Tax and Provincial Income Tax using the standard tax formulas.

Entering bonuses as separate records

Important! Always trial-compute and review the amounts on the **Calculations** tab.

Some deductions or benefits might not apply to bonuses. Check with your benefits plan administrator, as well as any other agencies to determine which deductions and benefits apply.

To enter a bonus as a separate record:

1. Open **5-2-2 Payroll Records**.
2. In the **Employee** text box, enter the employee number.
3. In the **Period Start** text box, enter the date when the payroll period begins.
4. In the **Period End** text box, enter the date when the payroll period ends.
5. In the **Cheque Date** text box, enter the date when the cheque is to be issued.
6. In the **Cheque#** text box, type **0000**.

   When you print the cheque, Sage 100 Contractor assigns the cheque number to the record.
7. If you have already issued the cheque, enter the cheque number in the **Cheque#** text box.
8. In the **Payroll Type** list, click **2-Bonus**.
9. In the **Quarter** text box, enter the payroll quarter.

   Important!

   - If the bonus is to be job costed, enter the bonus amount in the **Pay Rate** column, and using pay type **9-Misc**, put the bonus in the grid.
   - If the bonus does not need to be job costed, it can be entered in the **Salary** text box.
10. In the **Province** text box, enter the tax province.
11. On the **File** menu, click **Save**.

If necessary, you can override a calculated amount.

Including bonuses in salaried employee payroll records

To include a bonus in a salaried employee's record:

1. Open **5-2-2 Payroll Records**, browse to the payroll record for the salaried employee, and click the **Timecard** tab.
2. In the **Timecard** tab, do the following:
   a. In the **Description** cell, enter a brief statement about the bonus.
   b. In the **Pay Type** cell, enter type **9-Miscellaneous**.
   c. In the **Pay Rate** cell, enter the amount of the bonus.
   d. In the **Compensation Code** cell, enter the Workers' Compensation code number.
   e. If you are using departments, enter the department number in the **Department** cell.
3. On the **File** menu, click **Save**.

Including bonuses in employee timecards

To include a bonus in an employee's timecard:

1. Enter the timecard for the employee.
2. On a separate timecard line, do the following:
3. In the **Description** cell, enter a brief statement about the bonus.
4. If you want to job cost the bonus, enter the job number in the **Job** cell.
5. If the job requires certified payroll, type **Yes** in the **Certified** cell.
6. If the job uses phases, enter the phase number in the **Phase** cell.
7. If the employee worked on a job, enter the cost code number in the **Cost Code** cell.
8. In the **Pay Type** cell, click **9-Miscellaneous**.
9. In the **Pay Rate** cell, enter the amount of the bonus.
10. In the **Compensation Code** cell, enter the Workers' Compensation code number.
11. If you are using departments, enter the department number in the **Department** cell.
12. On the **File** menu, click **Save**.

Hand-computed Cheques

About hand-computed cheques

Important! When adjusting any calculation balances, it is important to consider the impact to the employee's taxable wages. Additional adjustments to the wages may be necessary.

Use hand-computed payroll cheques to make small adjustments to the calculation balances stored in an employee record. When you assign pay type **3-Hand Computed** to a payroll record, Sage 100 Contractor limits entry to the **Calculations** tab.

To adjust the balance of an employer cost, enter a negative sum to deduct from the balance, or enter a positive sum to add to the balance. The adjustment does not affect the employee's net wages.

To adjust employee costs, transfer the sum from one calculation balance to another. Depending on which balance you are adjusting, you can offset the net cheque amount to **Federal Income Tax** or **Payroll Advance**.

- Use **Federal Income Tax** to adjust federal taxes such as CPP or EI.
- Use **Payroll Advance** to change the amount of the net pay cheque.

Suppose that you have over-deducted $10 for CPP from Dick's gross wages. On the **Calculations** tab, you enter **-$10** in the **Amount** cell for the **Employee CPP** calculation. Then in the **Amount** cell of **Federal Income Tax**, enter **$10**. Sage 100 Contractor deducts the $10 from the **Employee CPP** balance and adds it to the **Federal Income Tax** balance. Rather than moving the balance to **Federal Income Tax**, you could enter the amount in **Payroll Advance**. Sage 100 Contractor would then add $10 to the employee's next pay cheque.

Entering hand-computed cheques to adjust employee deduction balances

Important! Sage 100 Contractor does not create job costs for hand-computed cheques.

To enter a hand-computed cheque to adjust employee deduction balances:

1. Open **5-2-2 Payroll Records**.
2. In the **Employee** text box, enter the employee number.
3. In the **Period Start** text box, enter the date when the payroll period begins.
4. In the **Period End** text box, enter the date when the payroll period ends.
5. In the **Cheque Date** text box, enter the date when the cheque is to be issued.
6. In the **Cheque#** text box, enter a dummy cheque number, such as 9999.
7. In the **Payroll Type** list, click **3-Hand Computed**.
8. In the **Quarter** text box, enter the payroll quarter.

9. In the Province text box, enter the tax province.
10. If the **Salary** box is autofilled, delete the amount.
11. Click the **Calculations** tab.
    - If the calculation balance is too high, do the following:
    - In the **Amount** cell, enter the sum you want to deduct from the balance as a negative.
12. In the **Amount** cell of the payroll calculation to which you are moving the sum, enter the sum as a positive.
13. If the calculation balance is too low, do the following:
    a. In the **Amount** cell, enter the amount you want to add.
    b. In the **Amount** cell of the payroll calculation from which you are taking the sum, enter the sum as a negative.
14. On the **File** menu, click **Save**.

Tip: Sage 100 Contractor assigns a hand-computed cheque status **2-Computed**. It is not necessary to perform a final-compute to post the record.

Entering hand-computed cheques to adjust employer cost balances

Important! Sage 100 Contractor does not create job costs for hand-computed cheques.

To enter a hand-computed cheque to adjust employer cost balances:

1. Open **5-2-2 Payroll Records**.
2. In the **Employee** text box, enter the employee number.
3. In the **Period Start** text box, enter the date when the payroll period begins.
4. In the **Period End** text box, enter the date when the payroll period ends.
5. In the **Cheque Date** text box, enter the date when the cheque is to be issued.
6. In the **Cheque#** text box, enter a dummy cheque number, such as 9999.
7. In the **Payroll Type** list, click **3-Hand Computed**.
8. In the **Quarter** text box, enter the payroll quarter.
9. In the Province text box, enter the tax province.
10. If the **Salary** box is autofilled, delete the amount.

11. Click the **Calculations** tab.
    - If the calculation balance is too high, in the **Amount** cell, enter the sum you want to deduct from the balance as a negative.
    - If the calculation balance is too low, in the **Amount** cell, enter the amount you want to add.
12. On the **File** menu, click **Save**.

> **Tip:** Sage 100 Contractor assigns a hand-computed cheque status **2-Computed**. It is not necessary to perform a final-compute to post the record.

About third-party sick pay

In some provinces, a third party pays for employees receiving sick pay or disability insurance. In most instances, the employer is responsible for reporting the deductions and wages. If your company is responsible for reporting the sick pay wages, you can enter payroll records using pay type **6-Third Party**.

When you post a payroll record with pay type **6-Third Party**, Sage 100 Contractor:

- Adds the employee costs to the calculation balances stored in the employee's record.
- Adds the employer costs to the calculation balances stored in the employee's record.
- Posts the employer costs to the general ledger.

Entering third-party sick pay

Consider the following points before entering third-party pay:

- For third-party sick pay to be marked on T4s, you need to select the **Third-Party Sick Pay** check box on the **Compensation** tab of the **5-2-1 Employees** window.
- Before saving the record, compare the calculation balances stored in the employee record with the payroll calculation maximums.
- Because you enter the calculation amounts, Sage 100 Contractor assigns the record status **2-Computed**. Therefore, Sage 100 Contractor does not check to see if the calculation maximums have been exceeded.

To enter third-party sick pay:

1. Open **5-2-2 Payroll Records**.
2. In the **Employee** text box, enter the employee number.
3. In the **Period Start** text box, enter the date when the payroll period begins.
4. In the **Period End** text box, enter the date when the payroll period ends.
5. In the **Cheque Date** text box, enter the date when the cheque is to be issued.

6. In the **Cheque#** text box, enter a dummy cheque number.
7. In the **Payroll Type** list, click **6-Third Party**.
8. In the **Quarter** text box, enter the payroll quarter.
9. In the Province text box, enter the tax province.
10. In the **Salary** text box, enter the amount of the employee's gross wage.
11. In the **Calculations** tab, do the following:
    a. For each employee cost paid by the third party, enter the amount in the appropriate **Amount** cell.
    b. For each employer cost, enter the amount in the appropriate **Amount** cell.
12. On the **File** menu, click **Save**.

Employee Record Calculations

About calculations in payroll records

The **Calculations** tab in the **5-2-2 Payroll Records** window lets you view the deduction and benefit amounts for a timecard after the trial or final-compute. After setting up a new employee record or adding a new payroll calculation to an employee record, it is a good idea to review the computed amounts after a trial-compute. The review ensures that the payroll calculation and the calculation rates in the employee record have been set up correctly.

For a single timecard, you can also manually enter an amount for a payroll calculation and override what Sage 100 Contractor would otherwise compute. During a trial or final-compute, Sage 100 Contractor looks at the **Override** column. When an **Override** cell contains **Yes**, Sage 100 Contractor uses the amount you have entered for that calculation. After you have performed a final-compute for timecards, you cannot change the computed amounts on those timecards.

Suppose that you advance Rob $500, and set up a calculation to recover the advance at a rate of $50 per pay cheque. One week, Rob works far more than usual and suggests that you deduct $200 from this pay cheque. If you were to change the calculation rate for the payroll advance in Rob's employee record, you would then have to change the rate back after the final-compute. Because the $200 deduction is only for one pay cheque, adjust the computed amount on the timecard. On the **Calculations** tab, locate the **Payroll Advance** calculation, enter **$200** in the **Amount** cell, and type **Yes** in the **Override** cell.

You can also use the **Calculations** tab to adjust the deduction or benefit balances for a specific employee. When you enter a hand-computed cheque, you can subtract from the balance of one payroll calculation and add it to another.

Overriding payroll record calculations

Before the final-compute for payroll records, you can override the calculated amounts. If you know the amount, enter it while entering the timecard. Otherwise, it is a good idea to trial-compute the payroll records first. Then when reviewing the trial-computed record, enter the amount.

To override a payroll record calculation:

1. Open **5-2-2 Payroll Records**.
2. Enter the timecard.
3. On the **File** menu, click **Save**.
4. Open **5-2-3 Compute Payroll**, and select **Trial-compute the payroll record(s)**.

   Important! After final-computing a payroll record, you cannot change the amounts on the **Calculations** tab.

5. In the **5-2-2 Payroll Records** window, select the record you want to change.
6. Click the **Calculations** tab.
7. For each payroll calculation that you want to change, do the following:
8. In the **Amount** cell, enter the amount that you want to use.
9. In the **Override** cell, type **Yes**.
10. On the **File** menu, click **Save**.

Tip: When a payroll record is assigned status **1-Open** or **2-Bonus**, type **Yes** in an **Override** cell for Sage 100 Contractor to use the amount you enter.

Reprinting Payroll Cheques

Reprinting unposted payroll cheques

Sage 100 Contractor automatically updates the existing ledger record and associated job cost/equipment records with the new cheque number when it assigns the new cheque number to the existing payroll record.

To reprint an unposted payroll cheque:

1. Open **5-2-2 Payroll Records**.
2. Select the timecard for which you want to reprint the cheque.
3. In the **Cheque#** text box, delete the original cheque number.

4. In the **Cheque#** text box, type **0000**.
5. On the **File** menu, click **Save**.
6. Print the check again, assigning the new cheque number in **5-2-4 Payroll Cheques**.
7. Cancel the original cheque number to maintain an accurate cheque register.

Reprinting previously posted payroll cheques

Sage 100 Contractor automatically updates the existing ledger record and associated job cost/equipment records with the new cheque number when it assigns the new cheque number to the existing payroll record.

Tip: If you just want to reprint a cheque stub for an existing payroll cheque (for example, if the employee has lost the original cheque stub and wants a replacement for their records), you do not reset the check number in the payroll record. Simply select the **Reprint Cheque Stub** option when you print cheques in the **5-2-4 Payroll Cheques** window.

To reprint a previously posted payroll cheque:

1. Open **5-2-2 Payroll Records**.
2. Select the timecard for which you want to reprint the cheque.
3. In the **Cheque#** text box, delete the original cheque number.
4. In the **Cheque#** text box, type **0000**.
5. On the **File** menu, click **Save**.
6. Print the cheque again.
7. Cancel the original cheque number to maintain an accurate cheque register.

Voiding payroll records

Caution! Voiding payroll records is not possible from **5-2-2 Payroll Records** if the record has a status of **2-Cleared** in the general ledger. To void a posted payroll record, you must change its status in **1-3 Journal Transactions** to **1-Open**. Changing general ledger transactions with a status of **2-Cleared** is not a recommended best practice in accounting.

When you void a payroll record, it is voided in the period in which it was entered. All parts of the record are voided, such as withholding taxes, Employment Insurance, and so forth.

To reissue another cheque, you have to create new payroll record and process it as you normally process your payroll records.

To void a payroll record:

1. Open **5-2-2 Payroll Records**.
2. Using the data control, select the record.
3. From the **Edit** menu, select **Void Payroll Record**.
4. Re-open the payroll record and note that the status has been changed to **5-Void**.

Voiding payroll records and re-entering the correct data for previously issued cheques

Caution! Voiding payroll records is not possible from **5-2-2 Payroll Records** if the record has a status of **2-Cleared** in the general ledger. To void a posted payroll record, you must change its status in **1-3 Journal Transactions** to **1-Open**. Changing general ledger transactions with a status of **2-Cleared** is not a recommended best practice in accounting.

To void a payroll record and re-enter the correct data for a previously issued cheque:

1. Open **5-2-2 Payroll Records**.
2. Using the data control, select the record.
3. Void the record.
4. Enter a payroll advance for the net amount of the erroneous cheque.
5. In the record for the advance, enter the original cheque number in the **Cheque Number** text box.
6. Enter a payroll record with the correct data.
7. Open **5-2-3 Compute Payroll**.
8. Trial-compute, and then review the record.
9. If the record is correct, you can final-compute the record, and then print the cheque.

- Always provide the employee with a copy of the correct payroll information. If you overpaid the employee due to error and the subsequent cheque results in a net $0 amount, print the cheque to plain paper.
- If you underpaid the employee due to error, print the new pay cheque and give it to the employee.

Reversing payroll records

You may need to reverse posted payroll records rather than void them directly if your accounting is based on a fiscal year rather than a calendar year.

For example, let’s suppose you have closed the general ledger for the fiscal year, but you cannot simply void payroll records that belong to that fiscal year’s general ledger. You have to reverse them. After you

reverse the void payroll records, you have to re-post them because reversing payroll records has the effect of voiding them.

To reverse a payroll record:

1. Open **5-2-2 Payroll Records**.
2. Select a record, and then click **Edit > Void Payroll Record**.

   If you have closed the general ledger for that fiscal year, Sage 100 Contractor displays a message stating that you cannot directly void the ledger transaction for this payroll record. There is no general ledger record to void in the current year.
3. At the message, click **OK**.

   You see a second message stating that the payroll record and cost records have been voided. A reversing transaction will need to be posted.
4. At this message, click **OK**.

   You may notice that record assumes the status of **Reverse**.

   The payroll record at this point is not reversed in the general ledger. You still have one more step to complete.
5. Open **5-2-6 Post Payroll to GL**.

   Tip: You can post to any period that you need to.
6. In the **Record#** text box, enter the record number.
7. Click the **Post** button.
8. To verify that the reversal has been posted, go to the payroll record and verify that the status has changed to **5-Void**. At the bottom left corner of the payroll record click **Go to Transaction** and verify that the **1-3 Journal Transaction** is correct.

Correcting the period for posted transactions

If you post a payroll transaction to the wrong period, you can correct the period in the **5-2-2 Payroll Records** window. This procedure updates the existing record directly to move it to the new period, rather than reversing and replacing the existing record.

Note: You must be logged in to the company as a company administrator with exclusive access to change the period of a posted transaction.

To correct the period on a posted transaction:

1. Open the **5-2-2 Payroll Records** window.
2. Select the employee record using the data control.
3. Click **Options** > **Change Period for Posted Records**.
4. In the Change Posted Payroll Period window that appears:
   a. Enter payroll record selection criteria to identify the payroll transaction you want to change.

   > **Tip:** To ensure that you identify correctly the transactions you want to change, click the [**Preview**] button to view a list of records that match the criteria you specified. Then, refine the selection criteria to ensure that only the transactions you want to change are included.

   b. In the **Change Period** to box, select the correct period to which to post the transactions.
   c. Click [**Preview**] to ensure that you have identified the correct transactions.

   > **Note:** You cannot proceed until you preview the transactions.

   d. Click [**Change Records**].

   Sage 100 Contractor:

   - Updates all payroll records that have a ledger reference, including Void records.
   - Updates the general ledger and job and equipment costs with the new period and fiscal year.
   - Recalculates the ledger balances.

Correcting payroll records associated with paid T&M invoices

Completing this task requires that you complete five procedures:

- Part A–Reverse the payment
- Part B–Void the T&M invoice
- Part C–Void and re-create the payroll record
- Part D–Recompute and post the T&M invoice
- Part E–Repay the T&M invoice in the **3-3-1 Cash Receipts** window

Part A–To reverse the cash receipt payment.

1. Open **3-3-1 Cash Receipts**.
2. In the **Account** box, enter the ledger account number for the cash account.

3. In the **Deposit#** box, enter the deposit transaction number.
4. In the **Date** box, enter the deposit date.
5. In the **Description** box, enter a brief statement about the transaction.
6. Do one of the following:
   - In the **Client** box, enter the client number.
   - In the **Job** box, enter the job number.
7. Do one of the following:
   - Click the **Contract Invoices** tab.
   - Click the **Service Invoices** tab.
8. Do one of the following:
   - If the invoices are partially paid, select the **Open** only option.
   - If the invoices are completely paid, select the **Paid only** option.
   - If you have a combination of paid and partially paid invoices, select the **All** option.
9. Click the **Display** button.
10. In the grid, for each payment you want to reverse:
    a. In the **Paid (Cash)** cell, enter the amount as a negative amount.
    b. In the **Discount** cell, enter the discount amount, if any, as a negative amount.
11. On the **File** menu, click **Save**.

    Tip: When you reverse a payment made to an invoice with status **4-Paid**, Sage 100 Contractor changes the status to **1-Open**.
12. After reversing all payments made to an invoice, you can void the invoice.

Part B—Void the T&M invoice

1. Open **3-2 Receivable Invoices/Credits**.
2. Display the invoice that you need to void.
3. From the **Edit** menu, select **Void Invoice**.
4. To the message, **This invoice was created from Time and Materials Billing. Are you sure you want to continue?** click **Yes**.

   Tip: For more information, see the topic, .

5. To the message, **You are about to void this record. Do you want to continue?** click **Yes**.
6. To the message, **Do you want to reset 'Billing Status' to Open on the job cost records?** click **Yes**.

Part C–Void and re-create the payroll record.

1. Open **5-2-2 Payroll Records**.
2. Display the record you need to correct.
3. From the **Edit** menu, select **Copy Payroll Record**.
4. From the **Edit** menu, select **Void Payroll Record**.
5. To the message, **You are about to void this record. Do you want to continue?** click **Yes**.
6. To the message, **Ledger transaction found for this payroll record. Do you want to have the existing transaction altered to 'Void'?** click **Yes**.

   Tip: Answer **No** to post a new, reversing transaction.

7. To the message, **Payroll record, cost records, and ledger transaction have all been voided**, click **OK**.
8. From the **Edit** menu, select **Paste Payroll Record**.
9. Make the necessary changes to the payroll record.
10. From the **File** menu, select **Save**.
11. Recompute and re-post the payroll as usual.

Part D–Recompute and re-post the T&M invoice

1. Open **3-10-2 Compute T&M Invoices**.
2. In the **Invoice Date** box, enter the date you want to assign the invoices.
3. Select the criteria to choose the invoices you want to calculate.
4. Click **Compute**.
5. Post time and materials invoices:
   a. Open **3-10-4 Post T&M Invoices**.
   b. Select the invoices you want to post.
   c. Click **Post**.

Part E–Repay the T&M invoice using the 3-3-1 Cash Receipts window

To enter a payment against an invoice:

1. Open **3-3-1 Cash Receipts**.
2. Do the following:
   a. In the **Account** text box, enter the ledger account number for the cash account.
   b. In the **Deposit#** text box, enter the deposit number.
   c. In the **Date** text box, enter the deposit date.
   d. In the **Description** text box, enter a brief statement about the transaction.
3. Do one of the following:
   - In the **Client** text box, enter the client number.
   - In the **Job** text box, enter the job number.
4. Do one of the following:
   - Click the **Contract Invoices** tab.
   - Click the **Service Invoices** tab.
   - Click the **Display** button.
5. In the grid, for each invoice you want to pay:
   a. In the **Paid (Cash)** cell, enter the total amount received.

      Do not include any discount or credit in this amount.

   b. If you are using discounts, in the **Disc Available** cell, enter the amount of the discount.

      If you are not using discounts, skip this step.

   Important! To enter an overpayment for an invoice, the total of the **Paid (Cash)** and **Discount** cells must equal the amount in the **Balance** text box. Then in the **Overpayment** cell, enter the amount paid in addition to the **invoice** payment, not the total amount.

6. On the **File** menu, click **Save**.

Tip: If you do not enter a job number or client number, Sage 100 Contractor displays all invoices.

5-2-3 Compute Payroll

About computing payroll records

You can perform a trial-compute or a final-compute of the payroll records. During a compute, Sage 100 Contractor calculates the wages, deductions, benefits, and employer costs for each timecard.

After a trial-compute, you can review the individual payroll records, check the accuracy of the payroll calculations, and make any last-minute adjustments. Before the final-compute, you can override a payroll calculation in a specific record and provide the amount you want Sage 100 Contractor to use.

When a final-compute is completed, Sage 100 Contractor changes the status of the records to **2-Computed** and creates the job costs. In the employee records, Sage 100 Contractor updates the quarterly and year-to-date totals for gross wages, Canada Pension Plan, and Employment Insurance. Sage 100 Contractor also updates the quarterly totals of the payroll calculations.

After you have done the final-compute of the payroll, you can print payroll cheques and post the records. If the posting period has changed between the time of the final compute and posting to the general ledger, Sage 100 Contractor updates the posting period of the job cost records.

Job costs are created as part of the final compute of the payroll. At that time, however, neither the cheque number nor the accounting period of the cheque transaction is available. The job cost records are updated later with the cheque number when the cheque is printed. Then the accounting period and the ledger transaction link are updated when the cheque is posted to the general ledger.

Computing payroll records

Before computing payroll records

Consider the following points:

- Job costs are created as part of the final compute of the payroll. At that time, however, neither the cheque number nor the accounting period of the cheque transaction is available. The job cost records are updated later with the cheque number when the cheque is printed. Then the accounting period and the ledger transaction link are updated when the cheque is posted to the general ledger.
- You can limit the compute to a specific pay period. In the **Pay Period Ending** text box, enter the date when the pay period ended.
- After the final-compute, verify that the records computed correctly. You can print a **Payroll Cheque** report, including the deductions, from **5-1-2 Payroll Cheque Register**. After posting the payroll, you can print the report again when it includes the cheque numbers.

Example of Trial Compute using the Sample Company

1. Open the Sample Company.

2. Open **5-2-3 Compute Payroll**.
3. Click **Display pick list window** next to the **Employee Pick List** text box.
4. Select employees 1, 2, 4, 6, 12, and 13, and click **Insert Selected Items** in the toolbar.
5. Click **Trial Compute**.
6. Click the **Compute** button.

   Sage 100 Contractor shows a reminder window that 4 records will be computed.
7. Click the **OK** button to continue.
8. The payroll compute is complete.

To compute payroll records:

1. Open **5-2-3 Compute Payroll**.
2. To trial compute the payroll records, click **Trial Compute**.
3. To final compute the payroll records, click **Final Compute**.
4. Click **OK**.

5-2-4 Payroll Cheques

About 5-2-4 Payroll Cheques

Clicking **5-2-4 Payroll Cheques** launches the **5-2-4 Report Printing** window for printing pay cheques stubs and viewing sample pay cheque reports.

Important! The sample cheque forms that come with Sage 100 Contractor may not be fully compliant with all federal and provincial laws, and other requirements that can differ from one jurisdiction to another. It is your responsibility to familiarize yourself with all applicable laws and requirements, and to modify cheque forms as needed to ensure compliance. For information about customizing cheque forms, see 13-5 Form/Report Page Design, or contact your Sage business partner for assistance.

5-2-5 Direct Deposit File Manager

About direct deposit

Direct deposit allows your employees to have their pay cheques deposited directly into their bank account. Banks require electronic delivery of payroll information by companies wanting to provide employees with direct deposit. Sage 100 Contractor supports the creation of a file in electronic file transfer (EFT) format.

You can then send this file to your bank. Your bank will extract records from the file and create files that are routed through EFT providers to the various employee banks.

Note:

- Contact your bank to determine any delivery requirements, including encryption, additional file format requirements, or other requirements. After establishing and agreeing on a method of delivery with your bank, you can create the file and deliver it in the agreed-upon method.
- Whenever any changes are made to your direct deposit file format by changing any of the formatting options, you should contact your bank and request a retest to be sure your bank is ready for the changes.
- After creating the **Direct Deposit File**, Sage 100 Contractor prompts you to print a **Direct Deposit File Report** that shows your **Direct Deposit File** information. If you do not print that report at that time and need to reprint the report, use **Options** > **Reprint Direct Deposit Report**.

Two documents can be created during a direct deposit run:.

- **Direct Deposit File.** The Direct Deposit file is created in Electronic File Transer (EFT) format and is saved as a **.txt** file used by the bank. By default it is saved in the **x:\\[ServerName]\[CompanyName]\Direct Deposit** folder (where x: is your network drive). The next time you save your direct deposit file, Sage 100 Contractor defaults to the directory where the file was last saved. The exact location of your direct file appears on the **Direct Deposit File Report**.
- **Direct Deposit File Report.** The generated report is saved in the **\\[ServerName]\[CompanyName]\Reports** folder as an .RTF or .PDF.

Printed cheques have a unique cheque number and an electronic deposit number that correspond to the payroll record number. Sage 100 Contractor users with cheques pre-printed with cheque numbers should process cheque runs in sequence.

Printing direct deposit payroll cheques creates and prints a non-negotiable cheque and supplies the employee with a record of the payroll. You have three options for printing direct deposit cheques in **5-2-4 Payroll Cheques**.

Direct deposit is limited to employee payroll. Sage 100 Contractor does not support electronic payment or electronic transfer of funds for such things as:

- Federal or provincial taxes
- Child care support payments
- Wage garnishment

About setting up direct deposit

Before you set up and process direct deposit

- Obtain the account and routing numbers from each employee for the bank accounts into which they want their pay cheque deposited.
- Contact your bank to determine any delivery requirements, including encryption, additional file format requirements, or other requirements specific to an individual bank.

Setting up direct deposit involves entering information in two windows, **7-1 Company Information** and **5-2-1 Employees.**

Under **Payroll Direct Deposit Setup** in the **7-1 Company Information** window, you set up the parameters that control the movement of information between your company and your bank. This is where you enter your company originator ID, destination data centre, and any options required by your bank.

Caution! Whenever any changes are made to your direct deposit file format by changing any of the formatting options, you should contact your bank and request a retest to be sure your bank is ready for the changes.

You can set up direct deposit of pay cheques using the **Direct Deposit** tab in **5-2-1 Employees**. The employee must provide you with the following information for each account to which he or she wants funds deposited: institution ID, routing number, account number, rate type, and rate. You can deposit funds in up to four different bank accounts for an employee.

Important!

- Sage 100 Contractor does not support an employee receiving a combination of direct deposit and a physical pay cheque.
- Account status is set by the payroll administrator. It is not provided by the employee.

About 5-2-5 Direct Deposit File Manager

When you create a direct deposit file, payroll information is recorded in the file for employees who have authorized direct deposit to their accounts.

The default file name is the cheque date and company name. Sage 100 Contractor strips out invalid characters (**/ \:*?"<>|**) in the file name. The file is saved to a direct deposit folder in the company folder.

Important! Before creating a direct deposit file, you must establish a procedure with your bank for transferring the file. Then, transfer direct deposit files using your bank's established procedure.

Creating a direct deposit file

You can create a direct deposit file that contains a batch of payroll records. This is the file that you send to your company's bank.

Before creating a direct deposit file

- Final compute payroll for the pay period for which you are creating the direct deposit file
- Obtain the account and routing numbers from each employee for the bank accounts into which they want their pay cheque deposited.
- Contact your bank to determine any delivery requirements, including encryption, additional file format requirements, or other requirements specific to an individual bank.
- Decide whether you will email the cheque stubs now to users who have an email address, or if you will email them later.

  If you plan to email the check stubs immediately when you create the direct deposit file, you do not have to assign cheque numbers.

Note: All computed records with the specified cheque date that have the **Enable direct deposit** check box selected are included in the direct deposit file.

To create a direct deposit file:

1. Open **5-2-5 Direct Deposit File Manager**.
2. If you plan to email the cheque stubs later, on the **Assign Cheque Numbers** tab:
   a. Enter criteria to select the payroll records for which to assign check numbers.
   b. Specify whether to order the file by payroll record number or employee name.
   c. Click [**OK**].
   d. On the **Direct Deposit Cheque# Assignment** window, enter:
      i. The first cheque number to use to start assigning cheque numbers in this batch.
      ii. The cheque date to assign to payments in this batch.
      iii. Click [**Preview Cheque#**].
      iv. Click [**Yes**] at the message asking whether to view a list of the direct deposit cheque numbers that will be assigned.
      v. On the **Direct Deposit Cheque Numbers** window, verify the information displayed in the list.
      vi. Close the window, and then click [**Yes**] to assign the cheque numbers.

3. Click the **Direct Deposit File** tab , and then enter:
   a. The **Payroll Cheque Date**.
   b. The **Deposit Date**.
   c. Click **Start** to create the direct deposit file.

When you finish creating the file, Sage 100 Contractor prompts you to print a report showing your file information.

After creating a direct deposit file

- Print cheque stubs for employees who do not receive confirmations of deposit by email.
- Email cheque stubs to employees who have an email address.

Setting up company information for direct deposit

You use the **Payroll Direct Deposit Setup** tab in the **7-1 Company Information** window to set up direct deposit. The options you select on this tab, which include your company bank account number, routing number, and account type (either chequing or savings), control the flow of information between your company and your bank. You also specify the format of the file you send to the bank.

Before you set up and process direct deposit

Consider the following:

- Obtain the account and routing numbers from each employee for the bank accounts into which they want their pay cheque deposited.
- Contact your bank to determine any delivery requirements, including encryption, additional file format requirements, or other requirements specific to an individual bank.

To set up company information for direct deposit:

1. Open **7-1 Company Information**.
2. Click the **Payroll Direct Deposit Setup** tab.
3. Enter the following information in the **Company bank information for direct deposit** section:
   - In the **Originator ID#** text box, enter the EFT originator's identification number provided by the bank.
   - In the **Destination Data Centre** text box, enter the destination data centre for the bank.
   - In the **Options for direct deposit file** section, fill out and select the appropriate options for your direct deposit file. This information is optional, and should be entered as required by your financial institution.

4. In the **Returns Account Information** section, enter the following account information:
   - **Institution ID#.** This is the bank institution identification number for the returns bank account.
   - **Branch Routing#.** This is the branch routing number for the returns bank account.
   - **Account#.**This is the bank account number for returns of EFT payment withdrawals.
5. In the **Settlement Account Information** section, enter the following account information:
   - **Institution ID#.**This is the bank institution identification number of the settlement bank account.
   - **Branch Routing#.**This is the branch routing number of the settlement bank account.
   - **Account#.**This is the bank account indicator number for settlement of EFT payment withdrawals.
6. For **File formatting options**, select or clear the check boxes as required for your financial institution.
   - Include optional hard return. (This includes a hard return at the end of each line in your EFT payment file.)
   - Include Item Trace# (this includes an item trace number in the EFT payment file).
   - If you have any questions about which check boxes to select, contact your financial institution.

Setting up employee records for direct deposit

An employee can have direct deposit for up to four separate accounts.

The four lines of direct deposit information are read by Sage 100 Contractor according to **Rate Type** first. It looks first at **1-Dollar Amount**, then **2-Percent of Net**, and lastly, **3-Remainder of Cheque**. If multiple lines are set to **1-Dollar Amount**, Sage 100 Contractor looks at the lines in order from top to bottom.

When you process payroll cheques through **5-2-4 Report Printing** for employees that are set up for direct deposit, Sage 100 Contractor displays a message that lists these employees with their full name and direct deposit email address. Pay stubs for employees with direct deposit are processed individually, and a password-protected PDF is emailed to each employee. After the emailing is completed, you can also print pay stubs for the employees receiving the email and assign the cheque numbers.

- The direct deposit information text boxes may be edited whether or not the **Enable Direct Deposit** check box is selected. Validation rules do not apply until the check box is selected and the record is saved.
- Whenever any changes are made to your direct deposit file format by changing any of the formatting options, you should contact your bank and request a retest to be sure your bank is ready for the changes.
- Employees receiving emailed pay stubs are required to enter the last four digits of their social insurance number before they can view the pay stub.

To set up an employee record for direct deposit

1. Open **5-2-1 Employees**.
2. In the data control text box, enter the employee identification number.
3. Click the **Direct Deposit** tab.
4. Click the **Enable Direct Deposit** check box to enable direct deposit.

   This automatically selects the **Direct Deposit** check box in **5-2-2 Payroll Records**. If checked, all standard payroll cheques are included in the direct deposit file. A non-cashable pay cheque is issued for history and employee information.
5. For each account:
   a. In the **Status** list, click the status of the account.
   b. In the **Account Type** list, click the account type.
   c. In the **Routing#** text box, enter the routing number of the bank.
   d. In the **Account#** text box, enter the employee's bank account number. Your account number may start with zero(s). Check with your bank.
   e. In the **Rate Type** list, click the type of deposit.
   f. In the **Amount/Rate** text box, enter the rate.
   g. In the Direct Deposit Email text box, enter the employee's email address for the direct deposit pay stub.

Processing direct deposit

It is important to establish a routine for direct deposit entry. If you are unfamiliar with direct deposit entry or do not have a standard set of procedures, use the following guidelines to help you through the process. You may not need to perform every step outlined.

You can print pay stubs for employees that are set up for direct deposit when you process payroll checks through **5-2-4 Payroll Cheques**, Sage 100 Contractor. (For each pay stub, the program creates a PDF file that is password-protected with the last four digits of the employee's social insurance number.)

Caution! Whenever you change the format of your direct deposit file by changing any of the formatting options, you should contact your bank and request a retest to be sure your bank is ready for the changes.

To process direct deposit payroll:

1. Enter your company's direct deposit information in the **Payroll Direct Deposit Setup** tab of **7-1 Company Information**.

   > **Note:** Only **Originator ID#** and **Destination Data Centre** are required entries in this section. Optional information should be entered as required by your financial institution.

2. Open **5-2-1 Employees**, and then enter the direct deposit information on the **Direct Deposit** tab.
3. Open **5-2-2 Payroll Records**, and then enter timecards.
4. Open **5-2-3 Compute Payroll**, and then enter record criteria.
5. To print a cheque register for reviewing purposes, open **5-1-2 Payroll Cheque Register**, and then:
   a. Select either the **print a cheque register for direct deposit records only** or the **printed cheque records only** check box.
   b. Enter record criteria.
6. Open **5-2-5 Direct Deposit File Manager**, and then:
   a. On the **Assign Check Numbers** tab, use the criteria to select the direct deposits for which you will email a check stub later:
      - **Pay Period Ending.** Select the pay period end date if you want to select by the date that the deposits must use to be included in the range of check stubs.
      - **Employee#.** Use these fields to select the first and last employees to include in a range.
      - **Employee Pick List.** If you want to select employees from a pick list, instead of a range of employee numbers, display the pick list window, and then double-click the names of the employees to include.
      - **Record#.** Use these fields to select the first and last employees to include in a range.
      - **Record Pick List.** If you want to select employees from a pick list, instead of a range of employee numbers, display the pick list window, and then double-click the names of the employees to include.
      - Specify whether to list the stubs in order of record number or employee name.
   b. On the **Direct Deposit File** tab:
      i. Enter the batch criteria to create a direct deposit file, or on the **Options menu**, click **Retract a Direct Deposit Batch** to retract a direct deposit batch.
      ii. Select the destination for the direct deposit data. The default destination is the Direct Deposit folder under the company name. You can accept the default name or create your own.

7. Open **5-2-4 Payroll Cheques**, and then:
   a. For employees not paid through direct deposit, print pay cheques to hand out or mail.
   b. Specify a cheque date when prompted.
   c. Assign cheque numbers when prompted.
8. Open **5-1-2 Payroll Cheque Register**, select the register you want to print, and then print a file copy.
9. Open **5-2-6 Post Payroll to GL**, and then post payroll.
10. On pay day, open through **5-2-4 Payroll Cheques**, and email cheque stubs to employees who are paid by direct deposit.

    For detailed steps, see Emailing direct deposit pay stubs.

Emailing direct deposit pay stubs

After assigning check numbers and sending your bank the direct deposit file, you can email pay stubs to employees paid by direct deposit.

Check stubs are emailed for records in the direct deposit batch that have **0000** as the cheque number.

You use the**5-2-4 Payroll Cheques** window to print and email pay stubs. When you print pay stubs for employees paid by direct deposit, the stubs are first emailed to employees with an email address, and then printed for employees without an email address. (You can also print pay stubs for employees to whom you email pay stubs.)

Before emailing pay stubs

- Use the **5-2-5 Direct Deposit File Manager** to select payroll records to which to assign cheque numbers. You use 0000 as the cheque number for pay stubs you want to email.

  Make sure to note the criteria you use to select records, so that you can apply the same criteria when printing and emailing the cheque stubs.

  Tip: It's a good idea to preview the stubs to confirm the recipients that will not receive emailed stubs.

- In the **5-2-4 Payroll Cheques** window, verify that the email settings are correct.

To email pay stubs:

1. Open **5-2-4 Payroll Cheques.**
2. Select one of the following reports:
   - **5-2-4-22 Payroll Cheques~Direct Deposit**
   - **5-2-4-32 Payroll Cheques~Direct Deposit with Paygroup Year to Date**
   - **5-2-4-37 Payroll Cheques~Direct Deposit with Paygroup Compensation**
3. Select **Reprint Check Stub**.
4. Click the print button on the toolbar .
5. Click [**Yes**] to send the reports by email.

   Note: If you are sending the messages through Microsoft Outlook and you receive a message about a program sending an email message on your behalf, click [**Allow**].

   Caution! If you choose not to email the reports, and you decide to email them later, you will have to set the cheque number back to 0000, re-print the check, and then email the stub.
6. Click [**Yes**] to print the report, or click [**No**] to exit.

Retracting a direct deposit file

Important! A direct deposit batch should only be retracted if the payroll records are in a **Computed** status. If payroll records are in a **Posted** status when the direct deposit batch is retracted, a new direct deposit batch cannot be created unless the payroll records are voided and recreated.

You can retract a batch of payroll records after you have created a direct deposit file. Retracting a direct deposit batch enables you to clear a direct deposit batch number from employee payroll records. Retracting a direct deposit batch will not affect the General Ledger. Use this function when you need to make an adjustment to the payroll records included with this batch file.

To retract a direct deposit batch file:

1. Open **5-2-5 Direct Deposit File Manager**.
2. From the **Options** menu, select **Retract Direct Deposit Batch**.
3. Enter the **Batch Number**.
4. Click **Retract**.

Reprinting a Direct Deposit Report

You can reprint the direct deposit report by following the instructions below. The report is printed from a direct deposit TXT file.

To reprint a direct deposit report:

1. Open **5-2-5 Direct Deposit File Manager**.
2. From the **Options** menu, select **Reprint Direct Deposit Report**.
3. On the **Select the Direct Deposit File** window, select the direct deposit file that you want to reprint as a report, and click **Open**.
4. After the program validates the file, it is sent to the printer.

Important! As required by business needs, you can set up security to restrict access to this option.

Use Direct Deposit check box

If checked, all standard payroll cheques are posted to a file. A non-cashable pay cheque is issued for history and employee information. If unchecked, all standard payroll cheques are printed on cheque forms as physical cheques.

Account status

Note: Account status is set by the payroll administrator, not provided by the employee.

Status	Definition
0-None	The account is assigned no status.
1-Active	When active, the payroll information will be included in the direct deposit file with its respective dollar amounts.
2-Inactive	The account is inactive.

Routing number

The **Routing#** is provided by the employee from the employee's bank.

Account number

The **Account#** is the employee's bank account number.

Rate type

Rate Type determines if the rate is a percentage or dollar amount.

Rate Type	Description
0-None	The rate type is set to none.
1-Dollar amount	The amount is in dollars.
2-Percent of net pay	The amount is a percentage of the total.
3-Remainder of cheque	The amount is whatever is left over from the other designated deposits.

Note: The four lines of **Direct Deposit** are read by Sage 100 Contractor according to **Rate Type** first. It looks first at **1-Dollar amount**, then **2-Percent of net pay**, and last, **3-Remainder of cheque**. If all lines are set to **1-Dollar amount**, Sage 100 Contractor looks at the lines in order from top to bottom.

If...	Then...
It is a single row entry and the **Rate Type** is **2-Percent of Net**...	...The **Rate** must equal 100%.
It is a multiple row entry and the **Rate Type** is **2-Percent of Net**...	...The **Rate** must equal 100 or the last row must be set to **Remainder of Cheque**.
It is a single row entry and the **Rate Type** is **1-Dollar Amount**...	...A second row must be created and set to **Remainder of Cheque**.
It is a single row entry and the **Rate Type** is **3-Remainder of Cheque**...	...The system assumes this is the entire cheque.

Rate

The rate can be assigned a percentage number or a dollar amount, depending on which **Rate Type** is selected. If the total percent of net equals 100, a **3-Remainder of cheque** line is not required.

Important! When a line is set to **3-Remainder of cheque**, the **Amount/Rate** cell is disabled. The remainder of the cheque will automatically be determined by Sage 100 Contractor and put into the designated account.

5-2-6 Post Payroll to GL

About posting payroll

You can enter timecards, compute payroll, and even print payroll cheques without posting the payroll records. When you are ready, you can post individual payroll records or all payroll records for a specified pay period.

When you post payroll, Sage 100 Contractor:

- Debits gross payroll:

  Job costs post to the direct expense account. If you have selected the **Post Payroll to WIP** check box in the job record, payroll posts to a WIP account. If the WIP account uses subsidiary accounts, payroll posts to a subsidiary account that uses the job number as the account number.

  Equipment repair or maintenance costs post to the equipment/shop account.

  All remaining costs post to the overhead or administrative account, which is determined by the employee position.

- Debits payroll expenses to the ledger accounts as indicated in the payroll calculation.
- Credits net payroll to the chequing account entered in the **Payroll Posting** window.
- Credits the ledger accounts as indicated in the payroll calculation.

Tip: You can receive a warning when you try post payroll to a period that does not match the check date or when the end date of the pay period falls outside the posting period. If you want to receive a warning, select the **Verify Check Date Is within Posting Period**option or the **Verify Pay Period Ending Date Is within Posting Period** option in the **5-2-6 Post Payroll to GL** window. You can choose whether to post the payroll record if you receive this message.

If you do not specify which records or pay periods to post, Sage 100 Contractor posts all payroll records assigned **2-Computed** or **4-Reverse**. After posting is complete, Sage 100 Contractor changes records with status **2-Computed** to status **3-Posted**, and records with status **4-Reverse** to status **5-Void**.

Changing the default bank account when posting payroll

To change the default bank account when posting payroll:

1. Log in as Administrator.
2. Open **5-2-4 Report Printing** window, and click **Print**.
3. On the **Cheque Printing** window, click the **Payroll Chequing Account** box once, and then press F7.

4. On the **Field Properties** window, enter the chequing account number in the **Default Entry** box and then click **OK**.

Each time you run payroll cheques, the system will default to the account you selected.

Posting payroll in detail

When you post payroll records to the general ledger, Sage 100 Contractor creates a journal transaction for each payroll record. Each payroll calculation in a payroll record becomes a separate line in the associated journal transaction.

To post payroll in detail:

1. Open **5-2-6 Post Payroll to GL**.
2. In the **Chequing Account** text box, enter the ledger account number for the chequing account.
3. Do one of the following:
   - To post all previously unposted pay periods, leave the **Pay Period Ending** text boxes empty.
   - To limit the posting to a range of pay periods:
     a. In the first **Pay Period Ending** text box, enter the ending date of the first pay period you want to post.
     b. In the second **Pay Period Ending** text box, enter the ending date of the last pay period you want to post.
4. Do one of the following:
   - To post all previously unposted records, leave the **Record#** text boxes empty.
   - To limit the posting to a range of records, do the following:
     a. In the first **Record#** text box, enter the first payroll record you want to post.
     b. In the second **Record#** text box, enter the last payroll record you want to post.
5. Do one of the following:
   - Leave the **Record Pick List** box empty
   - Create a **Record Pick List** of payroll records to post.
   - Do not select the **Post in Summary** check box.
   - Leave the **Summary Acct** text box empty.
6. Click **Post Payroll**.

Posting payroll in summary

Summary posting provides an advantage over detailed posting for companies with very large payrolls. It reduces the total number of line items posted to the general ledger, and it also reduces the detail posted for each employee pay cheque.

- In detailed posting, Sage 100 Contractor creates a journal transaction for the total cost of each pay cheque. Each journal transaction contains line items for the labour costs and each payroll calculation.
- In summary posting, Sage 100 Contractor requires you to provide a clearing (summary) account in addition to a chequing account, where the clearing account temporarily holds the net pay.

Posting creates a separate journal transaction for the net amount of each pay cheque, which posts to the clearing account and the chequing account. Then Sage 100 Contractor creates a journal transaction containing a summary of the payroll expenses. The expenses post to the accounts as directed in the setup for each payroll calculation; the net amount of the payroll records posts against the clearing account. After the summary posting is complete, the clearing account balance returns to its original balance.

The **Post Payroll to GL** window has six text boxes in which to enter information. Use the **Pay Period Ending** and **Record#** text boxes to select a range of pay periods and records. Alternatively, you can use the **Record Pick List** to select a specific pay period and record.

In addition, consider the following points:

- You can limit the posting to a range of pay periods. In the first **Pay Period Ending** text box, enter the ending date of the first pay period you want to post. In the second **Pay Period Ending** text box, enter the ending date of the last pay period you want to post.
- You can limit the posting to a range of records. In the first **Record#** text box, enter the first payroll record you want to post. In the second **Record#** text box, enter the last payroll record you want to post.

To post payroll in summary:

1. Open **5-2-6 Post Payroll to GL**.
2. In the **Chequing Account** text box, enter the ledger account number for the chequing account.
3. In the **Pay Period Ending** text boxes, enter the pay period ranges.
4. Do one of the following:
   - In the **Record#** text boxes, enter the record number ranges.
   - Next to the **Record Pick List** text box, click **Display pick list window** to select a specific list of record numbers.
5. Select the **Post in Summary** check box.

6. In the **Summary Account** text box, enter the clearing account number.
7. Click **Post Payroll**.

Tip: You can create a **Record Pick List** of payroll records to post.

Payroll Processing Guidelines

Processing payroll

It is important to establish a routine for payroll entry. If you are unfamiliar with payroll entry or do not have a standard set of procedures, use the following guidelines to help you through the process. You may not need to perform every step outlined.

Tip: The individual payroll records can also be printed from **5-2-2 Payroll Records**.

To process payroll:

1. Open **5-2-1 Employees**, and enter any new employee records.
2. Open **5-3-4 Paygroups**, and then:
   a. Enter any new paygroups.
   b. Do one of the following:
      - Open **5-2-2 Payroll Records**, and enter the timecards.
      - Open **5-5-1 Daily Payroll Entry**, and enter the daily records.
3. Open **5-2-8 Timecard Journal**, and then:
   a. Select one of the reports from the range of 5-2-8-51 through 5-2-8-72.
   b. Then print the report and verify the timecard data.
   c. If you enter any corrections, print a new file copy of the report.
4. Open **5-2-3 Compute Payroll** , and then:
   a. If you have added or changed employees, paygroups, or payroll calculations, trial-compute the records.
   b. Open **5-1-2 Payroll Cheque Register**.
   c. Select Report **5-1-2-21 Payroll Cheque Register with Calculations**.
   d. Print the report.

   e. Carefully review the timecards, employees, paygroups, and calculated amounts.
   f. If you have changed the timecard calculations, then trial-compute the payroll, print the report, and review it again.
   g. When you have resolved all errors, final-compute the records in **5-2-3 Compute Payroll**.
5. Open **5-2-4 Payroll Cheques**, and print the payroll cheques.
6. Open **5-1-2 Payroll Cheque Register**. Select the register (report) you want to print, and then print a file copy.
7. Open **5-2-6 Post Payroll to GL**, and post payroll.

Historical Payroll Records

Methods for entering historical payroll records

When setting up payroll, it is important to provide the historical payroll information for the current calendar year. The historical information is necessary to correctly calculate taxes such as Employment Insurance, as well as to provide data for payroll reports summarizing, for example, T4 slips.

Choose from four methods for entering the payroll history. The first method is the quickest way to enter the historical data, and each successive method is more complex. Before selecting a method, consider the importance of your payroll data. The more data you enter now, the greater the level of detail will be later on when you need information.

When the payroll data has posted to the general ledger in your previous system, the ledger account balances already include payroll costs. Assign payroll type **4-Startup** to the historical payroll records.

If you have payroll data that is not posted to the general ledger in your previous system, enter separate records for the unposted data. Assign those records payroll type **3-Hand Computed** and post them. Later, when entering the ledger account balances, be sure the ledger balances do not include the payroll data assigned payroll type **3-Hand Computed**. The ledger account balances must accurately reflect the payroll records that have not been posted.

If you have an **Add/Deduct** or **Add to Gross** taxable item, then go to the **5-3-7 Payroll Audit** window and run the repair to read taxable wages correctly.

Method 1

Enter a single payroll record for each employee that contains the year-to-date totals. If you are in mid-quarter, you will not be able to print the 941 and other quarterly payroll reports.

Method 2

Enter a record for each payroll quarter for each employee. You can generate more reports than in the first method, including some quarterly reports at the end of the current quarter.

Important! Some reports require manual correction.

The 941 report for the current quarter shows a liability on a single day, representing the startup data. You must manually adjust the data in the report from the beginning of the quarter to the point when you began to process payroll in Sage 100 Contractor.

Method 3

Enter a record for each employee in each of the prior payroll quarters. Then in the current quarter, enter an individual payroll record for each pay cheque.

Reports contain the complete payroll data for the current payroll quarter. This is the recommended method.

Method 4

Enter each individual payroll record for every employee. This method is practical only when there are a few employees or you are starting up during the first quarter of the calendar year.

Note: Reports contain the complete payroll data for the payroll year.

Entering historical payroll records

To enter historical payroll records:

1. Open **5-2-2 Payroll Records**.
2. In the **Employee** text box, enter the employee number.
3. In the **Period Start** text box, enter the beginning date for the quarter.
4. In the **Period End** text box, enter the ending date for the quarter.
5. In the **Cheque Date** text box, enter the date of the last payroll cheque for the quarter.
6. In the **Cheque#** text box, enter the employee number.
7. In the **Payroll Type** list, do one of the following:
   - If the startup payroll has been posted to the **General Ledger** in your old system, you should not post the startup payroll record. Click **4-Startup**.

- If the startup payroll is not posted to the **General Ledger** in your old system, you need to post the startup record. Click **3-Hand Computed**.

8. In the **Quarter** text box, enter the payroll quarter.
9. In the **Province** text box, enter the tax province.
10. In the **Salary** text box, enter the amount of the wages. This figure is always the gross wage.
11. Click the **Calculations** tab.
12. In the **Amount** cell of each payroll calculation, enter the amount.
13. On the **File** menu, click **Save**.
14. Repeat steps 2 through 13 for each employee.

Tips:

- After entering all of the records, you can verify the data. Open **5-1-2 Payroll Cheque Register**, select the **Deduction** and **Total Page** check boxes, and then print the report. If you find incorrect records, void and re-enter them.
- If you assigned status **3-Hand Computed** to any payroll records, post the payroll.

5-3 Payroll Management

Note: Beginning with version 20, you archive (and close) Payroll using the Archive Payroll Data tab in Database Administration.

5-3-1 Payroll Calculations

About payroll calculations

Payroll calculations provide the rules for computing deductions, benefits, and employer costs. You can set up payroll calculations manually, or you can create the set of standard calculations supplied by Sage 100 Contractor.

Caution! Setting up payroll calculations can be complex. If you need assistance, consult your business partner.

After you have set up the calculations, you can add them to the employee records. Each employee record maintains its own list of calculation rates, calculation maximums, and quarterly totals for the payroll calculations. On the **Calculations** tab in the **5-2-1 Employees** window, you can edit the calculation rates and maximums for one employee record without affecting the others.

When you compute payroll, Sage 100 Contractor reads the calculation rates and maximums from the employee record, and uses those rates with the payroll calculations. Depending on the type of calculation you want to set up, Sage 100 Contractor: (1) makes certain calculation selections for you that you cannot change; and (2) makes certain suggestions about what you may change:

- **Federal and provincial taxes (Canada Pension Plan and EI).** Sage 100 Contractor contains the tax tables necessary for computing federal and province income taxes.
- **Calculated amounts that add to or deduct from pay for specific reasons.** In some cases, it is necessary to create different payroll calculations for the same purpose. For example you may need different methods to calculate wage garnishments, retirement plans or union deductions.

Building Payroll Calculations

There are two ways you can create payroll calculations:

- **Create standard payroll calculations automatically.** To get started, we recommend that you take advantage of the standard calculations that Sage 100 Contractor can automatically create for you. If you choose to create the set of standard calculations, you will need to review and possibly adjust and/or manually add additional calculations later. For more information, see About pre-built standard payroll calculations.
- **Set up payroll calculations manually.** You can set up payroll calculations manually by defining each type of calculation that you will need. There are many parameters for each calculation that must be carefully reviewed before setup.

Note:

- Do not set up more than one calculation for Tax Type 3 (Employer Social Security) or Tax Type 4 (Employer Medicare). Having more than one calculation for these tax types causes audit errors.
- Also, do not set up more than one calculation for Tax Types 5, 6, 11, 12 and 15.

About pre-built standard payroll calculations

Sage 100 Contractor comes with a set of standard payroll calculations. We recommend that you use these standard payroll calculations as a starting point.

You can use the pre-built standard calculations only for a new company that does not already have the calculations set up. It is important to review and modify the standard calculations after you set them up to ensure they meet your regional requirements.

Sage 100 Contractor creates the following calculations:

- Canada Pension Plan (CPP)—Employee
- Employee Insurance (EI)—Employee
- Federal Income Tax—Employee
- Provincial Tax

- Canada Pension Plan (CPP)—Employer
- Employee Insurance (EI)—Employer
- Per Diem
- Advances
- Workers' Compensation

Creating standard payroll calculations

If you choose to create the standard calculations, you must do so before setting up any calculations manually.

For details on setting up tax calculations for specific provinces, see About tax setup information.

To create standard payroll calculations

1. Open **5-3-1 Payroll Calculations**.
2. On the menu bar, click **Options**, then click **Create Standard Calculations**.
3. Carefully review each standard payroll calculation.
4. Some of the account numbers may need to be modified. If you used the Sage 100 Contractor standard 4-digit or 5-digit chart of accounts and have not made modifications, the account numbers will be correct. If you have used or created another chart of accounts or modified one of the standard ones, you will need to review each of the account numbers carefully.
5. For each provincial tax calculation, you must enter the province abbreviation in the Tax Province text box.
6. Set up any additional calculations.

Setting up payroll calculations

The taxes to which calculations are subject vary by province or territory. Verify the selections with your accountant, or if it is a benefit, the benefit plan administrator.

For details on setting up tax calculations for specific provinces or territories, see About tax setup information.

Caution! Verify that all your calculations are correct before running a trial-compute of your payroll. If you are unsure about the results, contact Customer Support or your business partner for assistance.

To set up payroll calculations

1. Open **5-3-1 Payroll Calculations**.
2. In the data control box, enter the number you want to assign the new calculation.

3. In the **Description** box, enter a brief statement about the calculation.
4. In the **Tax Type** list, click the type of earning, accrual, or deduction that you are setting up.
5. Depending on the tax type you selected, make additional selections as required for:
   - **Calculation Type.** If you selected **None** as the Tax Type, you need to specify the type of earning, accrual, or deduction.
   - **Calculation Method.** This list is available if you selected **None** or **19 - Employee RPP Contributions** as the Tax Type. Click the method to use to compute the earning, accrual, or deduction,
   - **Based On.** This list is available if you selected **None** as the Tax Type and **7 - %Other Calculation** for the Calculation Method. Click the type of amount on which to base the payroll calculation.
   - **Default Rate.**Enter the standard calculation rate.

     Important! When you use calculation method **17-Tables** for federal or provincial income taxes, Sage 100 Contractor sets the rate. The rate does not appear in the payroll calculation or the employee record.

   - **Default Max.** Enter the calculation maximum.
   - **Max Type.** Click the type of maximum for the calculation.

     Note: If you plan to set maximum wages for workers' compensation codes for states other than Ohio, New York, and Nevada, you must select **4-Wages/Year**.

6. Specify the accounts that will be affected by this payroll calculation:
   a. In the **Job Expense**, **Shop Expense**, **Overhead Expense**, and **Admin Expense** boxes, enter the ledger account numbers to debit for each type of expense.
   b. In the **Credit Account** box, enter the liability account number to credit.
   c. In the **Credit Subaccount** box, enter the ledger subaccount number to credit.

     Note: If you want to use the employee number as the subsidiary account number, click **Use employee# as subaccount**.

Important! The **Credit Account** and **Credit Subaccount** are typically liability accounts. You must specify a **Credit Account**, but a **Credit Subaccount** is only necessary dependent upon your general ledger setup.

7. Under **Subject to**, verify the deductions to which the calculation is subject.
8. In the **Tax Area**, if the calculation is for a specific province, enter the province abbreviation in the **Tax Province** box.
9. Under **Reporting**:
   a. To include the calculation on a union report, select the union from the **Union** list.
   b. To include the payroll calculation on certified payroll reports, select the type of benefit in the **Benefit** list.
   c. To report the calculation total in a box on T4 slips, enter the box number in the **T4 Box** field.
   d. To exclude the calculation from T-4 slips, select the **Exclude from T4 slips** box.
10. Select the following check boxes that apply to the payroll calculation:
    - Use in Paygroup Benefits
    - Display on Cheque
    - Disposable Earnings
    - Default to New Employees
11. Click **File** > **Save**.

About accruing vacation pay

Sage 100 Contractor can track the dollar balance of employee vacation earned but not yet paid. Accrued vacation can be paid out with each pay cheque, or it can accumulate in a payroll liability account to be paid out later.

The vacation balance is calculated and posted whenever you final-compute payroll:

- Vacation accrual is posted as a credit to the liability account specified for the accrued vacation payroll calculation, using the employee# as the subaccount.
- Vacation payout is posted as a debit to the liability account specified for the accrued vacation payroll calculation, using the employee# as the subaccount.

- Accrued vacation pay and accrued vacation time are independent of each other. Paying out accrued vacation as a lump sum does not reduce accrued vacation time on the employee record. Similarly, entering a timecard line using **Pay Type 5 - Vacation** does not reduce the balance of an employee's accrued vacation pay (**Accrued Vacation Due** in the employee record).
- Vacation is not accrued on any vacation payout amount.

- While Sage 100 Contractor does not automatically audit or verify the vacation amounts, you can query the accrued vacation for all employees in the **5-2-1 Employees** window, and then compare the amounts on the resulting report to the subsidiary balances in the liability account.

Important! Vacation is taxed when it is paid out, not when it is accrued.

Payroll calculations to accrue vacation pay

When setting up a payroll calculation to accrue vacation pay, you use **Tax Type 6 - Vacation Accrual**. If vacation is earned and accrued on vacation, you calculate a different default rate by multiplying the recursive portion of the tax by the base rate. For example, if employees accrue additional vacation at 4% on a basic accrual rate of 4%, you would enter **4.16** in the **Default Rate** box.

The Credit Account you use to maintain the vacation balance must be an account that is set up to use subaccounts, and it cannot already have subaccounts associated with it. The check box **Use employee# as subaccount** is selected automatically for vacation accruals, and you cannot change this selection.

Other payroll calculations can affect vacation calculations. A new **Vacation Accrual** check box in the **Subject to** section of the window lets you control which taxable benefits or non-taxable deductions affect the accrual amount.

Tracking accrued vacation for an employee

In the **5-2-1 Employees** window, you use the **Accrued Vacation Due** box on the Compensation tab to track each employee's accrued vacation pay.

Whenever you perform a final payroll computation, Sage 100 Contractor updates the **Accrued Vacation Due** amount. Any vacation pay accrued for the period increases the amount in the **Accrued Vacation Due** box. Any vacation payout reduces the amount. (Similar to the Advances Due field, the Accrued Vacation Due field is not cleared at year-end, but continues to accumulate accrued vacation until vacation is paid out.)

The Calculations tab in each employee record displays the vacation accrual rate, as well as the vacation that has accrued for each quarter and for the year to date. It also lets you specify the maximum vacation that can accrue, if there is a maximum.

Tip: You can query **Employees~Accrued Vacation Due** to view the vacation balance for employees who have vacation due.

Paying out vacation

When it is time to pay out an employee's vacation, you enter a lump sum payout amount for a pay period in the **Vacation Payout** box in the **5-2-2 Payroll Records** window. Sage 100 Contractor displays the current vacation balance accrued for the employee in the **(Vacation balance is ...)** information field.

Note: You can pay out vacation for all payroll types, except advances, for new or existing open payroll records.

Together, the Vacation Payout and the Salary amounts make up the amount that appears as the total pay for the period.

Tip: You can run a **Payroll Records~Vacation Payout** query in this window to view a list of vacation payouts for a specified range of employees and pay periods. You can also drill down from the query to view the underlying transaction for a selected payout.

About tax areas

Some payroll calculations are set up for specific provincial taxes. When a payroll calculation is province wide, such as workers' compensation, you must provide the province abbreviation.

About tax tables for setting up federal and provincial tax calculations

Sage 100 Contractor contains the tax tables necessary for computing federal and provincial income taxes. For each province you work in, create a payroll calculation for the province income tax. The calculation is necessary to maintain the correct gross wage totals for each employee, and to ensure accurate provincial quarterly reports, provincial tax reports, and T-4 forms.

For details on setting up tax calculations for specific provinces, see About tax setup information.

About tax types

The tax type helps define the purpose of a calculation, and affects the other selections you need to make for a calculation. For example, in the **Tax Area** of **5-3-1 Payroll Calculations**, you only have to provide the province abbreviation for the calculation and the ledger account numbers for posting. Sage 100 Contractor already contains the tax table data for each province.

The tax type also determines if a calculation is included in certain payroll or wage reports, such as the T-4 slip.

Depending on the type of calculation you want to set up, Sage 100 Contractor makes certain selections that you cannot edit, or makes suggestions that you can change. For example, when you select tax type:

- **5-Federal Income Tax**, Sage 100 Contractor sets up the entire calculation, which you cannot change.
- **12-Employee PPIP Premiums**, Sage 100 Contractor selects only the calculation type and taxes to which the calculation is subject. You determine all the other factors for the calculation.
- **0-None**, you can determine all the factors for the calculation. Sage 100 Contractor may make additional suggestions based on the calculation type or calculation method you select.

When setting up a new payroll calculation, check whether the **Tax Type** list already includes a type for the calculation you want to set up. If you do not find a specific type for the calculation, select **0-None**.

For details on setting up tax calculations for specific provinces and municipalities, see Appendix D—Tax Setup Information.

About calculation types

The calculation type determines how a payroll calculation affects a timecard. For example, when you assign a payroll calculation **1-Deduct from Employee**, Sage 100 Contractor deducts the result of the calculation from the employee's wages.

For most payroll calculations, the program determines the calculation type and the taxes that a calculation is subject to based on the tax type.

If you select tax type **0-None**, however, you can select the calculation type.

Calculation type 1-Deduct from Employee

Payroll Taxes. For each payroll tax, set up a payroll calculation.

If your company performs work in different provinces, set up a payroll calculation for every province in which your employees work.

At the calendar year-end, verify the tax rates and maximums for each calculation. Sage 100 Contractor provides Federal and Provincial tax updates each year.

Payroll Advance. Create a calculation for payroll advances. Sage 100 Contractor automatically recovers the advance for you.

Tool Purchases. Some companies allow employees to purchase personal tools from vendors using the company account. You can set up a payroll calculation to deduct the employee's purchases from his or her pay cheque.

When you post the vendor's original invoice for the tool purchase, post it to the **Small Tools** account in the **Overhead Expense** range of accounts. To then deduct the tool purchases from an employee's pay cheque, set up the payroll calculation to post a credit to the **Small Tools** account. Because the amount deducted from an employee's pay cheque varies based on the cost of the tools purchased, select calculation method **18-Variable (manual calculation)**.

While you can deduct the cost of tools from the employee's pay cheque, it is a better practice for employees to reimburse tool purchases through personal cheques, made payable to your company.

Health Insurance. Create a payroll calculation to deduct the employee's portion of the cost for medical insurance. Usually this is a fixed amount per month.

If you need to deduct the health insurance each pay period, convert the monthly amount to a per-period amount. From the monthly amount, compute the annual amount and divide by the number of pay periods

in a year. If your company pays its employees weekly, for example, divide the annual amount by 52. Then enter the per-period amount in each employee's record on the **Calculations** tab.

When employees cannot earn pay cheques regularly, due to weather or other circumstances, set up the **Health Insurance** calculation with a maximum type of **6-Dollars/Month**. Then on the **Calculations** tab in the employee records, enter an accelerated rate and a monthly maximum for the payroll calculation.

Garnishments. (Child support, Previous Year Income Taxes, Court Judgments, and so on) Create a payroll calculation for each type of garnishment. If similar garnishments require different methods of calculation, create a separate calculation for each garnishment.

Suppose you need to garnish the wages of two employees for child support, and a third employee's wages for back taxes. The first employee's garnishment is for a set dollar amount each pay period and the second employee's garnishment is for a percentage of the net pay. Set up two separate calculations for child support garnishments, though both can post to the same payable account. Then set up a third calculation for the garnishment of back taxes, which posts to a different payable account.

If you want to post each garnishment to a different ledger account, create the separate ledger accounts in the **Current Liabilities** range of accounts. Select the **Employee Number as Subaccount** check box to post the garnishment to a subsidiary ledger account using the employee's record number as the subsidiary account number.

Some methods of computing garnishments might be too complex for Sage 100 Contractor to automatically calculate, such as a percentage of the net pay with a minimum or maximum amount. In this case, set up a payroll calculation with a variable calculation method.

Pension Plans.

Many pension plans allow employees to contribute a flat amount or a percent of the employee's pay cheque. You may need to create two payroll calculations and assign the appropriate calculation to each employee based on how he or she wants to contribute.

To create a pension plan deduction, set up the payroll calculation with tax type **19-Employee RPP Contributions** and calculation type **1-Deduct from Employee**. Because each employee can choose the flat amount or percent of his or her pay cheque to contribute, enter the employee's amount or rate in the **Calculations** tab of each employee record.

To post the credit, set up a separate ledger account in the **Current Liabilities** range of accounts. Select the **Employee Number as Subaccount** check box to post each employee's contribution to a subsidiary ledger account using the employee's record number as the subsidiary account number. The subsidiary accounts help you manage the individual employee contributions, and know what amount to pay on behalf of each employee.

Calculation type 2-Add to Gross

Cash benefits for prevailing wage. Non-union contractors working prevailing-wage jobs must pay employees a cash equivalent to the union wage and benefits. After setting up the paygroups, set up a

payroll calculation for each benefit, such as vacation, pension, and health and welfare.

Because the benefit is being paid as cash, set up the calculation using calculation type **2-Add to Gross**, and post the credit to the ledger account number of the payroll chequing account. Sage 100 Contractor adds the result of the calculation to the employee's gross wage.

Tip: You can include cash benefits in the **Certified Payroll** report. In the **Benefit** list, click the type of benefit the calculation represents.

Calculation type 3-Employer Cost

Note: Calculations type 3-Employer Cost can be used can be used to accrue virtually any type of employer cost.

Payroll Taxes. For each payroll tax, set up a payroll calculation.

If your company performs work in different provinces, set up a payroll calculation for every province in which your employees work.

At the calendar year-end, verify the tax rates and maximums for each calculation. Sage 100 Contractor provides Federal and Provincial tax updates each year.

Workers' Compensation Insurance

When you set up a payroll calculation for Workers' Compensation, Sage 100 Contractor uses the rates set up in the **Workers' Compensation** window. Select **17-Tables** as the calculation method.

Liability Insurance

You can set up the liability insurance calculation to use the rates from the Workers' Compensation window. Select **17-Tables** as the calculation method, and credit the account to which you post the insurance payments.

Generally, liability insurance covers field employees and sometimes the owner, but not office employees. For each exempt employee, change the payroll calculation's rate to 0 on the **Calculations** tab of the employee record.

Some companies compute the liability insurance as a percent of gross pay. In the **Tax Type** list, click **0-None**. In the **Calculation Method** list, click **1-Percent Gross Pay**. The rate is usually the same as the payroll rate on the insurance policy.

Health Insurance. Set up a payroll calculation to deduct the employer's portion of the cost for medical insurance. The amount is usually a fixed rate per month.

To deduct the health insurance each pay period, convert the monthly amount to a per-period amount. First, convert the monthly amount to an annual amount, then divide by the number of pay periods in a year. If your company pays its employees weekly, for example, divide the annual amount by 52.

Pension Plans

To create a pension deduction, set up the payroll calculation as follows: tax type **0-None** and calculation type **3-Employer Cost**. Because each employee can choose to contribute either a flat amount or percent of his or her pay cheque, you might have to create two calculations.

To post the credit, you can post to the same account used to post the employees' deductions for the pension plan, or you can set up a separate ledger account in the **Current Liabilities** range of accounts. Whether you post the employer portion of the pension plans to subsidiary accounts depends on your particular needs.

Union shops or open shops that perform Davis-Bacon or prevailing-wage work should not use subsidiary accounts to track the individual matching amounts. To make the payment, each subsidiary account would have to be referenced on the cheque. Instead, you can use the certified payroll reports to track the amounts paid. If you are using paygroups, you need to enter the pension rates in the **Paygroup Benefits** window.

Select the **Employee Number as Subaccount** check box to post each employee's contribution to a subsidiary ledger account using the employee's record number as the subsidiary account number. The subsidiary accounts help you manage the individual employee contributions, and know what amount to pay on behalf of each employee.

Tool Use

You can recover the cost of small tools by setting up a calculation for a flat rate per hour that applies to all working field employees. To determine the hourly rate, look at the amount your company spent purchasing small tools for a time, such as the previous year. Then divide that amount by the number of hours worked by field employees during the same time. For employees that do not work in the field, change the rate to 0 in the Calculations tab in the employee records.

Calculation type 4-Add/Deduct

Vehicle use

Some companies provide a vehicle to an employee as a benefit.

Set up the payroll calculation with calculation type **4-Add/Deduct** (taxable). The calculation adds the dollar value to the gross wages, computes the taxes, and then deducts the dollar value from the gross wages. The calculation results in an increase to the taxable wage.

Union Vacation

Contractors are responsible for computing the taxes for vacation pay and filing the necessary reports. When dealing with two or more unions, you might need to create a separate payroll calculation to compute the union vacation for each union local.

Set up the payroll calculation with calculation type **4-Add/Deduct** (taxable). The calculation adds the dollar value to the gross wages, computes the taxes, and then deducts the dollar value from the gross wages. The calculation results in an increase to the taxable wage.

To include the calculation in the default set of paygroup benefits, select the **Use in Paygroup Benefits** check box.

Calculation type 5-Accrued Hours

You can use calculation type **5-Accrued Hours** to create a calculation that builds up hours. For example, you could use this calculation to keep track of hours used to determine an employee's vacation time.

A payroll calculation that uses calculation type **5-Accrued Hours** does not post to the general ledger or create job costs.

For information on setting up a calculation for accrued vacation pay, see "About accruing vacation pay" (page 377).

About calculation methods

The calculation method tells Sage 100 Contractor how to use the calculation.

For example, if a calculation uses a per hour calculation method, Sage 100 Contractor multiples the number of hours worked by the rate assigned to the calculation.

- **Percent Gross Pay (unadjusted)**: Computes a percent of the gross wages.
- **Percent Total Taxable Wages**: Computes a percentage of the EI wages (Taxable wages = gross pay + taxable add-ons – non-taxable deductions). You can use this calculation method for employer calculations that are not subject to taxes, and employee deductions that are subject to all taxes and do not use calculation types 2-Add to Gross or 4-Add/Deduct (taxable). Do not use calculation method 2-Percent Total Taxable Wages for a deduction that is not subject to all taxes, such as most retirement plans.
- **Percent Gross + Paygroup Benefits**: Computes a percentage of the EI wages (Taxable wages = gross pay + taxable add-ons – non-taxable deductions). You can only use this calculation for paygroup benefit packages because Sage 100 Contractor only looks at the taxable add-ons and

non-taxable deductions in the paygroup. Calculation method 3-Percentage Gross + Paygroup Benefits requires the calculation to have a calculation number larger than the calculation that adds the benefit to the gross wage. Sage 100 Contractor executes each payroll calculation in the order established by the calculation numbers.

- **Percent Regular Pay (regular hours only)**: Computes a percent of the regular pay based on regular hours only, and does not include any pay from hours marked as overtime or premium. For example, if an employee works an eight-hour day plus two hours of overtime, Sage 100 Contractor computes the percent based on eight hours of regular pay.
- **Percent Regular Pay (all hours)**: Computes a percent of the regular pay based on all hours worked, including overtime and premium hours. For example, if an employee works an eight-hour day plus two hours of overtime, Sage 100 Contractor computes the percent based on ten hours of regular pay.
- **Percent Disposable Income (net)**: Computes a percent of the net pay after taxes. If two or more wage attachments apply to the same employee and you use 6-Percent Disposable Income (net) as the means of calculation, you may need to combine the calculations to withhold the correct amount.
- **Percent Other Calculation** : Computes an amount based on the result from another calculation. Calculation method 7-Percent Other Calculation requires you to select the prior calculation on which you are basing this calculation. In the Based on list, click the calculation you want to use. The based on calculation on must have a calculation number smaller than the current, payroll calculation number. Sage 100 Contractor executes each payroll calculation in the order established by the calculation numbers.
- **Per Hour (all hours)**: Multiplies the rate by the number of hours.
- **Per Hour (regular hours only)**: Multiplies the rate by the number of regular hours. This excludes overtime and premium hours.
- **Per Day**: Computes an amount based on the number of days worked.
- **Per Pay Period**: Computes a flat amount each pay period.
- **Regular/Overtime/Premium (0*, 1*, 1*)**: Computes overtime and premium wages for add-ons or benefits using overtime and premium wage rates indicated in the employee record. Sage 100 Contractor calculates overtime wages at the rate, and calculates premium wages at the rate.
- **Regular/Overtime/Premium (0*, 1.5*, 2*)**: Computes overtime and premium wages for add-ons or benefits using overtime and premium wage rates indicated in the employee record. Sage 100 Contractor calculates overtime wages at 1.5 times the rate, and calculates premium wages at 2 times the rate.
- **Regular/Overtime/Premium (1*, 1.5*, 1.5*)**: Computes regular, overtime, and premium wages using regular, overtime, and premium wage rates indicated in the employee record. Sage 100 Contractor calculates overtime wages at 1.5 times the rate, and calculates premium wages at 1.5 times the rate.
- **Regular/Overtime/Premium (1*, 1.5*, 2*)**: Computes regular, overtime, and premium wages using regular, overtime, and premium wage rates indicated in the employee record. Sage 100 Contractor calculates overtime wages at 1.5 times the rate, and calculates premium wages at 2 times the rate.

- **Regular/Overtime/Premium (1*, 2*, 2*)**: Computes regular, overtime, and premium wages using regular, overtime, and premium wage rates indicated in the employee record. Sage 100 Contractor calculates overtime wages at 2 times the rate, and calculates premium wages at 2 times the rate.
- **Tables**: Computes taxes using rates from a tax table. Sage 100 Contractor contains the necessary federal and provincial tax tables, but does not display the rates and maximums.
- **Variable (manual calculation)**: Allows you to enter a rate in the payroll record before the final-compute.

About payroll calculation defaults

Important! The **Default Rate**, **Default Max** and **Max Type** boxes in **5-3-1 Payroll Calculations** are defaults. When you create standard payroll calculations, these amounts are automatically created for many of the calculations. This information from **5-3-1 Payroll Calculations** is not used to compute payroll. However, **Max Type** is used when the records are computed.

Default Rate

When entering the default rate, ask yourself: Will a default rate help me when entering new employees?

Some calculations apply to all employees and have fixed rates, such as Canada Pension Plan and Employment Insurance taxes. Other calculations apply to all employees but may have varying rates, such as health insurance premiums and other benefits. Some other additional calculations apply to only a subset of employees and may have fixed rates too.

When entering default rates, it is very important to remember that this field is only a default. The actual rate used when payroll records are computed comes from either the individual employee record or the paygroup.

If there is a common rate, you may want to enter it so that it will then default to the employee record when entering a new employee. You may feel, however, that it is “safer” to require yourself to directly enter the rate for each employee to ensure having the correct rate every time rather than having an incorrect default accepted.

Moreover, some default calculations apply to only a subset of employees and may have varying rates, such as child support and other wage garnishments. There is no common rate for this group because this calculation doesn't apply to most employees, and therefore the common rate is actually zero.

Default Max

When considering the default maximum, use the same criteria as you use for the default rate. Ask yourself this question: Will a maximum rate help me when entering new employees?

Max Type

Wage-based maximum types mean that the calculation stops computing when the employee's wages reach the maximum level.

This kind of maximum is usually used in connection with tax calculations because they are usually published in this style by the government agency.

- **Per Quarter** and **Per Year** types are based on wages that are subject to Canada Pension Plan.
- **Per Cheque** and **Per Month** types are based on unadjusted gross wages.

Dollar-based maximum types mean that the calculation stops computing when the amount of the calculation reaches the maximum level.

This kind of maximum is useful when a dollar amount needs to be calculated without regard to the employee's earnings. For example, you may want to calculate an employer-matching 401(k) at 50% of what the employee contributes, but the matching is not to exceed $1,000 per year.

- **Per Year** types are based on all computed payrolls to date.
- **Per Quarter** types are based on all computed payrolls assigned to the same quarter number that is on the current payroll record.
- **Per Month** types are based on all computed payrolls that have a cheque date in the same month as the current payroll record.

  Important! It is important to enter the correct cheque date on the payroll records prior to computing so that Sage 100 Contractor is aware of the month to which the current payroll is assigned.

- **Per Cheque** types are based solely on the current payroll record.

About setting up posting accounts for payroll calculations

Many payroll calculations require you to provide the posting accounts. Sage 100 Contractor reads and posts each timecard line amount based on the ledger accounts in the payroll calculation setup.

When the timecard line indicates a job number, Sage 100 Contractor debits the direct labour account.

When the timecard line indicates an equipment number (for repair or maintenance), Sage 100 Contractor debits the shop labour account.

When the timecard line does not indicate a job or equipment number, Sage 100 Contractor looks at the employee's position to determine whether to post the account to an overhead or administrative labour account.

You can control the job, shop, overhead, and administration labour expense accounts and the credit account for each payroll calculation. The employee positions setup determines to which accounts Sage 100 Contractor posts. Sage 100 Contractor debits employer burden for payroll taxes, Workers' Compensation, benefits and liability insurance to the accounts indicated in the chart below.

In the example below, Sage 100 Contractor debits gross wages to accounts 5400, 5600, 6400, or 7400 based on the settings in **5-3-3 Employee Positions**.

Debit	Job	Shop	Overhead	Administration
Payroll tax	5410	5610	6410	7410
Workers' Comp	5420	5620	6420	7420
Benefits	5430	5630	6430	7430
Liability	5440	5640	6440	7440
Gross Wage	5400	5600	6400	7400

Note: A payroll calculation using calculation type **1-Deduct from Employee** does not allow entry of the posting accounts. Instead, Sage 100 Contractor refers to the posting accounts assigned to the employee position. When you compute timecards, Sage 100 Contractor looks at the employee position to determine where to post labour expenses.

Payroll calculation check boxes

- **Emp# as Subaccount.** Posts payroll to subsidiary accounts that use the employee numbers as the subsidiary account numbers. The credit account must first be set up as a controlling account. Sage 100 Contractor automatically creates the subsidiary accounts for you.
- **Use in Paygroup Benefits.** Allows you to select that particular calculation for a paygroups benefit package.
- **Display on Cheque.** Includes the result of the calculation on the pay cheque stub.
- **Disposable Earnings.** Indicates that the deduction is discretionary and that the deduction amount will be calculated as part of the net amount.
- **Default to New Employees.** Includes the payroll calculation in the group of payroll calculations that default to the **Calculations** tab when creating a new employee record.

About Union and Benefit in payroll calculations

Under **Reporting** in the **5-3-1 Payroll Calculations** window, there are four text boxes in which you may have to enter values. Two of them are **Union** and **Benefit**:

- **Union.** You can assign a calculation to a specific union. When you print a union report, Sage 100 Contractor includes the payroll calculation totals assigned to the union.
- **Benefit.** You can select the type of benefit for which the calculation is used. When you print certified payroll reports, Sage 100 Contractor includes the payroll calculation totals for the benefit.

About T4 Box in payroll calculations

Under **Reporting** in the **5-3-1 Payroll Calculations** window, there are three text boxes in which you may have to enter values. The **T4 Box** field allows you to direct the calculation to a specific box number on the T4 slip.

About calculations in employee records

When setting up a new employee record, Sage 100 Contractor inserts the package of default payroll calculations, including the calculation rates and maximums, on the **Calculations** tab. Each employee record has its own set of payroll calculation rates, maximums, and totals. You can edit the calculation rates and maximums in one employee record without affecting others. When you compute payroll, Sage 100 Contractor reads the calculation rates and maximums from the **Calculations** tab.

Before editing the individual calculation rates and maximums, familiarize yourself with how payroll calculations are set up. Most calculations that refer to tax tables do not allow editing. Sage 100 Contractor determines the tax table number, but does not display the data in the **Calculations** tab.

You can manage the TD1 Claim Codes for federal and provincial tax calculations. For example, Steve works in Manitoba. Steve claims Code 7 for federal, but for Manitoba, he claims Code 9. In the **TD1 Claim Code** column, you can enter the appropriate TD1 claim code for the federal and provincial calculations.

You can also control whether a payroll calculation is active or inactive. When you type **No** in the **Active** cell for a calculation, Sage 100 Contractor does not include that payroll calculation in the compute for timecards. For example, John was given a $500 payroll advance, and the **Payroll Advances** calculation in John's employee record was set up to recover $100 per pay cheque. But John has said that the next few weeks are difficult and that he would like to suspend the repayment for a little while. In John's employee record, type **No** in the **Active** cell of the **Payroll Advance** calculation. When you are ready to resume recovering the advance, type **Yes** in the **Active** cell of the **Payroll Advance** calculation.

Adding payroll calculations to employee records

When setting up a new employee record on **5-2-1 Employees**, Sage 100 Contractor inserts the package of default payroll calculations, calculation rates, and maximums on the **Calculations** tab. You can insert additional payroll calculations at any time.

To add payroll calculations

1. Open **5-2-1 Employees**.

2. Click the **Calculations** tab.
3. In the **Calculation** column, in an empty cell, click once, and then click the down arrow button to display the **Payroll Calculations Lookup** window.
4. Select and insert the calculation(s).

Tip: Alternatively, you can right-click in an empty cell of the **Calculation** column and select from the menu of **Pick Lists**. Press the **F5** key to open the **Payroll Calculations Lookup**, or **F8** to open the **Payroll Calculations Lookup** window as a **Picklist**.

About reviewing rates in tax tables

When setting up a payroll calculation for federal or provincial income taxes, Sage 100 Contractor sets the appropriate rate, but does not display it in the payroll calculation or in the employee record.

Other federal or provincial calculations, such as Employment Insurance, do not use tax tables. When you set up a calculation for social insurance, for example, Sage 100 Contractor suggests a default rate and maximum, but the default rate and maximum is not part of the tax tables.

We recommend that you perform a yearly review and update the calculation rates and maximums in each payroll calculation. Then update the changes to the employee records.

For details on setting up tax calculations for specific provinces, see About tax setup information.

Updating the CPP/QPP and EI rates, the Default Rate, and the Default Max

After closing your payroll year-end and before entering payroll for the new calendar year, you may need to update the CPP/QPP and EI rates and maximums. When the rates and maximums are current, you can update all your employees simultaneously by following this procedure.

Tip: You can use this procedure to update any payroll calculation.

To update CPP/QPP and other rates simultaneously:

1. Open **5-3-1 Payroll Calculations**.
2. In the **Default Rate** box, type the default rate.
3. In the **Default Max** box, type the default max.
4. On the **File** menu, click **Save**.
5. At the message that states "Reminder: Use the 'Options' menu to update Rate/Maximum change(s) to employee records," click **OK**.
6. On the **File** menu, click **Recall**.

7. From the **Options** menu, click **Update Employees** > **Update Default Rate and Maximum** > **ALL Employees**.
8. At the message that states "Reminder: ALL employees will be updated with this calculation's default rate and maximum. (This calculation will be added to employees who do not currently have it.) Do you want to continue?," click **Yes**.
9. At the message that states "[number] employees have been updated," click **OK**.
10. All of your employees are now updated with the new CPP and other rates and maximums.

Updating employee calculations using 5-3-1 Payroll Calculations Options menu

The **5-3-1 Payroll Calculations Options** menu provides two menu commands with subcommands for updating employees' payroll calculations under **Update Employees**. The option for **Update Maximum Only** does not add the calculation to employees that do not have it already.

Update Default Rate and Maximum

ALL Employees. Updates employees' payroll calculation with the **Default Rate** and **Max** from the currently displayed calculation (if it does not already exist for the employee).

'Current' Employees. Updates "current" employees' payroll calculation with the **Default Rate** and **Max** from the currently displayed calculation (if it does not already exist for the employee).

Employees with this Calculation. Updates employees' payroll calculation with the **Default Rate** and **Max** from the currently displayed calculation that already have it.

Update Maximum only

ALL Employees. Updates employees' payroll calculation with the **Max** only from the currently displayed calculation (if it does not already exist for the employee).

'Current' Employees. Updates "current" employees' payroll calculation with the **Max** only from the currently displayed calculation (if it does not already exist for the employee).

To update employee calculations for Default Rate and Maximum:

1. Open **5-3-1 Payroll Calculations**.
2. Using the data control, select a payroll calculation.
3. On the menu bar, click **Options > Update Employees > Update Default Rate and Maximum**, and select one of the following:
   - ALL Employees
   - 'Current' Employees
   - Employees with this Calculation

4. On the **File** menu, click **Save**.

To update employee calculations for Maximum only:

1. Open **5-3-1 Payroll Calculations**.
2. Using the data control, select a payroll calculation.
3. On the menu bar, click **Options > Update Employees > Update Maximum Only**, and then select one of the following:
   - ALL Employees
   - 'Current' Employees
4. On the **File** menu, click **Save**.

5-3-2 Workers' Compensation

About Workers Compensation

In the **5-3-2 Workers' Compensation** window, you can set up the table for workers' compensation codes, rates, and experience modifier. Sage 100 Contractor uses the table in conjunction with the workers' compensation payroll calculation to compute the premium for each code category. How you set up the workers' compensation codes depends on the requirements for each province.

Each province has a wage limit for subject earnings.

Use the compensation codes from the insurer's policy or report whenever possible. Companies with multiple policies may find that the policies share compensation codes. If this occurs, you may need to create a separate numbering system for Sage 100 Contractor to use. Then include each state's compensation code at the end of the description.

After you have set up the table, you can assign the workers' compensation codes to the cost codes and employee records. When you enter a timecard, Sage 100 Contractor first looks to the cost code. If Sage 100 Contractor does not find a compensation code, Sage 100 Contractor then looks to the employee record.

It is a good idea to write the expiration dates of your workers' compensation policies on your company calendar. Also, write a reminder on the calendar one month prior to the policy expiration so you can get quotes for the next policy term. When you renew the policies, adjust the rates and experience modifications in the **5-3-2 Workers' Compensation Codes** window.

Entering workers' compensation codes

In **5-3-2 Workers' Compensation**, you set up the table for workers' compensation codes, rates, and experience modifiers. Sage 100 Contractor uses the table in conjunction with the workers' compensation

payroll calculation to compute the premium for each code category. How you set up the workers' compensation codes depends on the requirements for each province.

Note: In some provinces, subcontractors are not required to carry workers' compensation liability insurance. The general contractor often charges the subcontractor for the cost of coverage on the general contractor's policy for the duration of the project.

To enter workers' compensation codes:

1. Open **5-3-2 Workers' Compensation**.
2. In the **Code#** cell, enter the compensation code number.
3. In the **Description** cell, enter a brief description of the code.
4. If you work in multiple provinces and have multiple policies:
   a. Enter the two-letter province abbreviation in the Province cell.
   b. Open **5-3-1 Payroll Calculations**, and then set up the corresponding payroll calculation with tax type **11-Workers Compensation**, entering the two-letter province abbreviation in the Province cell for each Province.

   Tip: Companies that operate in a single Province do not need to assign the province abbreviation to either the compensation codes or the payroll calculation for workers' compensation.
5. If the premium is computed using a percentage, enter the rate in the **Employer %** cell.
6. If the premium is computed using a dollar per hour rate:
   a. Enter the employee's rate in the **Employee Hrly** cell.
   b. Enter the employer's rate in the **Employer Hrly** cell.
7. In the **Liability** cell, enter the rate for your liability insurance.

   Important! If your company is required to carry liability insurance, enter the rate in the **Liability** column.
8. In the **Exper Mod** cell, enter the modification number.
9. If you have a second experience modification, enter the modification number in the **Add Exper Mod** cell.
10. If there is a maximum wage limit, in the **Maximum Wage** cell, enter the maximum wage.
11. Repeat steps 2 through 10 for each compensation code.
12. On the **File** menu, click **Save**.

5-3-3 Employee Positions

About employee positions

Employee positions determine how you post payroll costs to the general ledger. Create employee positions that represent the type of work performed by employees such as office workers, job supervisors, and labourers. The list does not need to be complex. However, you must create at least one employee position.

After creating the employee positions, assign them to employee records. When you post a payroll record, Sage 100 Contractor looks at the position in an employee's record, and the ledger accounts in the employee positions table:

- When a timecard line contains a job number, payroll posts to the ledger account in the **Job Wages** cell.
- When a timecard line contains an equipment number (for maintenance or repair), payroll posts to the ledger account in the **Equipment Wages** cell.
- When a payroll record does not contain timecard lines, or a timecard line does not contain a job number or equipment number, Sage 100 Contractor posts to the ledger account in the **Other Wages** cell.

You can also add a department to each position. When you post a payroll record, Sage 100 Contractor first looks to the job record for a department number. If Sage 100 Contractor does not find a department number in the job record, it next looks to the cost code. If the cost code does not contain a department number, Sage 100 Contractor then looks to the employee position.

Setting up employee positions

The **5-5-5 Employee Positions** window provides a way for you to classify employee positions.

Note that if you have set up departments to represent different offices, create duplicate employee positions for each office. Then assign the positions for each office to the corresponding departments.

To set up employee positions:

1. Open **5-3-3 Employee Positions**.
2. For each position:
   a. In the **Position#** cell, enter the position number.
   b. In the **Description** cell, enter a brief statement about the position.
   c. In the **Job Wages** cell, enter the direct labour account.
   d. In the **Equipment Wages** cell, enter the equipment/shop labour account.
   e. In the **Other Wages** cell, enter the overhead labour or administrative labour account.

f. If relevant, in the **Department** cell, enter or select a department.

g. If relevant, in the **Notes** cell, type a note and then save it.

3. On the **File** menu, click **Save**.

5-3-4 Paygroups

About paygroups

Use paygroups to manage wages and the benefit packages for union shops. You can include the paygroups in the employee record or in the job record to provide the correct paygroup when entering timecards. The paygroup then becomes the source for wages and benefits on the timecard lines.

- For union shops, set up a paygroup for each combination of pay scale and benefits package that you need to report. Then assign the appropriate paygroup to each employee record. During timecard entry, Sage 100 Contractor assigns the paygroup from the employee record to each timecard line.

  When working with multiple unions, it is a good idea to provide the union number at the beginning of the paygroup description. Place the important information at the beginning of the description. For example, **80% Apprentice** instead of **Apprentice—80%**.

- In open shops, the requirements between the prevailing-wage projects can vary, and employees can work under a variety of pay categories. For each prevailing-wage project, set up the appropriate paygroups for each combination of pay scale and benefits package that you need to report. Then in the job record, you can list only the paygroups for that job. When you enter a job number on a timecard line, Sage 100 Contractor looks for a list of paygroups. If the job record contains a list of paygroups, it then uses the employee's position to determine the appropriate paygroup and inserts it on the timecard line.

When creating the paygroups, organize the paygroups by job or geographic area. When numbering the paygroups, skip a few numbers between groups in case you need to add other paygroups later. You may also want to include a job or area description in the paygroup name. This allows quick identification of the correct paygroup when entering timecards.

Each union or prevailing-wage project has specific requirements as to how the benefits are calculated. To manage the different benefit packages, you can assign an independent set of payroll calculations to each paygroup. It is important to review each benefit you provide and determine if it meets the requirements set forth by the governing agency. If not, you will need to create a new payroll calculation.

Entering paygroups

To enter paygroups:

1. Open **5-3-4 Paygroups**.
2. For each paygroup.
   a. In the **Paygroup#** cell, enter the paygroup number.
   b. In the **Name** cell, enter a brief description of the paygroup.
   c. In the **Classification** cell, enter a description of the type of work performed. Sage 100 Contractor includes this information on certified payroll reports.
   d. If you want the paygroup to supersede the benefits in the employee record, type **Yes** in the **Override** cell.
   e. In the **Rate 1** cell, enter the rate for regular pay.
   f. In the **Rate 2** cell, enter the rate for overtime pay.
   g. In the **Rate 3** cell, enter the rate for premium pay.
   h. In the **Piece Rate** cell, enter the rate of pay per completed piece.
   i. In the **Union** cell, enter the union number.
3. On the **File** menu, click **Save**.

After adding paygroups

Set up the benefits package for each paygroup.

Updating employee pay rates

When employee pay rates change in paygroups, you can update the employee records.

Important! When you update pay rates, do not do it in a window with a specific employee in view. It's best to update employee pay rates in a blank window. This gives Sage 100 Contractor a chance to refresh the records when you bring them into view after the updating process.

To update employee pay rates:

1. Open **5-2-1 Employees**.
2. On the menu bar, click **Options.**
3. Point to **Update Employees from Paygroups**, then click **Update Payrates**

Use higher rate

When you click **Use Higher Rate (Emp or Paygrp)** from the **Options** menu in **5-2-2 Payroll Records**, Sage 100 Contractor compares the hourly wage in the employee record to the hourly wage in the paygroup, then inserts the highest wage.

For example, if an individual carpenter's regular rate of pay is $40 per hour, but the regular rate in the paygroup for carpenters is $35 per hour, with the **Use Higher Rate (Emp or Paygrp)** option selected, the overtime differential is based on $40 per hour individual carpenter's rate rather than $35 per hour paygroup rate.

About setting up payroll calculations for paygroup benefit packages

Use the **5-3-4 Paygroups** window to assign each paygroup its own set of payroll calculations that Sage 100 Contractor uses to compute its associated benefits. First you select the payroll calculations, and then you assign each a rate. When you perform the final compute of the payroll, **5-3-4 Paygroups** is the source for the benefit rates.

In some cases, the calculation methods or the taxes to which a calculation is subject differ from union to union or from job to job. When the calculation method or taxes differ for a similar payroll calculation, you have to set up a separate payroll calculation.

For each paygroup benefit, create a separate payroll calculation in **5-3-1 Payroll Calculations** in the **Calc Method** drop-down list, using the following guidelines:

- You can use most calculation methods for paygroups with the following exceptions:
  - **2-%Total Taxable Wages**
  - **10-Per Day**
  - **11-Per Pay Period**,
  - **17-Tables**
  - **18-Variable (manual calc)**

  Benefits set up using these methods are excluded from reports.
- Some payroll calculations are computed after a paygroup benefit has been computed and its result has been added to the gross wages. In the **Calc Method** list, click **3-%Gross + Paygroup Benefits**. For example, you might need to compute union dues after the vacation benefit has been added to the gross wage.
- Calculation method **3-%Gross + Paygroup Benefits** requires the calculation to have a calculation number larger than that of the calculation that adds the benefit to the gross wage. Sage 100 Contractor executes each payroll calculation in the order established by the calculation numbers.

- To use the calculation for paygroup benefit packages only, select the **Use in Paygroup Benefits** check box.
- To include the calculation on a union report, under **Reporting**, select the union from the **Union** drop-down list. Union reports can only be included with the calculations of their own union number. If you are using union reports and have more than one union, you must create a set of calculations for each union.
- To include the calculation on certified payroll reports, under **Reporting**, select the type of benefit in the **Benefit** list.

You can use the same payroll calculation in different paygroups, but assign different rates.

Entering benefits packages for paygroups

To enter the benefits package for a paygroup:

1. Open **5-3-4 Paygroups**.
2. In the **Paygroup#** column, click in the cell of the paygroup that you want to assign benefits.
3. Click the **Benefits** button.

   A window opens corresponding to the paygroup that you selected.
4. In the **Calculation** column, click the cell in which you want to insert the benefit, and then click the down arrow button.

   The **Payroll Calculations** window opens.
5. To select the benefit type, double-click the item.
6. In the **Rate** column, in the appropriate cell, enter the rate for each benefit.
7. On the **File** menu, click **Save**.

Tip: Alternatively, you can right-click in the **Calculations** column, and choose **Display Picklist Window**; or you can click in the column and press the **F8** key to display a **Picklist** window. You can choose multiple benefits from a **Picklist**. Select several items, and then click the check mark button.

Updating employee benefits

When you make changes to the benefits in a paygroup, update the employee records. Sage 100 Contractor updates all employee records.

To update employee benefits:

1. Open **5-2-1 Employees**.
2. On the menu bar, click **Options**.

3. Point to **Update Employees from Paygroups**, then click **Update Benefits**.
4. In the confirmation message, click **Yes** or **No** to continue.
5. In the next confirmation message, click **OK**.

5-3-5 Payroll Unions

Setting up payroll unions

You can create the table of unions in either of the following ways:

- Create a numbering system that is independent of the union numbers, using the Local number as the union name or part of the union name. For example:

Union #	Union Name
1	Local 27
2	Local 194
3	Local 689

- Simply use the union numbers. If you have employees who work out of different locals for the same union, enter each local as a separate union. This enables you to create reports for each local. In this example, a large electrical contractor has employees working out of several National Brotherhood of Electrical Workers (NBEW) locals:

Union #	Union Name
27	NBEW Local 27
194	NBEW Local 194
689	NBEW Local 689

Recording registered pension plan account numbers

If your company or employees contribute to a pension fund, enter the registered pension plan (RPP) account number for the union in the **RPP Account#** column. T4 forms that include contributions to an RPP include the account number associated with the employee's union in Box 50 on the form.

For employees who do not belong to a union, create an internal (or "dummy") union record, and use it to record the registered pension plan (RPP) account number required on their T4 slips.

To set up payroll unions:

1. Open **5-3-5 Payroll Unions**.
2. For each untion:
   a. In the **Union#** cell, enter the union number you want to use.
   b. In the **Union Name** cell, enter a brief statement about the union.
   c. In the **Address 1** cell, enter the street address.
   d. In the **Address 2** cell, enter any additional address information.
   e. In the **City** cell, enter the city.
   f. In the Province cell, enter the provinceabbreviation.
   g. In the Postal cell, enter the postal code.
   h. In the **Phone#** cell, enter the telephone number.
   i. In the **RPP Account#** column, enter the registered pension plan (RPP) account number .
3. On the **File** menu, click **Save**.

Important! When union benefits change, you must adjust the system's calculations in **5-3-1 Payroll Calculations** and **5-3-4 Paygroups**.

5-3-7 Payroll Audit

About auditing payroll

You can repair and audit the stored balances of each employee record before filing the quarterly or yearly payroll reports. The repair recalculates the gross wage, Canada Pension Plan, and Employment Insurance totals from the payroll records. The audit compares them to the totals stored in the employee records. The repair also recalculates the quarterly totals for each payroll calculation and compares them to the quarterly totals stored in the employee records.

If a recalculated total does not match the stored total, a variance exists. Audit variances can result from several factors:

- Incorrectly computed Canada Pension Plan or Employment Insurance taxes on hand-computed cheques.
- Changes to payroll calculations after computing payroll records.
- Hardware failure or power outage.

The audit also looks for cheque dates that do not fall within the correct payroll quarter. When the cheque date is wrong, you can enter the correct cheque date in the existing record. When the quarter is wrong, void the original record and re-enter the record using the correct quarter.

When the audit is complete, print the **Payroll Audit** report–it identifies the employee records containing variances, the payroll records referencing an incorrect cheque date or quarter, and un-computed and un-posted payroll records. Some variances can be repaired by Sage 100 Contractor.

Auditing payroll

When the audit is complete, print the **Payroll Audit Report**. The audit report lists all errors uncovered during the audit, regardless of whether you have already resolved them.

To audit the payroll:

1. Open **5-3-7 Payroll Audit**.
2. Click the **Audit** button.

Repairing the payroll balances

During the repair for variances, Sage 100 Contractor recalculates the quarterly and year-to-date totals for Canada Pension Plan wages, Employment Insurance wages, and gross wages from the payroll records assigned status **2-Computed** or status **3-Posted**. Additionally, Sage 100 Contractor recalculates the quarterly totals of each payroll calculation and runs an audit.

To repair the payroll balances:

1. **Open 5-3-7 Payroll Audit**.
2. Click the **Repair** button.

Note: The repair only recalculates the balances based on how the payroll calculations have been set up. It cannot repair data resulting from incorrectly set up payroll calculations.

Changing the cheque date on payroll records

To change the cheque date on a payroll record:

1. Open **5-2-2 Payroll Records**.
2. Using the data control, select the payroll record.
3. In the **Cheque Date** text box, enter the correct cheque date.
4. On the **File** menu, click **Save**.

Changing the payroll quarter on payroll records

To change the payroll quarter on a payroll record:

1. Open **5-2-2 Payroll Records**.
2. Using the data control, select the payroll record.
3. In the **Quarter** text box, enter the correct quarter number.
4. On the **File** menu, click **Save**.

Preparing payroll for the new calendar year

Before you process your first payroll in the new year, we recommend that you adjust rates for unemployment, adjust thresholds for payroll calculations, and reset vacation and sick accrual.

Make the corrections and adjustments from the menu option **Payroll Calculations (5-3-1)** in your active company folder:

- Correct Employment Insurance (EI) default rates and default maximums. Do not forget to select **Options > Update Employees > Employees** with this calculation after saving the changes.
- Correct Canada Pension Plan/Quebec Pension Plan default maximums. Do not forget to select **Options > Update Employees > All Employees** after saving the changes.
- Verify if you need to update default maximums for Registered Pension Plan (RPP) contributions. After saving the changes and only if all employees with this calculation have the same maximum, select **Options > Update Employees > Update Maximum Only > All Employees** with this calculation. Do not update the rate from **5-3-1** because this has to be done for each individual employee in the **5-2-1 > Compensation** tab.
- Delete, alter, or add payroll calculations (**5-3-1**). If the changes apply to all employees with these calculations, carefully select the appropriate update option from the **Options** menu.
- Reset sick and vacation time accrual for eligible employees (**5-2-1 > Compensation** tab) only if leftover hours do not carry over to the next year.
- Adjust **Employees (5-2-1)** calculation maximums to reflect what has been collected in prior years on the Calculations tab. For example, you may need to adjust employee loan repayment or employee garnishment maximums.

Tip: For more information on closing the payroll year, look in Help and search for “closing.”

About 5-3-9 HR Forms

The **5-3-9 HR Forms** by Aatrix window is an integration portal into Aatrix software. When you move beyond this window by clicking **Go to Forms**, you actually begin working in Aatrix software that has been integrated

into Sage 100 Contractor.

On the menu bar, you have access to the following options:

- Update Forms–Displays a message window that prompts you to update Aatrix forms if updates are available.
- Register Aatrix Software–Displays the Aatrix Software Registration window. Registering allows you to fill out and print current reports for the duration of your service and maintenance contract.

Note: When you are working in Aatrix software, you have access to Aatrix Help. Sage 100 Contractor Help does not duplicate Aatrix Help.

To go to forms:

1. Open the **5-3-9 HR Forms** by Aatrix window.
2. If you are prompted to register, we strongly recommend that your register Aatrix software through Sage 100 Contractor.
3. Click **Go to Forms**.
4. Follow the instructions on the window, or refer to Aatrix Help.

5-4 Federal Tax Filing

About Sage 100 Contractor integration with Aatrix

What is Aatrix®?

Aatrix is a leading provider of tax-form filing and compliance services. It is in business to help you complete federal payroll reports directly from your software. Now that Aatrix has been integrated into Sage 100 Contractor, you have the ability to fill out report forms, print, and then send them to federal entities.

In addition, if you enroll with Aatrix and set up an account, you can file reports electronically through Aatrix while working within Sage 100 Contractor.

Whether you print and send your tax reports or you files the reports electronically, with Aatrix integration there is no longer any need to create these tax reports manually.

What do I get if I register Aatrix through Sage 100 Contractor?

If you choose to register, you can fill out and print Aatrix report forms, and then send them to federal entities.

If you choose not to register, you can still use Aatrix in “Evaluate” mode. However, the forms you print will have a “DEMO” watermark. You cannot file them with federal entities.

How do I register?

As soon as you open the Sage 100 Contractor window, **5-4-1 Federal Tax Forms by Aatrix®**, you are prompted to register Aatrix through your Sage 100 Contractor so that it is associated with your Sage Service Plan.

As a benefit for our customers, registering Aatrix through Sage 100 Contractor allows you to use Aatrix forms. We recommend that you register immediately to take advantage of this valuable service.

Can I file electronically when I register?

Registering through Sage 100 Contractor allows you to use all the Aatrix report forms for your tax reports and then print them. Registering the Aatrix software through Sage 100 Contractor does not enroll you with an Aatrix account for filing electronically. To use electronic filing, you have to register for an Aatrix account.

How do I enroll with Aatrix so that I can file electronically?

For more information about enrolling with Aatrix and setting up an account for efiling, visit https://efile.aatrix.com/

What is the Aatrix fee structure for electronic filing?

For more information about Aatrix fees, visit https://partner.aatrix.com/sage100contractor/.

Can I file T4s electronically?

For more information about filing T4s electronically, visit http://efile.aatrix.com/SMB029/info.aspx.

How do I use Aatrix with Sage 100 Contractor?

Open **5-4-1 Federal Tax Forms and eFiling by Aatrix** . Select a report, set criteria, and then click **Run Report** or **View History**.

When you click **Run Report**, you can review the report and enter any missing information. Then you go to the next step to save and print the form. If you have an account with Aatrix, then you can file electronically by forwarding the completed reports to the Aatrix eFile® center for electronic filing.

When you click **View History**, you can review and work with reports through the **Open Report** window.

How can I get acquainted with Aatrix integration before I use it for my company?

Open the Sample Company and then open **5-4-1 Federal Tax Forms and eFiling by Aatrix**. Select a report, set criteria, and then click **Run Report** or **View History**. This will also give you a chance to open the Aatrix Help, which provides details information about how the Aatrix processes works.

What technical support options do I have if I run into a problem with Aatrix?

If you have a problem with Aatrix or Sage 100 Contractor, call 800-849-8049 (Sage Customer Support for Sage 100 Contractor).

Common features with Aatrix integration windows

The **5-4-1 Federal Tax Forms by Aatrix®** is an integration portal into Aatrix software. When you run some option commands or click buttons, such as **View History** or **Run Report**, you actually begin working in Aatrix software that has been integrated into Sage 100 Contractor.

Does Aatrix software have its own Help system?

When you click the Help button in **5-4-1 Federal Tax Forms by Aatrix®**, you open Sage 100 Contractor Help.

Aatrix software provides its own Help. When you click the Help icon after clicking **View History** or **Run Report**, you open the Aatrix Help.

Where does the list of reports and descriptions come from?

The list of reports in the left pane and the report descriptions in the right pane of the **5-4-1 Federal Tax Forms by Aatrix®** window is provided by Aatrix.

As you click various reports in the list on the left, the description changes in the right pane. Reports have different selection criteria. You may have to enter search criteria based on a **Year**, a **Year** and a **Period**, a **First Cheque Date** and a **Last Cheque Date**, or no criteria.

How do I know the forms are up to date?

Aatrix guarantees to keep all its report forms up to date. Before you can actually work with Aatrix report forms, Aatrix determines whether or not you have the latest forms. If you don't, you are prompted to update the forms.

The first time you open (with Internet access) either Aatrix integration window and click **View History** or **Run Report**, the program displays a message window that provides four choices:

- **Automatic Update.** Update forms automatically over the Internet.
- **Download Update.** Update forms by manually downloading an update from any computer with an Internet connection.
- **Continue Expired.** Continue processing without the required update. Forms will be marked as expired and cannot be filed.
- **Cancel.** Cancel without processing forms.

What happens when using the Automatic Update process?

Aatrix displays the **Aatrix Update Client–Update List** window with a list of the items that are new or out-of-date and will be updated. When you click **Next**, the updating process begins and runs to completion. Click **Close** when your program versions and forms have been updated.

Important! Using **Automatic Update** requires Internet access.

What happens when using the Download Update process?

Aatrix displays the **Download Update** window with instructions for manually downloading an update. Follow the instructions in the windows provided by Aatrix.

How does my tax information in Sage 100 Contractor get into Aatrix forms?

When you select a report and then click **Run Report**, Sage 100 Contractor queries your company data and inserts a selection of values and information into the report form. The report form opens in Aatrix software. Then you provide any required or missing information that the query was unable to provide.

What is the Company Setup Wizard?

If you have not yet set up your company information, Aatrix prompts you to do so using the **Company Setup Wizard**. This wizard guides you through the process of verifying your company data for your federal report forms.

How do I fill out the report?

After opening **5-4-1 Federal Tax Forms by Aatrix®** and selecting report criteria, click **Run Report**. Sage 100 Contractor queries your data and opens the Aatrix form with as much data filled in as possible. Then you tab through the report and fill in any required and/or missing information. A red box indicates required information. In some cases, you click an ellipsis button to open an additional window to select data to be linked to specific boxes in the form.

Important! Completing T-4 forms requires a slightly different process and will take longer than completing other forms. Give yourself plenty of time when preparing T-4 forms. Aatrix requires that T-4 forms be delivered two days before the deadline when filing electronically.

What happens when I click View History?

If you have saved any reports whether complete or not, clicking **View History** opens the **Open Report** window.

Tip: The system displays the **Open Report** window only If you have updated the forms, completed the **Company Information Wizard**, and run a report and saved it.

The **Open Report** window displays any reports that have been saved. You can select individual reports by clicking the check box. The window provides buttons for performing other tasks. For more information, refer to the Aatrix Help provided with the window.

Registering Aatrix through Sage 100 Contractor

As a benefit for our customers, registering Aatrix through Sage 100 Contractor allows you to use Aatrix forms until September 30, 2014. We recommend that you register immediately to take advantage of this valuable service.

To register to use Aatrix through Sage 100 Contractor:

1. Open **5-4-1 Federal Forms by Aatrix®**.
2. On the **Aatrix® Software Registration** window, read the information in the yellow box.
3. In the **Sage Customer ID#** box, type the number you use when you contact Sage Customer Support.
4. In the **Registered Company Name** box, type the name you used when you purchased you maintenance and support plan. This is your official company name in the Sage system.
5. In the **Federal Employer ID#** box, type your Business Number.
6. Click **Register**.
7. Sage 100 Contractor displays a message with your Aatrix software expiration date.
8. Click **OK**.

5-4-1 Federal Forms

Running reports with 5-4-1 Federal Tax Forms and eFiling by Aatrix®

The **5-4-1 Federal Tax Forms and eFiling by Aatrix** window is an integration portal into Aatrix software. When you move beyond this window, for example, by clicking **View History** or **Run Report**, you actually begin working in Aatrix software that has been integrated into Sage 100 Contractor.

On the menu bar, you have access to the following **Options**:

- **Update Forms.**Displays a message window that prompts you to update Aatrix forms if updates are available.
- **View History.**Displays the **Open Report** window, which allows you to open, view, or access existing reports.
- **Register Aatrix Software.**Displays the Aatrix Software Registration window. Registering allows you to fill out and print current reports for the duration of your service and maintenance contract.

Note: When you are working in Aatrix software, you have access to Aatrix Help. Sage 100 Contractor Help does not duplicate Aatrix Help.

To run a report:

1. Open **5-4-1 Federal Tax Forms and eFiling by Aatrix**.

   Important! If you are prompted to register, we strongly recommend that your register Aatrix software through Sage 100 Contractor.

2. From the list in the left pane, select a report.
3. In the **Year** box, select a year.

   If there are other selections, such as a **Period and** a **Year**, a **First Cheque Date** and a **Last Cheque Date**, select them as required. There may be no selection options.

4. Click **Run Report**.
5. Follow the instructions in the window, or refer to Aatrix Help.

Viewing report history with 5-4-1 Federal Tax Forms and eFiling by Aatrix®

The **5-4-1 Federal Tax Forms and eFiling by Aatrix** window is an integration portal into Aatrix software. When you move beyond this window, for example, by clicking **View History** or **Run Report**, you actually begin working in Aatrix software that has been integrated into Sage 100 Contractor.

Note: When you are working in Aatrix software, you have access to Aatrix Help. Sage 100 Contractor Help does not duplicate Aatrix Help.

To run view report history:

1. Open **5-4-1 Federal Tax Forms and eFiling by Aatrix**.
2. If you are prompted to register, we strongly recommend that your register Aatrix software through Sage 100 Contractor.
3. From the list in the left pane, select a report.
4. In the **Year** box, select a year.

   If there are other selections, such as a **Period and** a **Year**, a **First Cheque Date** and a **Last Cheque Date**, select them.

5. Click **View History**.

Sage 100 Contractor queries the data. When the **Open Report** window opens, you are working in the **Tax Forms and e-Filing by Aatrix®** window, which is Aatrix software that has been integrated with Sage 100 Contractor.

6. Follow the instructions on the window, or refer to Aatrix Help.

5-5 Daily Payroll

5-5-1 Daily Payroll Entry

About 5-5-1 Daily Payroll Entry

You use the **5-5-1 Daily Payroll Entry** window to enter daily payroll data for employees as well as to allocate equipment use. From the daily entries, you can generate daily reports to review the daily costs of labour and equipment use.

Note: You can use the **5-5-1 Daily Payroll Entry** window to enter times only for employees who worked jobs or repaired equipment and for equipment that was used.

You use the **5-5-2 Payroll Records** window to enter records for salary, bonuses, adjustments to deduction and benefit balances, startup data, advances, or third-party sick pay.

You can attribute an employee's time to jobs, operation of equipment on jobs, or the repair and maintenance of equipment.

Example: Suppose Dan spends the afternoon repairing the engine of a backhoe. To make the repairs, Dan uses a forklift to lift the engine out of the backhoe. On a single line, you can enter Dan's time spent repairing equipment, what piece of equipment was repaired the backhoe—and, what equipment was operated—the forklift.

You can also enter time for equipment at the job site that does not require an operator. For example, a generator does not require an operator, but you charge for the time it is in use and idle. On a single line, you can enter both the operated and idle time.

You might find this additional functionality beneficial too. The related scope of work recorded in **6-11-6 Daily Field Report** line notes from both employees and equipment grids can be imported into **5-5-1 Daily Payroll Entry** using the **Options** > **Import Daily Field Report**. This provides a way for that information to become part of your payroll and job costing records.

At the end of a payroll period, you can convert the daily payroll records into timecards. Each timecard contains the hours worked by an individual employee. You can convert all the daily payroll records at once, or you can select employees for whom to create timecards. After conversion, you can review timecards only in the **Payroll Records** window.

About entering daily payroll records

The **5-5-1 Daily Payroll Entry** window combines the **8-4 Equipment Allocation** and **5-2-2 Payroll Records** windows into one location where you can enter the employee and equipment times for a single day. On a single line, you can enter the time for:

- An employee who worked on a job.
- An employee who operated equipment on a job.
- An employee who repaired equipment.
- An employee who repaired equipment using other equipment.
- Equipment that was operated, sat idle, or sat on standby at a job site.

Some equipment, such as an air compressor or generator, does not require an employee to operate it. If a line only contains the time equipment was operated, sat idle, or sat on standby, Sage 100 Contractor creates the equipment costs.

At the end of a pay period, convert the daily payroll records into timecards. At the time of conversion, Sage 100 Contractor creates the equipment costs. After conversion, you can view the timecards in the **5-2-2 Payroll Records** window.

Entering time for employees

You can capture many types of information when entering the time for an employee. However, you do not need to put a value in every cell. Enter only the information that is appropriate for your business needs.

When entering the time for employees and equipment, create a separate row in the grid when there is a change to the job or equipment cost data (job, phase, equipment repaired/operated, cost code, pay type, pay rate, and so on).

For example, suppose an employee operates a backhoe in the morning and a dump truck in the afternoon, both at the same job site. You would create two rows in the grid. The first row indicates the time the employee operated the backhoe. The second row indicates the time the employee operated the dump truck.

Before you start

If you want to search for or enter employees by last name, click **Options** > **Find Employee by Last Name**.

To enter time for an employee:

1. Open **5-5-1 Daily Payroll Entry**.

   The date box automatically defaults to today's date.

2. Right-click the **Employee** cell, and then click **Display Lookup Window** or **Display Detail/Add Record**.
3. Select an employee or add a new employee, as needed.
4. Enter information in the other cells in the row as needed.

   You can use the right-click menu in some of the cells. In other cells, you just click, and then enter a value.

   Important! Entering information in certain cells is conditional and based on the value in another cell. For example, if you enter a value of **1-Regular** in the **Pay Type** list, the **Piece Rate** and **Piece** cells are unavailable. Likewise, if you enter **7-Piece Pay** in the **Pay Type** list, the **Pay Rate** and **Hours** cells are unavailable. This situation also applies to paygroups.

   a. In the **Description** cell, enter the worker's job description.
   b. In the **Service Order#** cell, enter the service order number.
   c. In the **Job** cell, enter the job.
   d. In the **Equip Repaired** cell, enter the piece of equipment that was repaired.
   e. If the job has phases, in the **Phase** cell, enter the phase number.
   f. In the **Cost Code** cell, enter the cost code number.
   g. In the **Pay Type** cell, enter the pay type.
   h. If you are using paygroups, in the **Paygroup** cell, enter the paygroup number.
   i. In the **Pay Rate** cell, enter the employee's pay rate.
   j. In the **Hours** cell, enter the number of hours the employee worked.
   k. If you are paying a piece rate, in the **Piece Rate** cell, enter the rate.
   l. If you are paying a piece rate, in the **Piece** cell, enter the number of pieces.
   m. In the **Comp Code** cell, enter the Workers' Compensation code number.
   n. If you are using departments, in the **Department** cell, enter the department number.

5. Use the next nine rows to enter information about equipment:

a. In the **Operated Equipment** cell, to cost a piece of equipment, enter the equipment number.
b. In the **Operated** cell, enter the number of operated hours you want to cost.
c. In the **Standby** cell, enter the number of standby hours you want to cost.
d. In the **Idle** cell, enter the number of idle hours you want to cost.
e. In the **Rental Unit** cell, enter the number of the rented piece of equipment.
f. In the **Operated Rental** cell, to cost a piece of equipment, enter the equipment number.
g. In the **Standby Rental** cell, enter the number of rental standby hours you want to cost.
h. In the **Idle Rental** cell, enter the number of rental standby hours you want to cost.
i. Use the next three rows for entering additional information.
j. You can rename the **User Defined** column, and enter user-defined information.

> **Tip:** To change the name of a user-defined column, click a cell of the column, and then press F7 to open the **Field Properties** window. In the **User Description** and **User Prompt** text boxes, type the new name and entry prompt.

k. In the **Notes** cell, enter a note about this row.
l. In the **Absence** cell, enter the reason for an absence.

6. Repeat steps 3 through 6 for each employee and/or piece of equipment.
7. On the **File** menu, click **Save**.

> **Important!** When all daily payroll records have been entered for the pay period, convert the daily records into timecards.

- You can compare the budgeted costs to the actual costs.
- You can compute an employee's hourly rate per piece by using piece pay.

Entering time for equipment

When entering the equipment time, create a separate line when there is a change to the job or equipment cost data (job, phase, equipment repaired/operated, cost code, pay type, pay rate, and so on).

To enter time for equipment:

1. Open **5-5-1 Daily Payroll**.
2. In the **Date** text box, enter the date.
3. If the equipment was used on a job, enter the job number in the **Job** cell.

4. If the job uses phases, enter the phase number in the **Phase** cell.
5. If you entered a job number, enter the cost code number in the **Cost Code** cell.
6. In the **Operated Equipment** cell, enter the equipment number.
7. In the **Cost Unit** cell, accept the default value, or enter a different value.
8. In the **Operated Hours** cell, enter the number of hours you ran the piece of equipment that day.
9. In the **Standby Hours** cell, enter the number of hours the piece of equipment was on standby.
10. In the **Idle Hours** cell, enter the number of hours the piece of equipment was idle.
11. If you are using time and materials billing, in the **Rental Unit** cell, enter the rental unit number.
12. In the **Operated Rental** cell, enter the number of units that the piece of equipment was operated.
13. In the **Standby Rental** cell, enter the number of units that the piece of equipment was on standby.
14. In the **Idle Rental** cell, enter the number of units the piece of equipment was idle.
15. Repeat steps 3-14 for each piece of equipment.
16. On the **File** menu, click **Save**.

Tip: You can compare the budgeted costs to the actual costs.

Importing daily field reports

You can create a timecard from the daily field reports. The daily field reports only contain cost codes, paygroups, pay types, and the hours worked or pieces completed. Review the timecard and enter any additional information.

To import daily field reports:

1. Open **5-2-2 Payroll Records**.
2. In the **Employee** text box, enter the employee number.
3. In the **Period Start** text box, enter the date when the payroll period begins.
4. In the **Period End** text box, enter the date when the payroll period ends.
5. On the **Options** menu, point to **Import Data**, and click **Daily Field Reports**.

Creating timecards for daily payroll

To begin processing payroll, convert the daily payroll records into timecards. You can then review the timecards in the **5-2-2 Payroll Records** window.

Before you start

If you want to search for or enter employees by last name, click **Options** > **Find Employee by Last Name**.

To create timecards:

1. Open **5-5-1 Daily Payroll Entry**.
2. On the **Options** menu, click **Create Timecards**.
3. In the **Beginning Date** box, enter the date of the first daily record you want to convert.
4. In the **Ending Date** box, enter the date of the last daily record you want to convert.
5. In the **Payroll Quarter** box, enter the payroll quarter.
6. If you want to select individual employees for whom to create timecards, click the arrow beside the **Employee Pick List**, and then from the Employees pick list:
   a. Double-click each employee for whom you want to create a timecard.

      Selected records are indicated in red.

   b. When you have finished selecting employees, click [**Insert Selected Items**].
7. Click **Create Timecards**.

Note:

- When you create timecards, Sage 100 Contractor posts the costs for equipment time to the **General Ledger** and creates the job or equipment cost records.
- When you final-compute payroll, Sage 100 Contractor posts the costs for labour to the **General Ledger** and creates the job cost records.

Viewing daily payroll totals

After entering the daily payroll, you can view the payroll totals for the day or since the last time timecards were created. You can sort the report by employee, job, equipment repaired, or equipment used.

To view daily payroll totals:

1. Open **5-5-1 Daily Payroll Entry**.
2. On the **Options** menu, point to **Totals By**, point to **Day or Period**, and click the report you want to view.

5-5-2 Daily Job Reports

About 5-5-2 Daily Job Reports

Clicking **5-5-2 Daily Job Reports** launches the **5-5-2 Report Printing** window to be used to for printing Daily Job Reports and viewing sample reports.

5-5-3 Daily Labour Reports

About 5-5-3 Daily LabourReports

Clicking **5-5-3 Daily Labour Reports** launches the **5-5-3 Report Printing** window to be used to for printing daily labour reports and viewing sample reports.

5-5-4 Daily Equipment Reports

About 5-5-4 Daily Equipment Reports

Clicking **5-5-4 Daily Equipment Reports** launches the **5-5-4 Report Printing** window to be used to for printing daily equipment reports and viewing sample reports.

Chapter 6: Project Management

6-1 Job Reports

See Appendix B for a complete list of 6-1 Job Reports.

6-2 Budgets

About budgets

A budget represents a summary of the hard costs detailed in a takeoff, and provides the basis for all budgeted versus actual cost, hour, or unit comparisons. In addition, you can use the budget as the basis for the proposal you provide to the client.

The costs for a budget are categorized by cost code, and each cost code is further divided into cost types. Furthermore, you can include the hours necessary to complete the work for each cost code. For work performed on a unit basis (include the quantity of units to be performed for each cost code), Sage 100 Contractor automatically computes the cost per unit.

There are several ways to create a budget: you can export the data from a takeoff, import a file, or create a budget manually. After the budget is completed, you can set the original budget. If at any point the budget is changed, you can compare it to the original.

If it becomes necessary to adjust the costs in a budget, you enter the changes by issuing change orders. Change orders allow you to alter the budgeted costs independent from the budget itself.

Sage 100 Contractor also provides a way for you to be warned when you are over budget. The program determines the costs to date for the jobs by cost code and cost type. It then compares the data to the original budget plus change orders. When you save the record, Sage 100 Contractor notifies you if costs exceed the budgeted amount for a job. You can enable the Over Budget Warning option using the **1-3 Journal Transactions** or **4-2 payable Invoices/Credits** windows.

Creating budgets

Typically, you create a job before creating a budget. You can create new jobs in **3-5 Jobs (Accounts Receivable)**.

Important! To match historical job costs with a budget, you must enter them both using the same method.

Consider the following points before creating a budget:

- If you do not break costs apart into cost types, enter the total cost of each cost code in the **Other** column.
- If you perform unit-based work or issue unit-based change orders, Sage 100 Contractor automatically calculates the unit costs (based on the units entered in the **Cost Code**). Enter the quantity of units in the **Quantity** box.
- If you anticipate changes and want to preserve the current budget, set the original budget.

Important! Only four of the buttons in the data control activate areas in **6-2 Budgets**: **First**, **Previous**, **Next**, and **Last**. The **Display Lookup** drop-down arrow displays the **Accounts Receivable Lookup** window, and the detail button displays the **3-5 Jobs (Accounts Receivable)** window.

To create a budget:

1. Open **6-2 Budgets**.
2. Using the data control, select a specific job.
3. In the **Phase** list, click the phase for which you want to create a budget.
4. To populate the budget grid with cost code values, do one of the following:
   - To import cost codes from a **Lookup** window, right-click the cell and click **Display Lookup Window,** or click the drop-down arrow. Then double-click each item to import it into the budget.
   - To import cost codes from a **Picklist** window, right-click the cell and click **Display Pick List Window**. Then double-click the items that you want to import into the budget. Next, click the **Insert Selected Items** button to import all the selected items into the budget.
   - To import a ***.budget_grid file**, click **Options**, point to **Import**, then click **Grid File**. Browse to the appropriate file, then double-click it.
5. In the grid, for each cost code:
   a. In the **Hours** cell, enter the estimated hours if the cost code has associated labour costs.
   b. In the **Material** cell, enter the material costs.
   c. In the **Labour** cell, enter the labour costs.
   d. In the **Equipment** cell, enter the equipment costs.
   e. In the **Subcontract** cell, enter the subcontract costs.
   f. In the **Other** cell, enter the miscellaneous costs.
6. On the **File** menu, click **Save**.

Note: If you exported the budget from **Takeoffs**, Sage 100 Contractor inserts the data from the takeoff.

Setting the original budget

When you set the original budget, Sage 100 Contractor copies the budget information to the **Original** columns. With the original budget preserved, you can compare it to the current budget. The original budget information is for reference only.

To set the original budget:

1. Create the budget.
2. On the **Options** menu, click **Set Budget**.

Enabling the Over Budget Warning

The **Over Budget Warning** command notifies you if costs exceed the budgeted amount for a job. When you select the **Over Budget Warning** command, Sage 100 Contractor determines the costs to date for the jobs by cost code and cost type. It then compares the data to the original budget plus change orders. When you save the record, Sage 100 Contractor notifies you if costs exceed the budgeted amount for a job.

To set the Over Budget Warning:

1. Open **1-3 Journal Transactions** or **4-2 Payable Invoices/Credits**.
2. Display the last record, and from the menu select **Costs > Job Costs**.
3. On the **Job Costs** window from the menu select **Options > Set Over Budget Warning**.
4. In the **Message Type** dropdown, the choices are mutually exclusive. Select one of the following:
   - **No message.** No message is generated. All options for tolerance are grayed out.
   - **Warning.** A warning and/or alert is generated, but you are allowed to save the record.
   - **Not allow.** A warning and/or alert is generated, but you are not allowed to save the record.
5. If you select **Warning** or **Not Allow**, you must select one of the following choices in the **Tolerance Type** list:
   - No tolerance
   - Flat amount
   - Percent
   - Percent/not to exceed
6. Once a **Tolerance Type** has been selected, enter the applicable amount or percent for the type:
   - **Flat amount.** Enter the amount in the Tolerance Amount text box.
   - **Percent.** Enter the percent in the Tolerance Percent text box.

- **Percent/not to exceed.** Enter the percent of the budget plus approved changes by job, phase, cost code, and cost type allowed in the **Tolerance Percent** text box, and the amount of tolerance in the **Tolerance Amount Not To Exceed** text box.

7. Click **OK**.

About displaying budget recaps

You can display a cost code or phase summary of the budget for review before printing the final budget.

The cost code recap summarizes the cost types for each cost code across the job phases. Additionally, Sage 100 Contractor provides a summary of the budgeted hours to complete each cost code.

The phase recap summarizes the cost types in each phase and provides a summary of the budgeted hours to complete each phase of the project.

Displaying and printing budget cost code or phases recaps

1. Open **6-2 Budgets**.
2. Using the data control, locate a job.
3. From the **Options** menu, select **Recap** and one of the following:
   - **Cost Codes**
   - **Phases**
4. On the **Budget Recap** window, click the **Print records** button.
5. On the **Grid Printing** window, click **Preview report on screen** or **Print Records**.

Deleting budgets

To delete a budget:

1. Open **6-2 Budgets**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Budget**.

Exporting and Importing Budgets

About exporting files from 6-2 Budgets, 6-9 Proposals, and 6-10 Unitary Proposals

Depending on the type of work that you perform, you might need a few files or a large library. Careful thought should go into the creation of each file that you build. The mark of a good file is one that requires

little modification. The more you have to change a file to suit a specific situation, the less time it saves you. Remember that a file can include as much or as little information as you want.

You can either use an existing record as the basis for a file or build a file completely from scratch. When using an existing record, most of the work is already completed. Simply recall the record, modify it to meet your needs, then export it as a file.

In the **6-2 Budgets**, **6-9 Proposals**, and **6-10 Unitary Proposals** windows, you can create various kinds of files: a budget/proposal/unitary proposal file or a grid file. The former contains the information spanning all phases of a project, whereas the latter contains the information from a single grid.

Window	Exportable file types
6-2 Budgets	Budget, Grid
6-9 Proposals	Proposal, Grid
6-10 Unitary Proposals	Unitary Proposal, Grid

Exporting budget files

To export a budget file:

1. Open **6-2 Budgets**.
2. On the **Options** menu, point to **Export**, then click **Budget File**.
3. Name the file, then click **Save**.

Note: Files are specific to the company in which you save them.

Exporting budget grid files

You can create a file from a phase of an existing budget.

Before exporting a budget grid file

Consider the following points:

- Sage 100 Contractor only creates a file for the currently displayed grid.
- Files are specific to the company in which you save them.

To export a budget grid file:

1. Open **6-2 Budgets**.
2. In the data control box, enter the job number for the budget that you want to use.
3. In the **Phase** drop-down list, select the phase.
4. Edit the content of the phase as needed.
5. On the **Options** menu, point to **Export**, then click **Grid File**.
6. Name the file, then click **Save**.

Tip: Instead of using a budget from an existing job, you can create a new budget.

Importing budget files

Important!

- When you import a file, the file writes over any data already contained in the window.
- Before you import a file, you must first create and export a budget file to be imported to your project.

To import a budget file:

1. Open **6-2 Budgets**.
2. Using the data control, enter the job number of the job for which you want to create a budget.
3. On the **Options** menu, point to **Import**, and then click **Budget File**.
4. Select the file that you want to import, then click **OK**.

6-3 Job Costs

About job costs

Job costs provide detailed information about costs, giving you the means to track the costs of a project using cost codes and cost types. This functionality provides you with another way to analyze costs and refine the estimating or budgeting process.

When you post a transaction to the **Direct Expense** or **WIP** range of accounts, Sage 100 Contractor prompts you to create a job cost record in the **Job Cost Distribution** window. Job cost records are maintained in a separate database from the accounting data, and therefore do not impact the general ledger.

- If you have turned on **WIP Verification** for job costs, and are posting job costs to a job that is marked for **WIP Posting**, you will not be allowed to post to a direct expense account. A message will display: **WIP Posting is not = to job costs**. You must correct your posting before you will be allowed to save.
- If you have turned on **WIP Verification** for job costs, and are posting job costs to a **WIP (Asset)** ledger account for a job that is not marked for **WIP Posting**, a message will display: **WIP Posting is not = to job costs**. You must correct your posting before you will be allowed to save.
- If a text box is shaded, you cannot directly edit the data; you can only change it through an accounting entry.

Methods for entering historical job cost records

You can enter historical cost records for each job. There are many ways to enter the cost records. Select a method appropriate for each job. While some methods require additional time and effort, those same methods produce more detailed reports than the faster methods of entry.

"Method 1" (page 422)

"Method 2" (page 423)

"Method 3" (page 423)

"Method 4" (page 423)

"Method 5" (page 424)

"Method 6" (page 424)

"Method 7" (page 424)

For example, you might only need the total amount of job costs for a project that is nearly complete, whereas you might need the individual job costs for a job that is just beginning.

Important! Sage 100 Contractor does not automatically create job costs for payroll records assigned payroll record type **3-Hand Computed** or **4-Startup**. If you are using the **Payroll** module and have entered the year-to-date payroll history, determine the job costs associated with payroll and figure those costs into the appropriate historical cost entries.

Method 1

For each job, enter one cost record. Determine the amount from the total costs to date for the job at the time the general ledger was set up. It is recommended that you assign the record cost type **5-Other**. Post each record to the period just prior to the current period.

Because you are entering a single amount that may cover many cost codes, create a special cost code for this purpose. You might name the cost code something like **Unassigned** or **Lump Sum** or **Start Up**.

This method provides you with **Bonding**, **Over/Under Billing**, and **Job Cost Totals** reports. Reports based on cost codes, cost types, or accounting periods do not contain any detailed data.

Important! If your budget is set up to reflect the original budget costs, the **Cost to Budget** report will show discrepancies.

Method 2

For each job, enter one cost record for each cost code. Determine the amount from the total costs to date for each cost code for each job at the time the general ledger was set up. It is recommended that you assign the record cost type **5-Other**. Post each record to the period just prior to the current period.

This method provides reports with an accurate breakdown of costs for each cost code except in **Journal** reports or **Current Cost Summary** reports. Reports based on cost types or accounting periods do not contain any detailed data.

Important! If your budget is set up to reflect the original budget costs, the **Cost to Budget** report will show discrepancies.

Method 3

For each job, enter one cost record for each cost code in the prior fiscal year and another cost record for the current fiscal year. First, determine the accumulated costs for each cost code in the prior fiscal year. Then enter a separate cost record for each cost code. Post each record to period 0. It is recommended that you assign the record cost type **5-Other**.

Next, determine the accumulated costs for each cost code in the current fiscal year. Then enter a separate cost record for each cost code. Post each record to the period just prior to the current period.

This method provides reports with an accurate breakdown of costs for each cost code during the previous and current fiscal years, but does not provide accurate **Journal** reports. Reports based on cost types or accounting periods do not contain any detailed data.

Important! If your budget is set up to reflect the original budget costs, the **Cost to Budget** report will show discrepancies.

Method 4

For each job, enter one cost record for each combination of cost code and cost type. Determine the amount from the total costs to date for the job at the time the general ledger was set up. Post each record to the period just prior to the current period.

This method provides reports with an accurate breakdown of costs for each cost code and cost type, but does not provide accurate **Journal** or **Current Cost Summary** reports. Reports-based accounting periods do not contain any detailed data.

Method 5

For each job, enter one cost record for each combination of cost code and cost type in the prior fiscal year, and another cost record for each combination of cost code and cost type in the current fiscal year.

First, determine the accumulated costs for each combination of cost code and cost type in the prior fiscal year. Then enter a separate cost record for each combination of cost code and cost type. Post each record to period 0.

Next, determine the accumulated costs for each combination of cost code and cost type in the current fiscal year. For each combination of cost code and cost type, enter a separate cost record. Post each record to the period just prior to the current period.

This method provides reports with an accurate breakdown of costs for each cost code and cost type during the previous and current fiscal years, but does not provide accurate **Journal** or **Current Cost Summary** reports. Reports based on accounting periods do not contain any detailed data.

Method 6

For each job, enter one cost record for each combination of cost code and cost type in the prior fiscal year, and enter another cost record for each combination of cost code and cost type in the current fiscal year.

First, determine the accumulated costs for each combination of cost code and cost type in the prior fiscal year. Then enter a separate cost record for each combination of cost code and cost type. Post each to period 0.

Next, determine the accumulated costs for each combination of cost code and cost type in each period during the current fiscal year. For each combination of cost code and cost type, enter a separate cost record. Post each record to the appropriate accounting period.

Suppose you are starting up in period 7. Determine the accumulated costs for each combination of cost code and cost type in each period. Then enter a cost record for each combination of cost code and cost type in periods 1 through 6.

This method provides reports with an accurate breakdown of costs for each cost code and cost type during the previous and current fiscal years. Reports on job cost journals do not provide detailed data.

Method 7

For each job, enter each cost record. First, enter the cost records in the prior fiscal year, posting each to period 0. Then in the current fiscal year, enter each cost record, posting each record to the appropriate period.

This method provides reports with an accurate breakdown of costs for each cost code and cost type during the previous and current fiscal years. Because individual costs for a job have been entered, reports on job cost journals provide fully detailed reports.

Entering historical job cost records

Important! In order to match historical job costs with a budget, you must enter them both by the same method.

Notes:

- **6-1-12 Reports** do not work with historical job costs.
- Be sure to select the correct posting period.

To enter a historical job cost record:

1. Open **6-3 Job Costs**.
2. In the **Data Control** box, enter the job number.
3. If the job uses phases, enter the phase number in the **Phase** box.
4. In the **Trans#** box, type **Start Up**.
5. In the **Date** box, enter the date. Be sure to enter the same date used in the Ledger Account balance setup.
6. In the **Description** box, type **Start Up**.
7. In the **Cost Code** box, enter the cost code.
8. In the **Cost Type** list, click the cost type.
9. In the **Cost** box, enter the amount.
10. In the **Billing Status** list, click **1-Open**.
11. On the **File** menu, click **Save**.

Tip: You can void historical job cost records.

Entering job costs

When you post payable transactions to the **Expense** range of accounts, Sage 100 Contractor displays the **Job Cost Distribution** window.

To enter job costs:

1. In the **Job** box, enter the job number.
2. In the **Phase** box, enter the phase number.
3. In the **Date** box, enter the transaction date.
4. In the **Description** box, enter a brief statement about the job cost.
5. In the **Transaction#** box, enter the transaction number.
6. In the **Cost Code** box, enter the cost code number using the lookup window, then press Enter.
7. In the **Cost Type** box, select the cost type.
8. Repeat steps 1-7 for each item for which you want to create a cost record.
9. On the **File** menu, click **Save**.

Tips:

- You can create a **Picklist** of jobs or phases and then distribute the costs evenly among the selected items. On the **Allocate** menu, click **Job Allocate** or **Phase Allocate**.
- You can compare the budgeted costs to the actual costs.
- You can receive a warning if you exceed the budget.

Voiding job costs

You can only void a historical job cost record that does not originate from another source in Sage 100 Contractor. When you void a transaction in the window of original entry, Sage 100 Contractor also voids the cost record.

To void a job cost item:

1. Open **6-3 Job Costs**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Void Cost Record**.

Entering the settings for Cost Over Budget Warning

The **Over Budget Warning** command notifies you if costs exceed the budgeted amount for a job. When you select the **Set Over Budget Warning** option, Sage 100 Contractor determines the Actual + Committed costs to date for the job and phase by cost code and cost type.

It then compares the data to the original budget plus approved change orders. When you save the record, Sage 100 Contractor notifies you if costs exceed the budget plus approved change orders for a job and phase, cost code and cost type, plus the tolerance.

Example: Using the Flat Amount with Warning

Message Type	Warning
Tolerance Type	Flat amount
Tolerance Amount	$100
Tolerance Percent	N/A
Tolerance Amount Not To Exceed	N/A

A warning dialog box displays "Warning: The actual plus committed costs exceeds the budget and approved changes plus the tolerance amount." You can now save the record by clicking [**Yes**] or cancel out by clicking [**No**]. An alert is also sent to the Dashboard Alert Viewer if you have selected **Job costs exceed budget for cost code** in the **7-6 Alerts Manager** Program Warning Subscriptions tab.

> **Note:** To enable the program alert for **Job costs exceed budget for cost code** you must have a setting of Warning for the Message Type in the job cost screen.

To set the Over Budget Warning:

1. Open **1-3 Journal Transactions** or **4-2 Payable Invoices/Credits**.
2. Display the last record, and from the menu select **Costs > Job Costs**.
3. On the **Job Costs** window from the menu select **Options > Set Over Budget Warning**.
4. In the **Message Type** list, select one of the following:
   - **No message.** No message is generated. All options for tolerance are grayed out.
   - **Warning.** A warning and/or alert is generated, but you are allowed to save the record.
   - **Not allow.** A warning and/or alert is generated, and you are not allowed to save the record.
5. If you select **Warning** or **Not Allow**, you must select one of the following choices in the **Tolerance Type** list:
   - No tolerance
   - Flat amount

- Percent
- Percent/not to exceed

6. Once a **Tolerance Type** has been selected, enter the applicable amount or percent for the type:
   - **Flat amount.** Enter the amount in the Tolerance Amount text box.
   - **Percent.** Enter the percent in the Tolerance Percent text box.
   - **Percent/not to exceed.** Enter the percent of the budget plus approved changes by job, phase, cost code, and cost type allowed in the **Tolerance Percent** text box, and the amount of tolerance in the **Tolerance Amount Not To Exceed** text box.
7. Click OK.

About job cost reconciliation

Because discrepancies can appear over time, it is important to reconcile the job cost records with the ledger transactions. During the reconciliation, Sage 100 Contractor compares the ledger transactions with the job cost records and reports any discrepancies that exist.

The reconciliation determines if ledger transactions are missing job cost records, or if variances exist between the cost amount of the ledger transaction and the job cost records. After the audit is complete, print the **Job Cost Reconciliation** report, which lists ledger transactions that are missing cost records or have variances in excess of $1.

To determine the cause of each error, review the ledger transaction in the **1-3 Journal Transactions** window or in the window of original entry. If a transaction does not have a corresponding job cost record, look for situations where cost records have been deleted. For example, when you delete a job Sage 100 Contractor deletes all associated records, including the job cost records.

It is also important to search the job cost records thoroughly. Because historical records do not tie to ledger transactions, it is possible to already have a cost record for a ledger transaction. Make sure that a historical record does not already exist before creating a cost record. If you cannot locate a cost record, you can enter a historical cost record.

Resolving audit variances does not eliminate them from the **Job Cost Reconcile** report, and they will appear on subsequent reports for the fiscal year. It is a good idea to retain a printed copy of the report and any notes you have made to help identify and resolve errors. You can then use the report with future job cost reconciliation reports to identify the job cost errors you have already resolved.

Note: Sage 100 Contractor does not report duplicate or extra job cost records because they are not associated with a specific ledger transaction. Additionally, Sage 100 Contractor cannot audit historical job cost records as they were not created by posting ledger transactions.

Reconciling job costs

To reconcile job costs:

1. Open **6-3 Job Costs**.
2. On the **Options** menu, click **Reconcile**.

Changing the taxability of job cost records

When you compute invoices, sales taxes for job costs are calculated based on whether the cost type is taxable. In the job record, you can indicate which cost types are taxable.

To change the taxability of a job cost record:

1. Open **6-3 Job Costs**.
2. Using the data control, select the record.
3. Select or clear the **Subject to sales tax** check box.
4. Click the **Override Billing Amount** check box.
5. On the **File** menu, click **Save**.

About committed cost reports

This report allows you to see what the committed costs are on a job. The committed costs are monies that you've committed to spend but have not spent yet. The report looks to new or unfilled purchase orders, subcontracts, and payroll records that have not been final-computed. It allows you to determine the percentage of labour burden applied to all open payroll records. It calculates the remaining budget based on the budget plus changes, less costs to date and committed costs.

Job Cost Distribution

About job cost distribution

When you post payable transactions to the **Expense** range of accounts, Sage 100 Contractor displays the **Job Cost Distribution** window.

In the **Job Cost Distribution** window, you can break apart costs to create individual line entries that reference jobs, phases, cost codes, and cost types. You can also select jobs or phases using a **Picklist** and distribute the cost equally among the selections.

When job costing a transaction from the **1-1 Cheques/Bank Charges** window or the **4-2 Payable Invoices/Credits** window, Sage 100 Contractor uses the vendor record to determine which cost code and

cost type to use. If the vendor record does not contain a cost code or cost type, you must supply the information.

The **Ledger Total** box displays the total debits less credits posted to **Direct Expense** or **WIP** accounts. As you enter the costs, Sage 100 Contractor shows the total amount costed in the **Job Cost Total** box. To save the job cost record, the amount in the **Job Cost Total** box must equal the amount in the **Ledger Total** box.

6-4 Change Orders

>

6-4-1 Change Orders

About change orders

You use the **6-4-1 Change Orders** window to manage changes to a prime contract or subcontract. Change orders let you track changes independent of a project's budget, providing a clear audit trail for pending, approved, and refused changes.

Change orders are closely integrated with subcontracts. When you use the **6-4-1 Change Orders** window to create a change order for a subcontract, information is displayed on the **6-7-1 Subcontracts** window in the **Changes**, **New Contract**, and **Remaining** columns. This tight integration provides more control over your contracts and your invoicing by providing accessible information.

Depending on the type of change work you need to perform, you can enter change orders that alter the job's budget, proposal, or subcontracts, or any combination of the three.

The **6-4-1 Change Orders** window has two tabs:

- You use the **Prime Change Details** tab to enter changes to costs that affect the bid amount.
- You use the **Budget and Sub Change Details** tab to enter cost changes that affect your budgeted costs, such as subcontract changes or work for which you do not want to charge the client.

Prime Change Details tab

The **Prime Change Details** tab allows you to track changes to a project and segregate changes to the contract (proposal) from changes to your budget (costs).

Prime changes are change orders that alter the job proposal. They let you track changes independent of a project proposal, providing a clear audit trail for pending, approved, and refused changes.

From approved prime changes, you can create receivable invoices and purchase orders. When you select the **Create A/R Invoice** or **Create Purchase Order** command on the **Options** menu, Sage 100 Contractor opens the appropriate window and inserts the relevant information. To complete the invoice or purchase order, you enter the parts and any additional information.

Budget and Sub Change Details tab

Change orders have two components:

- Prime Change Orders
- Budget and Sub Change Orders.

Change orders allow you to track changes to a project and segregate changes to the contract (proposal) from changes to your budget (costs). Depending on the type of change work you need to perform, you can enter change orders that alter the job budget, proposal, or subcontracts, or any combination of the three. Overall, change orders provide a convenient way to manage changes to a contract or subcontract.

Subcontracts work in conjunction with change orders and accounts payable, providing you with better control over change work and billing. You can review billings, approved and open change orders, or a summary of the subcontract information. You can also set up holdbacks for a subcontract. When you create an invoice for the subcontract, the program uses the rate indicated in the subcontract record.

Because the **Sub Change Orders** window provides for managing changes to a budget or subcontract, you may enter cost changes that affect your budgeted costs (such as subcontract changes) or cost changes that affect work for which you do not want to charge the client.

When changes are approved, Sage 100 Contractor reflects the changes to costs in the contract and job cost reports, but the original budget remains unchanged.From approved change orders, you can create receivable invoices and purchase orders. When you select the **Create Invoice** or **Create Purchase Order** command on the **Options** menu, Sage 100 Contractor opens the appropriate window and inserts the relevant information. To complete the invoice or purchase order, you enter the parts and any additional information.

You can also record which plans and documents you send as attachments with the change order, as well as to whom you route the change orders.

Attachments and Routing

The **6-4-1 Change Orders** window also supports **Attachments** and **Routing**. You can drag and drop files onto the window to create an attachment that can be emailed to customers or printed. The Routing command allows you to keep track of where and to whom you have sent attachments.

Tip: The **Attachments** command is located under **Edit > Attachments**.

Upgrade check box

Another important feature of the **6-4-1 Change Orders** window is the **Upgrade** check box. The **Upgrade** check box controls what information is included on **6-1-13-41 Homebuilders** reports. For example:

- To include an **Upgrade Price**on the **Homebuilders** reports and add it to the **Sales Price Totals** on the reports, you must select **Upgrade**, and that specific change order must have an approved **Prime Change Order** amount.
- To include an **Upgrade Budget** on the **Homebuilders** reports and add it to the **Total Budget**, you must select **Upgrade**, and that specific change order must have an approved **Budget** amount.

How change orders affect budgets and proposals and subcontracts

You can make changes to the budgeted costs, bid amounts, and subcontracts using the **6-4-1 Change Orders** window. When you print contract-related reports, Sage 100 Contractor computes the new contract amounts based on the amount in the **Contract** box in the **3-5 Jobs** window and approved changes. In cost analysis reports, Sage 100 Contractor computes the new costs based on the costs from the budget and approved change orders.

Sage 100 Contractor does not alter the original budget created in the **6-2 Budgets** window nor does it alter the original proposal created in the **6-9 Proposals** window. It does, however, update subcontract totals while retaining the original subcontract amount when change orders are created using the **Budget and Sub Change Details** tab. These totals can be viewed in **6-7-1 Subcontracts**. You can also use the subcontracts window to invoice the entire subcontract or specific change order lines of the subcontract.

After work begins on a contract, enter any changes to the budget or proposal as a change order. As you create the change order, determine whether the costs affect bid amounts, budgeted costs, or both.

For example, suppose you forgot to estimate the cost of some work required in a project. To include the costs in the budget and charge the client, enter the changes to the bid amount on the **Prime Change Details** tab in **6-4-1 Change Orders**. Then on the **Budget and Sub Change Details** tab, enter the changes to costs.

Otherwise, if you merely want to add the costs to the budget without charging the client, enter only the changes to the costs in the **Budget and Sub Change Details** tab.

Alternatively, you can set the original budget and manually enter the changes to costs in the affected cost codes. Likewise, you can set the original proposal and enter the changes in the affected cost codes. In addition, you can use a separate cost code for each change order.

About entering change orders

The **6-4-1 Change Orders** window contains a header area and two tabs, and at the bottom, boxes that report various values that you may be following.

The header area contains boxes for entering information such as: **Job**, **Phase**, **Description**, **Date**, **Status**, and so forth.

Important! The **Status** box selection sets the status for both tabs, however; you can override the **Status** box selection by entering a status in the **Approved** column on the **Budget and Sub Change Details** tab

except for those with a status of Void and Rejected.

Tabs

The window has two tabs, **Prime Change Details**, and **Budget and Sub Change Details**. To make changes to a job's contract amount, you enter the change on the **Prime Change Details** tab. To change a budget or subcontract, you enter the changes in the **Budget and Sub Change Details** tab.

The changes to the contract amount (**3-5 Jobs (Accounts Receivable**), and the budget amount (**6-2 Budgets**) do not appear in the window of origin. They only appear in reports or in sub-menus of the windows of origin. This functionality maintains the separation of the original amounts and the changes.

For example, to see the changes in a contract, you may view the **Prime Contract Audit** report. To see the changes in the budget, you may view various project management reports, such as the **Job Cost Summary** report. To see the changes in a subcontract, you may view the **subcontract Audit** report.

On the **3-5 Jobs (Accounts Receivable)** window, on the menu bar, you may also view changes in the contract amount by clicking **Options > Contract Summary**.

On the other hand, changes to the subcontract do appear in the **6-7-1 Subcontracts** window. After creating a change order against a subcontract, the program updates the changes as well as the original totals. On the **6-7-1 Subcontracts** window, on the menu bar, you may also view changes in the budget amount by clicking **Options > Summary**.

Change order work may require an adjustment to the job contract and the budget. For example, a general contractor has begun work on a kitchen remodel project and the client wants to change the sink called for in the plans. The plumbing subcontractor tells the general contractor to add $75 for the sink upgrade.

In creating the change order, the contractor enters the $75 change to the subcontract in the **Budget and Sub Change Details** tab. Because the client requested the change, the contractor charges $25 for the upgrade in addition to the $75 in added costs. On the **Prime Change Details** tab, the contractor enters a request for an additional $100. After saving the sub change, the change information appears with the subcontract record in **6-7-1 Subcontracts**.

Sometimes you might only want to change the contract amount. Suppose, from the above example, the sink the client wants costs the same amount as the sink from the plans. Because the client requested the change, the contractor charges $25 for the change work. On the **Prime Change Details** tab, the contractor enters a request for an additional $25.

Under certain conditions, you might have to adjust only the budget. Suppose the specification for the faucet requires a specific model that costs $100. However, due to some miscommunication, the subcontractor installed a model costing $150 and refuses to take the loss. In the **Budget and Sub Change Details** tab, the contractor enters a budget change for $50.

Tip: To include a detailed description of the change order work, type a note for the change order "record" rather than typing a note in a grid row or including an attached document. To open the **Notes**

window, click the **Notes** icon on the toolbar.

About automatic numbering for change orders

When you create a new change order for a job, Sage 100 Contractor provides the next change order number in the sequence. You do not have to accept the suggested change order number, and can enter your own number instead.

Use the following guidelines:

- When a change order number uses only a number, Sage 100 Contractor increments the change order number by one. For example, you create change order 1 for job 220. The subsequent change order numbers would be 2, 3, 4, and so on.
- If a change order number uses a dash (-), Sage 100 Contractor increments the number to the right of the dash by one. The dash lets you include the job or subcontract number in the change order number sequence this helps identify to which job or subcontract the change order belongs.

  Suppose you are creating the first change order for job 220. By including the job number, the first change order number would be 220-1. The subsequent change orders for the job would be 220-2, 220-3, and so on.

  You can also use the same numbering convention for subcontract change orders. Suppose you are creating a change order for subcontract 850 on job 220. When entering the first change to the subcontract on the **Budget and Sub Change Details** tab, you enter **850-1** in the **Change#** box. Later, when you enter another change order for that subcontract, the next change order number would be **850-2**.
- When a change order number combines letters and numbers, Sage 100 Contractor cannot increment the change order number. For example, if you created change order AAA5 for job 220, Sage 100 Contractor cannot suggest the next change order number.

Note: The change order numbers in each phase of a job are independent from the change order numbers in the other phases of the job. Suppose job 220 has two phases, and you create change order 220-1 in phase 1. In phase 2, you can also create change order 220-1. This lets you track the number of change orders in each phase.

Entering prime and sub changes for contracts and budgets

On the **Prime Change Details** tab, Sage 100 Contractor calculates the amount requested for each line item using the following formula: (estimated cost * overhead rate * profit rate = amount requested). The **Subcontract** column displays the subcontract number and its record number. If the amount of change is negative, enter a negative amount. If this change order is for an upgrade, select the **Upgrade** check box. This data will then be used on **6-1-13-41 Homebuilders** reports.

On the **Prime Change Details** tab, enter the amounts approved by the client in the **Approved** cells. Sage 100 Contractor uses the amounts in the **Approved** cells when you create the accounts receivable invoice.

To include a detailed description of the change order work, type a note for the change order “record” rather than typing a note in a grid row or including an attached document. To open the **Notes** window, click the **Notes** icon on the toolbar.

To enter prime and sub changes:

1. Open **6-4-1 Change Orders**.
2. In the **Job** box, enter the job number.
3. If the job uses phases, enter the phase number in the **Phase** box.
4. In the **Description** box, enter a brief statement about the change order or use the lookup window to enter an existing description.
5. In the **Change#** box, enter the change order number.

   When creating a series of change orders for a job, Sage 100 Contractor suggests the next number in sequence automatically.
6. In the **Reason** box, enter the reason using the lookup window, then press the **Enter** key.
7. (Optional) In the **User Def1** and **User Def2** text boxes, enter the user-defined information as necessary.
8. In the **Order Date** box, enter the date of the change order.
9. In the **Submitted** box, enter the date of when the change was submitted.
10. In the **Status** list, click the status.
11. In the **Type** list, click the type.
12. On the **Prime Change Details** tab, for each item affecting the job contract:
    a. In the **Description** cell, enter a brief statement about the change work.
    b. In the **Estimated** cell, enter the amount of change to the contracted amount.
    c. If you want to include overhead, enter the rate in the **O/H Rate** cell.
    d. If you want to include profit, enter the rate in the **Profit Rate** cell.
    e. In the **Requested** cell, enter the amount you are requesting.
    f. In the **Cost Code** cell, enter the cost code using the lookup window.

g. In the **Cost Type** cell, enter the cost type using the lookup window.

h. In the **Budget and Sub Change Details** tab, do the following for each item affecting the budget:

i. In the **Description** cell, enter a brief statement about the change work.

j. If you want to change the budgeted hours, enter the amount of change in the **Budget Hours** cell.

k. If you want to change the budgeted units, enter the amount of change in the **Budget Units** cell.

l. If you want to change the budgeted amount, enter the amount of change in the **Budget Amount** cell.

m. If the change work affects a vendor, enter the vendor number in the **Vendor** cell.

n. If you want to change a subcontract, enter the record number of the **Subcontract** cell.

o. In the **Change#** cell, enter the change order number you want to assign the subcontract.

p. In the **Status** cell, select the sub change status.

q. In the **Cost Code** cell, enter the cost code.

r. In the **Cost Type** cell, enter the cost type.

s. In the **Budget and Sub Change Details** tab, do the following for each item that does NOT affect a subcontract:

t. In the **Description** cell, enter a brief statement about the change work.

u. If you want to change the budgeted hours, enter the amount of change in the **Budget Hours** cell.

v. If you want to change the budgeted units, enter the amount of change in the **Budget Units** cell.

w. If you want to change the budgeted amount, enter the amount of change in the **Budget Amount** cell.

x. In the **Cost Code** cell, enter the cost code using the lookup window, then press **Enter**.

y. In the **Cost Type** cell, enter the cost type using the lookup window, then press **Enter**.

13. On the **File** menu, click **Save**.

Entering prime changes for contracts

On the **Prime Change Details** tab, enter changes to costs that affect the job contract. For example, the client might request changes that do not incur costs to you, but you want to charge the client for the

changes.

Before entering prime changes

Consider the following points:

- If the amount of change is negative, enter a negative amount.
- On the **Prime Change Details** tab, Sage 100 Contractor calculates the amount requested for each line item using the following formula: (estimated cost * overhead rate * profit rate = amount requested).
- If this change order is for an upgrade, select the **Upgrade** check box. This data will then be used on **6-1-13-41 Homebuilders** reports.
- On the **Prime Change Details** tab, enter the amounts approved by the client in the **Approved** cells. Sage 100 Contractor uses the amounts in the **Approved** cells when you create the invoice.

To enter prime changes:

1. Open **6-4-1 Change Orders**.
2. In the **Job** box, enter the job number.
3. If the job uses phases, enter the phase number in the **Phase** box.
4. In the **Description** box, enter a brief statement about the change order or use the lookup window to enter an existing description.
5. In the **Change#** box, enter the change order number.

   When creating a series of change orders for a job, Sage 100 Contractor suggests the next number in sequence automatically.
6. In the **Reason** box, enter the reason using the lookup window, and then press the **Enter** key.
7. (Optional) In the **User Def1** and **User Def2** text boxes, enter the user-defined information as necessary.
8. In the **Order Date** box, enter the date of the change order.
9. In the **Submitted** box, enter the date of when the change was submitted.
10. In the **Status** list, click the status.
11. In the **Type** list, click the type.
12. On the **Prime Change Details** tab, do the following for each item affecting the job contract:
13. In the **Description** cell, enter a brief statement about the change work.

14. In the **Estimated** cell, enter the amount of change to the contracted amount.
15. If you want to include overhead, enter the rate in the **O/H Rate** cell.
16. If you want to include profit, enter the rate in the **Profit Rate** cell.
17. In the **Requested** cell, enter the amount you are requesting.
18. In the **Cost Code** cell, enter the cost code using the lookup window.
19. In the **Cost Type** cell, enter the cost type using the lookup window.
20. On the **File** menu, click **Save**.

Entering sub changes for budgets

On the **Budget and Sub Change Details** tab, you can enter changes to subcontracts that have no effect on the job contract.

Consider the following points before entering sub changes for budgets:

- If the amount of change is negative, enter a negative amount.
- The **Subcontract** column displays the subcontract number and its record number.
- If this change order is for an upgrade, select the **Upgrade** check box. This data will then be used on **6-1-13-41 Homebuilders** reports.

To enter a budget sub change:

1. Open **6-4-1 Change Orders**.
2. In the **Job** box, enter the job number.
3. If the job uses phases, enter the phase number in the **Phase** box.
4. In the **Description** box, enter a brief statement about the change order or use the lookup window to enter an existing description.
5. In the **Change#** box, enter the change order number.

   When creating a series of change orders for a job, Sage 100 Contractor suggests the next number in sequence automatically.
6. In the **Reason** box, enter the reason using the lookup window, then press the Enter key.
7. (Optional) In the **User Def1** and **User Def2** text boxes, enter the user-defined information as necessary.
8. In the **Order Date** box, enter the date of the change order.

9. In the **Submitted** box, enter the date of when the change was submitted.
10. In the **Status** list, click the status.
11. In the **Type** list, click the type.
12. In the **Budget and Sub Change Details** tab, do the following for each item affecting the budget:
13. In the **Description** cell, enter a brief statement about the change work.
14. If you want to change the budgeted hours, enter the amount of change in the **Budget Hours** cell.
15. If you want to change the budgeted units, enter the amount of change in the **Budget Units** cell.
16. If you want to change the budgeted amount, enter the amount of change in the **Budget Amount** cell.
17. If the change work affects a vendor, enter the vendor number in the **Vendor** cell.
18. If you want to change a subcontract, enter the record number of the **Subcontract** cell.
19. In the **Change#** cell, enter the change order number you want to assign the subcontract.
20. In the **Status** cell, select the sub change status.
21. In the **Cost Code** cell, enter the cost code using the lookup window, then press **Enter**.
22. In the **Cost Type** cell, enter the cost type using the lookup window, then press **Enter**.
23. On the **File** menu, click **Save**.

About adding change orders to subcontracts

It is likely that you will have to add one or more change orders to subcontracts during the course of a project.

> **Note: 6-7-1 Subcontracts** control subcontract records and their interaction and integration with **6-4-1 Change Orders** and **4-2 Payable Invoices/Credits**. Changes made to records in **6-4-1 Change Orders** and in **4-2 Payable Invoices/Credits** are displayed in **6-7-1 Subcontracts**.

The process of entering a change order for a contract is straight forward. You begin by referencing the job in the header section of the widow. Then after entering the required information, such as **Description**, **Change#**, **Date**, and **Status** in the header, you enter information in the tabs, **Prime Change Details** and **Budget and Sub Change Details**.

On the **Prime Change Details** tab, you only need to enter required information for **Description**, **Cost Code**, and **Cost Type**. Then you click the **Budget and Sub Change Details** tab to enter the changes.

There is a new column, **Subcontract Line,** in the **Budget and Sub Change Details** grid. Five of the columns of the grid now act as a unit. These columns are:

- **Vendor.** Enter a vendor, or accept the default vendor.
- **Subcontract.** Enter a subcontract number, or accept the default subcontract number.
- **Subcontract Line.** Select the line to affect in the subcontract, leave the cell blank to create a new line in the subcontract.
- **Change#.** Enter a **Change#**, or accept the default **Change#**.
- **Status.**Enter a **Status**.

Important! These five columns act as a unit. In addition to required fields, a value must be entered under each of these columns except **Subcontract Line** to be able to save the change order record.

If the **Subcontract Line** cell is blank, you must enter a **Cost Code** and **Cost Type**.

If you enter data in the **Subcontract Line** cell, **Cost Code** and **Cost Type** autofill.

Change a line or create a new line in a 6-7-1 Subcontract record

When entering a subcontract change, you can add or subtract the existing value of a subcontract record line or you can add a new line to the subcontract record.

When working in the grid, with your cursor in the a cell under the **Subcontract Line** column, you can press **F5** to open the **Subcontract Lines** lookup window. Then select the line you want to affect by double-clicking it. Alternatively, leaving the **Subcontract Line** cell blank when creating a new line in the grid, creates a new line in the subcontract record.

After saving the record, you can see the changes to the subcontract record by opening the subcontract in **6-7-1 Subcontracts**. In the grid, notice that the **Changes** column will have an entry in the line you selected when creating the change. The change is also displayed in the details summary boxes at the bottom of the window.

Adding change orders to subcontracts

When you add a change order to a subcontract, you can add a new line to a subcontract or you can change an existing subcontract line.

To add a change order to a subcontract:

1. Open **6-4-1 Change Orders**.
2. In the **Job** box, enter a job, and then in the **Description** box, type a brief description.
3. In the **Change#** box, accept the change order number entered by the program, or type a new customizable change order number.
4. In the **Date** box, accept the date, or type a new one.

5. In the Status box, select **2–Open** or **1- Approved**.
6. On the **Prime Change Details** tab in the grid under the **Description** column, enter a description.

   You can enter more information on this tab, but it's not required.
7. On the **Budget and Sub Change Details** tab in the grid under **Description**, enter a description, and then press the **Enter** key to move to the **Budget Amount** column.
8. Under **Budget Amount**, enter an amount, and then press the **Enter** key.
9. Under **Vendor**, enter a vendor, and then press the **Enter** key.
10. Under **Subcontract**, accept the subcontract entry, and then press the **Enter** key.
11. Under **Subcontract Line**, do one of the following:
    - Press F5 or the click the arrow, and from the **Subcontract Lines** lookup window, double-click the line to which you want to add the change order.
    - Skip the **Subcontract Line** entry.
12. Press the **Enter** key to move to **Change#** and enter a change number.
13. Under **Status**, enter a status, and then press the Enter key.
14. The **Cost Code** and **Cost Type** autofill from information on the subcontract record if you enter a value for Subcontract Line.
15. If the **Subcontract Line** cell is blank, enter a **Cost Code** and **Cost Type**.
16. From the menu, select **File** > **Save**.

After saving the record

You can see the changes to the subcontract record by opening the subcontract in **6-7-1 Subcontracts**.

In the grid, notice that the **Changes** column will have an entry in the line you selected when creating the change. Alternatively, if no subcontract line was selected on the change order, a new subcontract line is entered for the change. The change is also displayed in the details summary boxes at the bottom of the window.

Creating accounts receivable invoices from change orders

You can create accounts receivable invoices from the **6-4-1 Change Orders** window.

Important! The change order status must be **1-Approved** to use this function.

To create an accounts receivable invoice from a change order:

1. Open **6-4-1 Change Orders**.
2. Select the change order.
3. On the **Options** menu, click **Create A/R Invoice**.

Creating purchase orders from change orders

Important! The change order **Status** must be **1-Approved** to use this function.

To create a purchase order from a change order:

1. Open **6-4-1 Change Orders**.
2. Select the change order.
3. On the **Options** menu, click **Create Purchase Order**.

About change order status

In the header, you can assign a status to the entire change order. On the **Budget and Sub Change Detail** tab, you can also assign a status to each line in the grid of a subcontract change order.

For example the status of the change order record in the header can be **2–Open**, and the setting for a line in the grid under **Status** on the Budget and Sub Change Details tab can be set to **1–Approved**. With a line in grid set to 1–Approved, that line can be invoiced while leaving the entire record with a status of **2–Open**.

Note: Changing the status of the change order record to **6-Rejected** rejects the entire change order. For consistency in functions and on reports, you should also mark as **6-Rejected** the lines on the Budget and Sub Change Detail tab.

Status	Description
1-Approved	Approved by the client/responsible party. The contract and the reports, change order aging, billings, job status, and job cost, reflect the changes. If the Approved column on the Budget and Sub Change Details tab under Status is set to 1–Approved, this line can be invoiced.
2-Open	The client/responsible party has not approved the changes yet. Only the change order aging and job status reports reflect the changes.

Status	Description
3-Review	The changes are under review. Only the change order aging and job status reports reflect the changes.
4-Disputed	The change order is in dispute.
5-Void	The change order is void.
6-Rejected	Rejected by the client/responsible party.

Setting up change order types

You can create a list of change order types, allowing you to categorize change orders. A general contractor, for example, might create types to track contract changes, internal changes, and back charges to subcontractors.

The following is an example of change order types:

CO Type #	Type Name
10	Field Engineering
20	Architect Initiated
30	Field Request
70	Sub Backcharge
80	Cross Charge
90	Internal Request

To set up change order types:

1. Open **6-4-1 Change Orders**.
2. Next to the **Type** list, click the detail button.
3. In the **CO Type#** cell, enter the type number.
4. In the **Type Name** cell, enter a description of the change order type.

5. Repeat steps 2-4 for each type.
6. On the **File** menu, click **Save**.

Viewing lists of change orders for jobs

You can view a list of the prime contract change orders.

To view a list of change orders for a job:

1. Open **3-5 Jobs (Accounts Receivable)**.
2. On the **Options** menu, click **Change Orders**.

About displaying subcontract descriptions

When creating a change order that affects a subcontract, you can display the subcontract description under the **Subcontract** column in the **Budget and Sub Changes Details** tab.

When you select the **Display Subcontract Desc.** command on the **Options** menu, Sage 100 Contractor displays the subcontract description after the subcontract record number and the subcontract number.

Deleting change orders

To delete a change order:

1. Open **6-4-1 Change Orders**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Change Order**.

6-4-2 Print Change Orders

About 6-4-2 Print Change Orders

Clicking **6-4-2 Print Change Orders** launches the **6-4-2 Report Printing** window for printing change order reports and viewing sample reports.

6-4-3 Print Subcontractor Orders

About 6-4-3 Print Subcontract Orders

Clicking **6-4-3 Print Subcontract Orders** launches the **6-4-3 Report Printing** window for printing subcontract order reports and viewing sample reports.

6-4-4 Prime Change List

About 6-4-4 Prime Change List

Clicking **6-4-4 Prime Change List** launches the **6-4-4 Report Printing** window for printing Prime Change List reports and viewing sample reports.

6-4-5 Subcontract Change List

About 6-4-5 Subcontract Change List

Clicking **6-4-5 Subcontract Change List** launches the **6-4-5 Report Printing** window to be used to for printing Subcontract Change List reports and viewing sample reports.

6-4-6 Prime Contract Audit

About 6-4-6 Prime Contract Audit

Clicking **6-4-6 Prime Contract Audit** launches the **6-4-6 Report Printing** window for printing Payroll Cheque reports and viewing sample reports.

6-5 Cost Codes

About cost codes and divisions

Cost codes are an important part of the job costing system. They allow you to separate costs into different categories and compare budgeted costs to actual cost for a job. Each cost code is assigned to a division, which provides a way to group cost codes for subtotaling on reports. Sage 100 Contractor organizes job costs in order of detail by job and phases, cost codes, and cost types.

Note: Cost codes are company-specific, not job-specific.

A common mistake when creating a cost code list for general contractors is building a long list that contains too much detail. It is unnecessary to include trades that the contractor does not perform or subcontract. Unless a general contractor performs the work, one cost code is usually sufficient. For example, a general contractor rarely needs separate cost codes for rough electrical, electrical trim, electrical fixtures, and alarm. Including such trades only creates an unwieldy cost code list, which leads to errors in data entry.

The cost code list for most single-trade subcontractors can be very short; a dozen codes are usually sufficient. Some contractors, though, may need more cost codes. Mechanical subcontractors, for example, may need approximately twenty codes to break down both plumbing and HVAC work.

Divisions are used to group cost codes. Because Sage 100 Contractor uses divisions to subtotal costs for cost-based reports, many contractors create divisions based on the Construction Specifications Institute (CSI) divisions. However, you do not have to rely on the CSI structure for divisions and can create your own.

Note: Although there is no report that prints cost codes by division, you can print the cost codes from the **6-5 Cost Codes** window. The report lists the costs codes and divisions assigned to them.

About Workers' Compensation codes

Assigning Workers' Compensation codes to cost codes provides the correct compensation code based on the type of work performed during timecard entry. You may need to create additional cost codes for the combination of cost codes and Workers' Compensation codes to work correctly.

Entering cost codes

Caution! Carefully plan your cost code structure before implementing it. After you have entered transactions into the system with a set of cost codes, it is a complex process to change them.

Important! For equipment, be sure to create cost codes for tracking costs of ownership, maintenance, repair, and operation. The equipment cost codes should include but are not limited to interest, insurance, taxes/license, major overhaul, repairs, scheduled service, tires, and fuel.

To enter cost codes:

1. Open **6-5 Cost Codes**.
2. For each cost code.
   a. In the **Cost Code#** cell, enter the cost code number.
   b. In the **Description** cell, enter a brief statement about the cost code.
   c. In the **Unit** cell, enter the unit of measure for rough costs.
   d. In the **Division** cell, enter the division to which the cost code belongs.
   e. In the **CompCode** cell, enter the compensation code.
3. On the **File** menu, click **Save**.

Adding new cost codes to an existing cost code structure

You can add new cost codes to an existing cost code structure in Sage 100 Contractor by adding a new row to the bottom of the grid. When you save and then re-open **6-5 Cost Codes** window, Sage 100 Contractor sorts the new cost code into its correct position in the existing structure.

Tip: Before adding a new cost code, analyze your existing cost code structure to make sure that the new cost code fits into the existing structure correctly.

Note: Sage 100 Contractor only requires entries in the **Cost Code#**, **Description**, and **Division** columns. You only need to add more information as required for your business.

To add a new cost code to an existing cost code structure:

1. Open **6-5 Cost Codes**.
2. Scroll to the bottom of the window, and add a new row by placing your cursor in the last cell of the last row and pressing the Enter key.
3. In the **Cost Code#** cell, type a number.
4. In the **Description** cell, type a description.
5. In the **Division** cell, click the drop-down arrow and select a cost code division.
6. From the **File** menu, select **Save**.

Entering divisions

Divisions allow you to group cost codes. Because Sage 100 Contractor uses divisions to subtotal costs for cost-based reports, many contractors create divisions based on the Construction Specifications Institute (CSI) structure. You do not have to rely on the CSI structure for divisions, however, you can create your own.

Note: Although there is no report that prints cost codes by division, you can print the cost codes from the **6-5 Cost Codes** window. The report lists the costs codes and divisions assigned to them.

To enter divisions:

1. Open **6-5 Cost Codes**.
2. In a cell in the **Division** column, click once, and then press the **F6** key to display the **Cost Divisions** window.
3. For each division:
   a. Alternatively, you can right-click in a cell and then select the **Display Detail/Add Record** command to display the **Cost Divisions** window.
   b. In the **Division#** cell, enter the number you want to assign the division.
4. In the **Description** cell, enter a brief statement about the division.
5. On the **File** menu, click **Save**.

Setting up cost types

Cost types allow you to arrange costs into categories. Each cost code acts as a controlling account for the nine cost types. Cost types can be selected and defined from several menus, including **4-4 Vendors (Accounts Payable)**, the **Invoice Details** tab, and **6-3 Job Costs**. Cost types will be displayed on grids throughout the system.

Only nine cost types are available in Sage 100 Contractor. Cost types 1 through 5 are preset by the system. Cost types 6 through 9 can be defined by the user.

Cost Types
1–Material
2–Labour
3–Equipment
4–Subcontract
5–Other
6–User Def Type 6
7–User Def Type 7
8–User Def Type 8
9–User Def Type 9

To set up cost types 6–9:

1. Next to the **Cost Type** list, click the detail button.
2. In the **Type Name** box, enter the name you want to assign the cost type.
3. On the **File** menu, click **Save**.

Importing cost codes

If you have a cost code list from another source, you can import it. Arrange the data in the following order: **Cost Code#**, **Description**, **Unit**, **Division**, **Comp Code1**, **Wage Max**, **Comp Code2**, and **Department**. Then save the file in comma delimited (***.cma**), tab delimited (***.tab**), or comma-quote (***.qte**) file format. You can also copy and paste from a spreadsheet using the clipboard (**Ctrl+C**, **Ctrl+V**).

Because Sage 100 Contractor uses cost code numbers as the means to access all other cost code information, replacing the existing cost codes can seriously affect the accuracy of many reports. The

imported cost codes overwrite existing cost codes. If your active company uses the same cost code numbers as the file you import, the existing cost codes will be overwritten.

Important!

- Before importing a file from other software, you must create a compatible comma-delimited, tab-delimited, comma-quote file using a spreadsheet program, word processing program, or other software.
- You must import the **Cost Divisions** separately before you import the **Cost Codes**.
- When importing cost codes into a company with existing cost divisions, use a placeholder in your import file to avoid overwriting information in the **Division** column. A placeholder in a comma-delimited file would be, for example, a comma, two quotation marks, and another comma (," ",).

To import cost codes:

1. Open **6-5 Cost Codes**.
2. On the **File** menu, point to **Open**, and then select the type of file to import.
3. In the **Open** window that appears:
   a. Browse to and then select the file to import.
   b. Click **Open**.

   Sage 100 Contractor imports the cost codes.
4. Click **Save**.

Importing cost divisions

If you have a cost division list from another source, you can import it. Arrange the data in the following order: **Division#** and **Description**. Then save the file using a comma delimited (***.cma**), tab delimited (***.tab**), or comma-quote (***.qte**) format. You can also copy and paste from a spreadsheet using the clipboard (**Ctrl+C**, **Ctrl+V**).

- You must import cost codes separately after you have imported cost divisions.
- **Cost Division** is a required entry. You cannot save data in the **6-5 Cost Codes** window without inserting cost divisions.

To import cost divisions:

1. Open **6-5 Cost Codes**.
2. In the **Division** column, click in a cell.

3. Right-click the cell, then click **Display Detail/Add Record**.

   The **Cost Divisions** window appears.

4. On the **File** menu, point to **Open**, and then select the type of file to import.
5. Select the file you want to import, then click **Open**.

   Sage 100 Contractor imports the cost divisions file into the **Cost Divisions** window.

6. Save the **Cost Divisions** window.
7. In **6-5 Cost Codes**, click in a cell in the **Division** column, then click the drop-down arrow.

   The **Cost Divisions** window appears.

8. Double-click the cost division you want to insert into the **6-5 Cost Codes** window.
9. Click **Save**.

Setting Up A Cost Code Numbering System

About cost code numbering systems

When creating cost codes, use a simple numbering system to avoid the introduction of errors and to divide the cost codes into major categories. When starting with a 4-digit number system, for example, make each thousand a division, such as **1000-General Requirements**, **2000-Site Work**, **3000-Concrete**, and **4000-Masonry**.

Caution! Carefully plan your cost code structure before implementing it. After you have entered transactions into the system with a set of cost codes, it is a complex process to change them.

The Construction Specifications Institute (CSI) has designed a set of cost codes intended for cost and specification purposes. General contractors often adopt the system for estimating and cost accounting, and subcontractors often use an extended numbering system defined by the CSI code list.

Note: Cost codes are company-specific, not job-specific.

About cost code numbering for general contractors

A common mistake when creating cost codes is building a long list that contains too much detail. It is not necessary to include trades that the contractor does not perform or subcontract. Unless a general contractor performs the work, one cost code is usually sufficient. For example, a general contractor rarely needs separate cost codes for Rough Electrical, Electrical Trim, Electrical Fixtures, and Alarm. Including such trades only creates an unwieldy cost code list. While you can use a single cost code in place of many cost codes, how do you track costs? With each payable invoice, the contractor creates job costs that detail

the type of work performed. Continuing with the example above, an electrical subcontractor on most jobs submits three to six invoices to the general contractor. By printing a **Job Cost Journal** for the specific job, the journal details each electrical cost entry made to the job as well as the total electrical costs.

There are circumstances in which having several cost codes are useful. If you have allowances in a contract, you will want to track those costs separately. For example, you might use Electrical and Electrical Fixtures as separate cost codes, allowing you to separate the electrical costs. Over the course of the project, you can provide the owner with a report detailing the total amount spent on allowance items. You can always enter a change order to adjust the prime contract based on the over/under amount of the allowance.

When building the list of cost codes, it is best to begin with a small list with room for expansion. Over time you can add more cost codes in the appropriate sections.

For ease of use, many general contractors use the Construction Specifications Institute (CSI) divisions. Be aware that the CSI numbering system classifies materials and workmanship in a construction project and not cost breakdowns. In most cases, the first two levels of the CSI system work for cost codes. If you decide to use the CSI divisions, use the main 16 divisions. To provide room for growth in the cost code list, add two or three zeros after each division number.

While creating the cost codes, keep in mind that you will assign a cost type to each job cost. It is unnecessary, therefore, to create cost codes that break apart costs into materials, labour , equipment, subcontracts, and so forth.

About cost code numbering for subcontractors

The cost code list for most single-trade subcontractors can be very short; a dozen codes are usually sufficient. Some contractors, though, may need more cost codes. Mechanical subcontractors, for example, may need twenty codes or more to breakdown both plumbing and HVAC work.

Some subcontractors use numbers that reflect the related CSI divisions. For example, a drywall subcontractor may use 9250 for Stocking, 9255 for Hanging, 9260 for Taping, 9265 for Spraying, 9270 for Knockdown, and 9275 for Cleanup. General contractors or owners rarely require such detail in a cost code list.

Cost codes for cost and specification purposes

Two organizations specifically publish information regarding cost codes for cost and specification purposes:

- The Construction Specifications Institute (CSI) publishes information about the description, categorization, naming, and numbering for construction specifications. (For more information, visit http://www.csinet.org.)
- The Associated General Contractors has adapted this numbering system for cost code categorization, which is published jointly with CSI. Ask for the *AGC Cost Classification Index*. (For more information, visit http://www.agc.org/ .)

You can look for more information regarding construction at these two websites, or search for the keywords "construction cost codes" on the Internet.

6-6 Purchase Orders

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6-6-1 Purchase Orders

About purchase orders

A purchase order lists the materials needed from a specific vendor for a specific job. You can create purchase orders manually for each vendor, or export data from the takeoff to create purchase orders automatically for each vendor. In addition, you can create purchase orders for the subcontractors on a given project.

With large projects, you can create master purchase orders. A master contains all the parts needed from a vendor, but allows you to create smaller purchase orders to help schedule the flow of materials to the job site. For example, you can stagger the purchase and delivery of framing materials to better coincide with the different phases of construction.

After creating purchase orders, you can generate job cost reports to determine committed costs. As you receive shipments of materials, employees can enter the quantities of materials received using the **12-4 Purchase Order Receipts** window, which creates a payable invoice with status **2-Review**. When you receive the payable invoice from the vendor, you can review the invoice record and make any necessary adjustments.

Use the **Remove Closed Purchase Orders** option to remove purchase orders with a **Closed** status and no job number.

About manufacturer details

You can include the manufacturer's name and part number in the **Description** column. When the **Manufacturer Details** option on the **Options** menu is selected, Sage 100 Contractor automatically includes the manufacturer's name and part number in the purchase order from the corresponding information in **9-2 Parts**. Sage 100 Contractor only includes the manufacturer's information at the time that you enter data.

Creating purchase orders for jobs

Consider the following points before creating purchase orders for jobs:

- You can turn on an option to open a job's schedule when the purchase order **Scheduled** date changes.
- You can assign materials being purchased to an inventory location. In the **Inventory Location** cell, enter the inventory location number.
- As you enter items, Sage 100 Contractor uses the information on the **Invoice Defaults** tab in the vendor record. However, you can post to different ledger accounts. In the **Account** cell, enter the account to which you want to post the cost of the items.
- To control purchasing, some companies have an individual who must review and authorize purchase orders. After authorizing the purchase order, enter the approval date in the **Approved** box.

To create purchase orders for jobs:

1. Open **6-6-1 Purchase Orders**.
2. In the **Order#** box, do one of the following:
   - Enter the purchase order number.
   - Leave the **Order#** box blank to automatically assign an order number.

     Tip: In a networked environment, do not assign an order number. Sage 100 Contractor assigns an order number when you save the record.
3. In the **Order Date** box, enter the date of the purchase order. Sage 100 Contractor automatically prefills the text box with today's date.

4. In the **Vendor** box, enter the vendor number.
5. In the **Attention** box, enter the name of the person to whom you are sending the purchase order.
6. In the **Description** box, enter a brief statement about the order.
7. In the **Job** box, enter the job number.
8. If the job uses phases, enter the phase number in the **Phase** box.
9. In the **Equipment** box, enter a piece of equipment using the lookup window, and then press the Enter key.
10. In the **Task** box, enter a scheduled task using the lookup window, then press the Enter key.
11. In the **Approved** box, enter the date the purchase order was approved.
12. In the **Scheduled** box, enter the scheduled date of delivery.
13. In the **Delivery** box, enter the actual date of delivery.

    Note: If you are having items sent to a delivery site, enter the address information in the **Address 1**, **Address 2**, **City**, Province, and **Postal** text boxes.

14. In the **Via** box, enter the means of delivery.
15. In the **Terms** box, enter the payment terms.
16. In the **Status** list, select the status of the purchase order.
17. In the **Type** list, select the type of order.
18. In the **Ordered by** box, enter the employee name using the lookup window, then press the **Enter** key.
19. (Optional) In the **User Def1** and **User Def2** text boxes, enter the user-defined information as necessary.
20. In the grid, for each item you want to purchase:
    a. In the **Part#** cell, enter the part number.
    b. In the **Description** cell, enter a brief statement about the item.
    c. In the **Alpha Part#** cell, enter the alpha part number.
    d. In the **Unit** cell, enter the unit of measurement.
    e. In the **Quantity** cell, enter the number of items you want to purchase.
    f. In the **Price** cell, enter the cost for one item.
    g. In the **Cost Code** cell, enter the cost code you want to use.
    h. In the **Cost Type** cell, enter the cost type.
21. On the **File** menu, click **Save**.

Note: When you enter the receipt of materials in the **12-4 Purchase Order Receipts** window or create a payable invoice that references a purchase order, Sage 100 Contractor updates the **To Date** cells with the number of items received.

Entering the settings for Purchase Order Over Budget Warnings

The **Over Budget Warning** command notifies you if costs exceed the budgeted amount for a job. When you select the **Set PO Over Budget Warnings** option, Sage 100 Contractor determines the Actual + Committed costs to date for the job and phase by cost code and cost type.

It then compares the data to the original budget plus approved change orders. When you save the record, Sage 100 Contractor notifies you if costs exceed the budget plus approved change orders for a job and phase, cost code and cost type, plus the tolerance.

Notes:

- When Purchase Orders are exported from **9-5 Takeoffs**, the warning that the purchase order exceeds the budget amount plus approved change orders for the job/phase/cost code/ cost type combination is not displayed. After exporting purchase orders, you should run the **6-1-12-21 Committed Costs** report for the correct job to verify that purchase orders have not exceeded the budget.
- To enable the program alert for **Job costs exceed budget for cost code** you must have a setting of Warning for the Message Type in the job cost screen.
- If you decreased a grid line but the purchase order is still over budget, the Purchase Order Over Budget warning will not display a second time when the record saves. To get the warning a second time, increase one of the amounts or quantities in the grid.

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Example: Using the Flat Amount with Warning

Message Type	Warning
Tolerance Type	Flat amount
Tolerance Amount	$100
Tolerance Percent	N/A
Tolerance Amount Not To Exceed	N/A

A warning dialog box displays "Warning: The actual plus committed costs exceeds the budget and approved changes plus the tolerance amount." You can now save the record by clicking [**Yes**] or cancel out

by clicking [**No**]. An alert is also sent to the Dashboard Alert Viewer if you have selected **Job costs exceed budget for cost code** in the **7-6 Alerts Manager** Program Warning Subscriptions tab.

To set the Over Budget Warning:

1. In **6-6-1 Purchase Orders**, select **Options > Set Over Budget Warning**.
2. In the **Message Type** dropdown, the choices are mutually exclusive. Select one of the following:
   - **No message.** No message is generated. All options for tolerance are grayed out.
   - **Warning.** A warning and/or alert is generated, but you are allowed to save the record.
   - **Not allow.** A warning and/or alert is generated, but you are not allowed to save the record.
3. If you select **Warning** or **Not Allow**, you must select one of the following choices from the **Tolerance Type** list:
   - No tolerance
   - Flat amount
   - Percent
   - Percent/not to exceed
4. After selecting a **Tolerance Type**, enter the applicable amount or percent for the type:
   - **Flat amount.** Enter the amount in the **Tolerance Amount** text box.
   - **Percent.** Enter the percent in the **Tolerance Percent text** box.
   - **Percent/not to exceed.** Enter the percent of the budget plus approved changes by job, phase, cost code, and cost type allowed in the **Tolerance Percent** text box, and the amount of tolerance in the **Tolerance Amount Not To Exceed** text box.
5. Click **OK**.

About purchase order status

In the header, you can assign a status to the purchase order.

You can run reports where the selection criteria allows you to view purchase orders with different statuses, for example, report **(6-6-2) 21-Purchase Order List**.

Status	Description
1-Open	Indicates the purchase order has been approved by someone with authority in the company to approve purchase orders.
2-Review	Indicates the purchase order should be reviewed by someone with authority in the

Status	Description
	company to review purchase orders. **Important.** Before creating an invoice, you should review the purchase order. You can enter an invoice with a status of **2-Review**, but the program warns you about it.
3-Dispute	Indicates a purchase order in dispute with the vendor. The authority reviewing the purchase order is disputing the charges, quantities, and so on, of the purchase order.
4-Closed	Indicates all items contained in the purchase order have been purchased or canceled.
5-Void	Indicates the purchase order is void.
6-Master	Tracks all materials to be purchased from the vendor for an entire project. With a master purchase order, you can create individual purchase orders to the vendor. The master allows you to control the ordering and shipping of materials to the job site.

Setting up purchase order types

You can create a list of purchase order types, allowing you to categorize purchase orders. A general contractor, for example, might create types to track jobs, work orders, inventory, vehicles, office, and professionals (attorneys, accountants).

The following is an example of purchase order types:

PO Type #	Type Name
1	Job Materials
2	Temp Utilities
3	Equipment
4	Office

To set up purchase order types:

1. Open **6-6-1 Purchase Orders**.
2. Next to the **Type** list, click the detail button.
3. In the **PO Type#** cell, enter the type number.
4. In the **Type Name** cell, enter a description of the purchase type.
5. Repeat steps 3 and 4 for each type.
6. On the **File** menu, click **Save**.

Entering the settings for Purchase Order Over Budget Warnings

The **Over Budget Warning** command notifies you if costs exceed the budgeted amount for a job. When you select the **Set PO Over Budget Warnings** option, Sage 100 Contractor determines the Actual + Committed costs to date for the job and phase by cost code and cost type.

It then compares the data to the original budget plus approved change orders. When you save the record, Sage 100 Contractor notifies you if costs exceed the budget plus approved change orders for a job and phase, cost code and cost type, plus the tolerance.

Notes:

- When Purchase Orders are exported from **9-5 Takeoffs**, the warning that the purchase order exceeds the budget amount plus approved change orders for the job/phase/cost code/ cost type combination is not displayed. After exporting purchase orders, you should run the **6-1-12-21 Committed Costs** report for the correct job to verify that purchase orders have not exceeded the budget.
- To enable the program alert for **Job costs exceed budget for cost code** you must have a setting of Warning for the Message Type in the job cost screen.
- If you decreased a grid line but the purchase order is still over budget, the Purchase Order Over Budget warning will not display a second time when the record saves. To get the warning a second time, increase one of the amounts or quantities in the grid.

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Example: Using the Flat Amount with Warning

Message Type	Warning
Tolerance Type	Flat amount

Tolerance Amount	$100
Tolerance Percent	N/A
Tolerance Amount Not To Exceed	N/A

A warning dialog box displays "Warning: The actual plus committed costs exceeds the budget and approved changes plus the tolerance amount." You can now save the record by clicking [**Yes**] or cancel out by clicking [**No**]. An alert is also sent to the Dashboard Alert Viewer if you have selected **Job costs exceed budget for cost code** in the **7-6 Alerts Manager** Program Warning Subscriptions tab.

To set the Over Budget Warning:

1. In **6-6-1 Purchase Orders**, select **Options > Set Over Budget Warning**.
2. In the **Message Type** dropdown, the choices are mutually exclusive. Select one of the following:
   - **No message.** No message is generated. All options for tolerance are grayed out.
   - **Warning.** A warning and/or alert is generated, but you are allowed to save the record.
   - **Not allow.** A warning and/or alert is generated, but you are not allowed to save the record.
3. If you select **Warning** or **Not Allow**, you must select one of the following choices from the **Tolerance Type** list:
   - No tolerance
   - Flat amount
   - Percent
   - Percent/not to exceed
4. After selecting a **Tolerance Type**, enter the applicable amount or percent for the type:
   - **Flat amount.** Enter the amount in the **Tolerance Amount** text box.
   - **Percent.** Enter the percent in the **Tolerance Percent text** box.
   - **Percent/not to exceed.** Enter the percent of the budget plus approved changes by job, phase, cost code, and cost type allowed in the **Tolerance Percent** text box, and the amount of tolerance in the **Tolerance Amount Not To Exceed** text box.
5. Click **OK**.

About closing purchase orders automatically

If you are a company administrator, you can select options to close purchase orders automatically when you post receipts against a purchase order in the **4-2 Payable Invoices/Credits** or **12-4 Purchase Order Receipts** window that either:

- Result in a net balance equal to or less than zero, or
- Reduce all quantities to zero.

To have Sage 100 Contractor close purchase orders automatically:

1. In the **6--6-1 Purchase Orders** window, click **Options** > **Automatic Close**.
2. On the Automatic Close menu, select one or both of the following options:
   - **When Balance Is Zero or Negative**.
   - **When All Quantities Equal Zero**. (That is, the purchase order is closed when the sum of the **To Date** and **Canceled** columns equal the sum of the **Quantity** column. If any quantity remains, positive or negative, the purchase order remains open.).

Note: The **Automatic Close** option is available only if you are a company administrator.

Closing purchase orders manually

When the sum of the **To Date** and **Cancelled** columns equal the sum of the **Quantity** column, close the purchase order.

To manually close a purchase order:

1. Open **6-6-1 Purchase Orders**.
2. Select the purchase order.
3. In the **Status** list, click **4-Closed**.
4. On the **File** menu, click **Save**.

Issuing purchase orders

You can issue an individual purchase order. Note that The **Batch** number will incrementally increase by one (1) each time you issue a purchase order.

To issue a purchase order:

1. Open **6-6-1 Purchase Orders**.
2. Select the **Purchase Order** you want to issue. The purchase order must have a status of **1-Open** in order to be issued.
3. On the **Options**menu, click **Issue this Purchase Order**.

The **Issued** date and **Batch** number appear in the lower left-hand corner of the window.

Issuing batches of purchase orders

You can issue a batch of purchase orders. Note that printing from the **Purchase Order Issue Batch** window will display the **Purchase Order Issue Batch** report.

To issue a batch of purchase orders:

1. Open **6-6-1 Purchase Orders**.
2. Select and open any purchase order record.
3. On the **Options** menu, click **Issue Purchase Order Batch**.

   The **Select Purchase Orders to Issue** window appears. Purchase orders must have a status of **1-Open** in order to be issued.
4. Select the **Selection Criteria**, **Sort**, and **Sort By** options that you want to use to identify the purchase orders to be issued, and click **OK**.

   The **Purchase Order Issue Batch** window appears.
5. Review the window to confirm the selected purchase orders should be issued.
6. Double-click in the **Issue** column to select and clear records.
7. Double-click in any other cell in a row to display a purchase order for review.
8. Select a row and click **Go to PO** to display the selected purchase order.
9. Click the **Selection** button to display the **Select Purchase Orders to Issue** window, where you can make further selection modifications.
10. Confirm that the appropriate purchase orders are selected, and click **Save** to issue the purchase orders.
11. The **Issued** date and **Batch** number displays in the lower left-hand corner of each purchase order window.

Retracting purchase orders

You can retract an individual purchase order.

To retract a purchase order:

1. Open **6-6-1 Purchase Orders**.
2. Select the **Purchase Order** you want to retract.
3. On the **Options**menu, click **Retract this Purchase Order**.

The **Issued** date and **Batch** number will clear in the lower left-hand corner of the window.

Retracting batches of purchase orders

You can retract a batch of purchase orders. Note that printing from the **Purchase Order Retract Batch** window displays the **Purchase Order Retract Batch** report.

To retract a batch of purchase orders:

1. Open **6-6-1 Purchase Orders**.
2. Select and open any purchase order record.
3. On the **Options** menu, click **Retract Purchase Order Batch**.

   The **Purchase Orders Retract Batch** window appears.
4. In the **Batch#** box, enter the batch number you want to retract, and click **Display**.
5. Review the window to confirm the selected purchase orders should be retracted.
6. Double-click in the **Retract** column to select and clear records.
7. Double-click in any other cell in a row to display a purchase order for review.
8. Select a row and click **Go to PO** to display the selected purchase order.
9. Confirm that the appropriate purchase orders are selected for retraction.
10. Click **Save** to retract the purchase orders.
11. The **Issued** date and **Batch** number will clear in the lower left-hand corner of each purchase order window.

Note: Printing from the **Purchase Order Retract Batch** window displays the **Purchase Order Retract Batch** report.

Voiding purchase orders

Be aware that voiding a purchase order does not impact the accounting records.

To void a purchase order:

1. Open **6-6-1 Purchase Orders**.
2. Using the data control, select the record.
3. In the **Status** list, click **5-Void**.

Canceling ordered items

To cancel an ordered item:

1. Open **6-6-1 Purchase Orders**.
2. Open **6-6-1 Purchase Orders**.
3. Open **6-6-1 Purchase Orders**.
4. Open **6-6-1 Purchase Orders**.

Deleting purchase orders

To delete a purchase order:

1. Open **6-6-1 Purchase Orders**.
2. Using the data control, select the record.
3. On the **Options** menu, click **Delete**.

Opening job schedules when purchase order dates change

You can have a job's schedule open automatically for editing if the **Scheduled** date for a purchase order for the job changes by selecting an option in the **Purchase Order**.

Before selecting the option

The following criteria must be in place for this option to work:

- A job must be specified on the purchase order.
- A task must be specified on the purchase order.
- A schedule must be entered and saved for the same job and must include the same task as specified on the purchase order.

To open a job's schedule when its purchase order dates change:

1. Open **6-6-1 Purchase Orders**.
2. Select the **Purchase Order** for which you want to activate the option.
3. On the **Options** menu, click **Open Job Schedule When PO Scheduled Date Changes**.
4. On the **File** menu, click **Save**.

If a change is now made to the **Scheduled** box, a message offers you the option of opening and editing the corresponding schedule.

Master Purchase Orders

About master purchase orders

To control the ordering and arrival of materials at a job site, use a master purchase order. Think of the master purchase order as a contract with the vendor, which lists all the materials you intend to purchase over the course of the project. You might even supply each of your vendors with copies of the master orders.

From the master, you create smaller purchase orders for the materials necessary to complete the next series of tasks. The master tracks the total quantity of items ordered and cancelled for a particular vendor and job. After creating the master purchase order, you can create all the smaller purchase orders to ensure you have accounted for all materials on the master purchase order. You then only need to assign the appropriate delivery dates and print the purchase orders as you need them.

Creating master purchase orders

To create a master purchase order:

1. Open **6-6-1 Purchase Orders**.
2. Create the purchase order.
3. In the **Status** list, click **6-Master**.

Creating purchase orders from masters

To create a purchase order from a master:

1. Open **6-6-1 Purchase Orders**.
2. Select the master purchase order.
3. In the **Current** column, enter the part quantities you want to order at this time.
4. On the **Options** menu, click **Create New Order**.

Sage 100 Contractor automatically creates the purchase order, assigns a record number, and displays it.

6-6-2 Purchase Order List

About 6-6-2 Purchase Order List

Clicking **6-6-2 Purchase Order List** launches the **6-6-2 Report Printing** window for printing Purchase Order List reports and viewing sample reports.

6-6-3 Purchase Order Audit

About 6-6-3 Purchase Order Audit

Clicking **6-6-3 Purchase Order Audit** launches the **6-6-3 Report Printing** window for printing Purchase Order Audit reports and viewing sample reports.

6-6-4 Purchase Order Materials

About 6-6-4 Purchase Order Materials

Clicking **6-6-4 Purchase Order Materials** launches the **6-6-4 Report Printing** window for printing Purchase Order Materials reports and viewing sample reports.

6-7 Subcontracts

6-7-1 About Subcontracts

About subcontracts

Many general contractors enter into subcontracts with other contractors to perform specific types of work. In the **6-7-1 Subcontracts** window, you can create subcontracts, review change work and invoices that affect subcontracts, and gain tighter control of subcontract billings. You can export items from a takeoff to create subcontracts automatically, or you can enter the subcontracts manually.

When using phases to manage larger projects, look at the amount of work a subcontractor is providing and determine whether you want to create a single subcontract for the entire job or a subcontract for each phase within the job. If the amount of work is relatively small or does not vary from phase to phase, it might be easier to create a single subcontract. For large amounts of work, or if the complexity of work varies between phases, consider creating a subcontract for each phase.

From a takeoff, you can export items assigned status **4-Subcontract** by job, or by job and phase.

- When you export the subcontracts by job, Sage 100 Contractor creates a subcontract that lists each phase in which the subcontractor performs work.
- When you export the subcontracts by job and phase, Sage 100 Contractor creates a separate subcontract for each phase in which the subcontractor performs work.

Subcontracts work in conjunction with change orders and accounts payable invoices, providing you with better control over change work and billing. You can review billings, approved and open change orders, or a summary of the subcontract information, including a line-by-line summary of the invoiced amounts.

About subcontract status

The subcontract status lets you follow the condition of a subcontract. You can change the status of a subcontract record at any time.

Note: The **Subcontract Status** list is not editable. The six existing subcontract statuses are defaults for the program.

Status	Description
1-Bid	You are currently accepting bids from subcontractors.
2-Refused	A subcontractor's bid that has been refused.
3-Contract	You have awarded the contract to the subcontractor, but they have not begun work.
4-Current	Work is in progress on the contracted work.
5-Complete	The subcontractor has completed work.
6-Closed	The subcontractor has been paid in full for all contracted work.

Status 2-Refused has no impact on reporting.

Entering subcontracts

When entering a subcontract, you can save it without entering values or data in all the boxes. Only boxes with blue titles are required. During the active life of the subcontract, you may need to enter values or data in other boxes as its status changes. For example, if you are going to invoice a subcontract or part of a subcontract, you may need to enter data in the **Contract Date** box, **Holdback** box, or other boxes.

When working in the **6-7-1 Subcontracts** grid, you can enter values or data in several ways. For example, if you click in a cell, you can type in it. Some grid cells are also linked to Quick Lists and lookup windows. Click the drop-down arrow to open the window and select items from the list. When the program is set up with descriptions, cost codes, and cost types, the grid autofills with default values when you press the Enter key to move through the grid cells.

To enter a subcontract:

1. Open **6-7-1 Subcontracts**.
2. In the **Job** box, enter the job number.

3. If the job uses phases, enter the phase number in the **Phase** box.
4. In the **Vendor** box, enter the vendor number of the subcontractor performing the work.
5. In the **Subcontract#** box, enter the subcontract number. If you leave the **Subcontract#** box blank, Sage 100 Contractor enters the next contract number for you.
6. In the **Description** box, enter a brief statement about the subcontract, for example, Electrical work.
7. In the **Cost Division** text box, enter a cost division using the lookup window, and then press the Enter key.
8. (Optional) In the **User Def1** and **User Def2** text boxes, enter the user-defined information as necessary.
9. In the **Contract Date** box, enter the date when the contract begins.
10. For each item in the subcontract:
    a. Do any of the following, as needed:
        i. In the **Approved** box, enter the date the subcontract was approved.
        ii. In the **Scheduled Start** box, enter the date the subcontract is scheduled to begin.
        iii. In the **Scheduled Finish** box, enter the date the subcontract is scheduled to end.
        iv. In the **Actual Start** box, enter the date the subcontract actually started.
        v. In the **Subst Complete** box, enter the date when most of the work is to be completed.
        vi. In the **Actual Finish** box, enter the date when the subcontract is to be completed.
        vii. From the drop-down list of statuses, select a status, or accept the default status.
        viii. In the **Type** drop-down list, select the type of order, for example, Electrical, Plumbing, and so forth.
        ix. In **Pref Bond**, **Bid Bond**, and **Holdback** boxes enter values.
    a. Using rows in the grid:
        i. In the **Description** cell, type a description, or enter a description using the Quick List, and then press the Enter key.
        ii. In the **Cost Code** cell, type a cost code, or enter a cost code using the lookup window, or accept the default cost code, and then press the Enter key.
        iii. In the **Cost Type** cell, type a cost type, or enter a cost type using the lookup window, or accept the default cost type, and then press the Enter key.
        iv. In the **Original Contract** cell, enter the dollar amount of the subcontract or part of the subcontract.
11. On the **File** menu, click **Save**.

Entering the settings for Subcontract Over Budget Warnings

The **Over Budget Warning** command notifies you if costs exceed the budgeted amount for a job. When you select the **Set Subcontract Over Budget Warnings** option, Sage 100 Contractor determines the Actual + Committed costs to date for the job and phase by cost code and cost type.

It then compares the data to the original budget plus approved change orders. When you save the record, Sage 100 Contractor notifies you if costs exceed the budget plus approved change orders for a job and phase, cost code and cost type, plus the tolerance.

Notes:

- When Subcontracts are exported from **9-5 Takeoffs**, the warning that the subcontract exceeds the budget amount plus approved change orders for the job/phase/cost code/ cost type combination is not displayed. We recommend that after exporting subcontracts you should run the **6-1-12-21 Committed Costs** report for the correct job to verify that subcontracts have not exceeded the budget.
- If you decreased a grid line but the subcontract is still over budget, the Subcontract Over Budget warning will not display a second time when the record saves. To get the warning a second time, increase one of the amounts or quantities in the grid.

Example: Using the Flat Amount with Warning

Message Type	Warning
Tolerance Type	Flat amount
Tolerance Amount	$100
Tolerance Percent	N/A
Tolerance Amount Not To Exceed	N/A

To set the Over Budget Warning

1. In **6-7-1 Subcontracts**, select **Options > Set Over Subcontract Warning**.
2. From the **Message Type** list, select one of the following types:
   - **No message.** No message is generated. All options for tolerance are grayed out.
   - **Warning.** A warning and/or alert is generated, but you are allowed to save the record.
   - **Not allow.** A warning and/or alert is generated, but you are not allowed to save the record.

3. If you select **Warning** or **Not Allow**, you must select one of the following choices in the **Tolerance Type** dropdown:
   - No tolerance
   - Flat amount
   - Percent
   - Percent/not to exceed
4. Once a **Tolerance Type** has been selected, enter the applicable amount or percent for the type:
   - **Flat amount.** Enter the amount in the Tolerance Amount text box.
   - **Percent.** Enter the percent in the Tolerance Percent text box.
   - **Percent/not to exceed.** Enter the percent of the budget plus approved changes by job, phase, cost code, and cost type allowed in the **Tolerance Percent** text box, and the amount of tolerance in the **Tolerance Amount Not To Exceed** text box.
5. Click **OK**.

Reviewing subcontracts

You can review a summary of a subcontract.

To review a subcontract:

1. Open **6-7-1 Subcontracts**.
2. Select the subcontract.
3. On the **Options** menu, click **Summary**.

Reviewing subcontract invoices

You can review a summary of payable invoices for a subcontract.

To review a subcontract invoice:

1. Open **6-7-1 Subcontracts**.
2. Select the subcontract.
3. On the **Options** menu, click **Invoices**.

Reviewing subcontract change orders

You can review a summary of change orders for subcontracts that are not rejected or void.

To review a summary of change orders for a contract:

1. Open **6-7-1 Subcontracts**.
2. Select the subcontract.
3. On the **Options** menu, click **Changes**.

Setting up subcontract types

You can create a list of subcontract types, allowing you to categorize your subcontracts. A general contractor, for example, might create types to track electrical, plumbing, and roofing subcontractors.

The following is an example of subcontract types:

Subcontract Type #	Type Name
1	Flooring
10	Fireplace
16	Electrical
17	Plumbing
20	Sitework
29	Landscape
30	Concrete
40	Masonry
50	Steel

To set up subcontract types:

1. Open **6-7-1 Subcontracts**.
2. Next to the **Type** list, click the detail button.
3. In the **Subcontract Type#** cell, enter the type number.
4. In the **Type Name** cell, enter a description of the purchase type.
5. Repeat steps 3-4 for each type.
6. On the **File** menu, click **Save**.

Deleting subcontracts

Important!

- You cannot delete a subcontract record if it already has an invoiced or changed amount.
- You cannot delete a grid line if it already has an invoiced or changed amount.

To delete a subcontract:

1. Open **6-7-1 Subcontracts**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Subcontract**.

6-7-2 Print Subcontracts

About 6-7-2 Print Subcontracts

Clicking **6-7-2 Purchase Order List** launches the **6-6-2 Report Printing** window for printing Print Subcontracts reports and viewing sample reports.

6-7-3 Subcontract List

About 6-7-3 Subcontract List

Clicking **6-7-3 Subcontract List** launches the **6-7-3 Report Printing** window for printing Subcontract List reports and viewing sample reports.

6-7-4 Subcontract Audit

About 6-7-4 Subcontract Audit

Clicking **6-7-4 Subcontract Audit** launches the **6-7-4 Report Printing** window to be used to for printing Subcontract Audit reports and viewing sample reports.

6-8 Cost-to-Complete

6-8-1 About cost to complete

About cost to complete

Caution! The **Cost to Complete** report relies on accurate and up-to-date job costs. Be sure to post all job costs and enter any recent change orders before updating the report.

In the **6-8-1 Cost to Complete** window, you can generate a report estimating the costs necessary to complete a project currently under construction. When you select the job and phase and update the data, Sage 100 Contractor retrieves the current budget, job costs, and the gross wages for uncomputed payroll records. Over the course of the project, you can update the current budget and job costs in the **Cost to Complete** window to create a new report.

Enter the estimated percent of work completed or costs to complete the project, and calculate the report. If you provide the percent of work completed, Sage 100 Contractor computes an estimate of the remaining costs to complete the project and the amount by which you are over or under budget. If you provide the estimated costs to complete the project, Sage 100 Contractor computes the percent of work completed and the amount over or under budget.

While the computed payroll records include the labour burden, the gross wages for uncomputed payroll records do not. To increase the accuracy of the report, you can provide a labour burden rate, which Sage 100 Contractor uses to calculate and add in the estimated labour burden for uncomputed payroll records.

Entering the costs to complete jobs

To enter the costs to complete a job:

1. Open **6-8-1 Cost to Complete**.
2. Using the data control, select the job.
3. If you have job phases, in the **Phase** list, click the phase.

   Note: You must select and update each phase separately.

4. In the **Labour Burden** box, enter the rate of labour burden.
5. On the menu bar, click **Options**, and then **Update**.
6. For each cost code:
   a. Select a cost code.
   b. In the **Cost to Complete** cell, enter the remaining costs to complete the work.

   Important! Do not enter values in both the **Cost to Comp** and **Actual Percent** columns.

7. On the **Options** menu, click **Percentage from Cost to Complete**.

8. Edit the record, and recalculate if necessary.
9. On the **File** menu, click **Save**.

Entering the percentage of work completed on jobs

To enter the percent of work completed on a job:

1. Open **6-8-1 Cost to Complete**.
2. Using the data control, select the job.
3. In the **Phase** list, click the phase. You must select and update each phase separately.
4. In the **Labour Burden** box, enter the rate of labour burden.
5. On the menu bar, click **Options**, and then click **Update**.
6. For each cost code:
   a. Select the cost code.
   b. In the **Actual Percent** cell, enter the percent of work actually completed.

   Important! Do not enter values in both the **Cost to Comp** and **Actual Percent** columns.
7. On the **Options** menu, point to **Calculate**, then click **Cost to Complete from Percentage**.
8. Edit the record, and recalculate if necessary.
9. On the **File** menu, click **Save**.

Updating Cost to Complete reports

To update a Cost to Complete report:

1. Open **6-8-1 Cost to Complete**.
2. Using the data control, select the job.
3. In the **Phase** list, click the phase. You must select and update each phase separately.
4. On the **Options** menu, click **Update**.

Applying Labour Burden in 6-8-1 Cost to Complete

Labour burden refers to job-related payroll overhead costs. These employer-incurred costs are in addition to the direct wages and include taxes, insurance, and benefits. The additional costs for labour burden can account for up to 35% of the total wages.

To apply the labour burden in Cost to Complete:

1. Open **6-8-1 Cost to Complete**, and open a job.
2. In the **Labour Burden** box, type the percentage that you want to have applied.
3. From the **Options** menu, select one of the calculation methods, then save the record.
4. From the **Options** menu, select **Update**.
5. At the message, click **Yes**.

Deleting Cost to Complete reports

To delete a Cost to Complete report:

1. Open **6-8-1 Cost to Complete**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Cost/Complete**.

6-8-2 Hours to Complete

About hours to complete

In the **Hours to Complete** window, you can generate a report estimating the number of hours necessary to complete a project currently under construction. When you select the job and phase and update the data, Sage 100 Contractor retrieves the current budget, job costs, and the gross wages for uncomputed payroll records. Over the course of the project, you can update the current budget and job costs in the **Hours to Complete** window to create a new report.

Caution! The **Hours to Complete** report relies on accurate and up-to-date job costs. Be sure to post all job costs and enter any recent change orders before updating the report.

Enter the percent of hours completed or estimated hours to complete the project, and calculate the report. If you provide the percent of hours completed, Sage 100 Contractor computes an estimate of the remaining hours to complete the project and the amount by which you are over or under budget. If you provide the estimated hours to complete the project, Sage 100 Contractor computes an estimate of the percent of hours completed and the amount by which you are over or under budget.

Entering the hours to complete jobs

To enter the hours to complete a job:

1. Open **6-8-2 Hours to Complete**.
2. Using the data control, select the job.
3. In the **Phase** list, click the phase.

   Note: You must select and update each phase separately.

4. On the menu bar, click **Update**.
5. Select a cost code.
6. In the **Hours to Complete** cell, enter the remaining hours to complete the work.
7. Repeat steps 6-7 for each cost code.
8. Edit the record if necessary.
9. On the **File** menu, click **Save**.

Entering the percentage of hours completed on jobs

To enter the percentage of hours completed on a job:

1. Open **6-8-2 Hours to Complete**.
2. Using the data control, select the job.
3. In the **Phase** list, click the phase.

   Note: You must select and update each phase separately.

4. On the menu bar, click **Update**.
5. For each cost code:
   a. Select a cost code.
   b. In the **Actual Percent** cell, enter the hours of work actually completed.
6. Edit the record if necessary.
7. On the **File** menu, click **Save**.

Updating Hours to Complete reports

To update an Hours to Complete report:

1. Open **6-8-2 Hours to Complete**.
2. Using the data control, select the job.
3. In the **Phase** list, click the phase.

   Note: You must select and update each phase separately.

4. On the menu bar, click **Update**.

Deleting Hours to Complete reports

To delete an Hours to Complete report:

1. Open **6-8-2 Hours to Complete**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Hours/Complete**.

6-8-3 Units to Complete

About units to complete

In the **6-8-3 Units to Complete** window, you can generate a report to review the number of units to complete on a project currently under construction. When you select the job and phase and update the data, Sage 100 Contractor retrieves the current budget. Over the course of the project, you can update the current budget in the **Units to Complete** window to create a new report.

You can enter the estimated units completed and calculate the report. Sage 100 Contractor computes the budgeted cost per unit, the actual cost per unit, and the units by which you are over or under budget.

Entering the estimated number of units to complete jobs

To enter the estimated number of units to complete a job:

1. Open **6-8-3 Units to Complete**.
2. Using the data control, select the job.
3. In the **Phase** list, click the phase.

> **Note:** You must select and update each phase separately.

4. On the menu bar, click **Update**.
5. For each cost code:
   a. Select a cost code.
   b. In the **Units Complete** cell, enter the units of work actually completed.
6. Edit the record if necessary.
7. On the **File** menu, click **Save**.

Updating Units to Complete reports

To update a Units to Complete report:

1. Open **6-8-3 Units to Complete**.
2. Using the data control, select the job.
3. In the **Phase** list, click the phase.

> **Note:** You must select and update each phase separately.

4. On the menu bar, click **Update**.

Deleting Units to Complete reports

To delete a Units to Complete report:

1. Open **6-8-3 Units to Complete**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Units/Complete**.

6-9 Proposals

About proposals

The proposal is a document presented to a client, providing a breakdown of the contracted amount by cost code or bid item. Sage 100 Contractor provides several ways to create a proposal: you can export the data from a takeoff, import a budget, import a file, or create a proposal manually. After the proposal is

completed, you can set the original proposal. After negotiating the price with your client, you can edit the current proposal and compare it with the original.

If it becomes necessary to adjust the selling price in a proposal, enter the changes by issuing change orders. Change orders allow you to alter the selling price independent from the proposal itself.

About creating proposals

There are many ways to create proposals—from entering the cost codes or bid items manually, to selecting a list of cost codes or bid items in a **Picklist**, to importing a budget or file. Furthermore, you can export a takeoff to create a proposal by bid item or cost code.

While it is faster and easier to import a proposal, you can also build a proposal manually by entering the individual cost codes and amounts for each cost type, including the overhead and profit.

Creating proposals from budgets

To create a proposal from a budget:

1. Open **6-9 Proposals**.
2. Using the data control bar, select a specific job.

   Important! Only four of the buttons in the data control activate areas in **6-9 Proposals**: **First**, **Previous**, **Next**, and **Last**.

   The **Display Lookup** drop-down arrow displays the **Accounts ReceivableLookup** window, and the detail button displays the **3-5 Jobs (Accounts Receivable)** window.
3. In the **Phase** list, click the phase.
4. Under **Proposal Basis**, click **Cost Codes**.
5. On the **Options** menu, point to **Import** and click **Budget**.
6. In the **Overhead/Profit by Cost Type** dialog box, enter the overhead and profit rates for each cost type. Then click **OK**.
7. Adjust the individual amounts to reflect what you want to charge the client.
8. On the **File** menu, click **Save**.

Tips:

- To reapply the overhead and profit rates, delete the current proposal and import the budget again.
- If you anticipate changes and want to preserve the current proposal, set the original proposal.

Creating proposals from bid items

To create a proposal from bid items:

1. Open **6-9 Proposals**.
2. Using the data control, select the job.
3. If the job uses phases, in the **Phase** drop-down list, select the phase.
4. Select **Use Bid Items for proposal lines**.
5. In the **Bid Items** cell, right-click, then click **Display Picklist Window**.
6. Create a **Picklist** of bid items, and click the check mark button to insert them into the grid.
7. For each bid item, enter the proposed amounts (including the overhead and profit) for each cost type.
8. Set the original proposal.
9. On the **File** menu, click **Save**.

Creating proposals from cost codes

To create a proposal from cost codes:

1. Open **6-9 Proposals**.
2. Using the data control, select the job.
3. If the job uses phases, in the **Phase** drop-down list, select the phase.
4. Select the **Use Cost Codes for proposal lines** option.
5. In a **Cost Code** cell, right-click, then click **Display Picklist Window**.
6. Create a **Picklist** of cost codes, and click the check mark button to insert the list of cost codes into the grid.
7. For each cost code, enter the proposed amounts (including the overhead and profit) for each cost type.
8. Set the original proposal.
9. On the **File** menu, click **Save**.

Setting the original proposal

When you set the original proposal, Sage 100 Contractor copies the proposal information to the **Original** columns. With the proposal preserved, you can compare it to the current proposal. The original proposal information is for reference only.

To set the original proposal:

1. Create the proposal.
2. On the **Options** menu, click **Set Proposal**.

About displaying a proposal recap

You can display a cost code, bid item, or phase summary of the proposal for review before printing the final proposal. The cost code recap summarizes the cost types for each cost code across the job phases. The bid item recap summarizes the bid items across the job phases. The phase recap summarizes the cost types in each phase.

Rounding up amounts

After creating a proposal, you can round amounts up to the nearest $1, $10, or $100. Sage 100 Contractor rounds up all bid amounts across all phases.

To round up amounts, on the **Options** menu, point to **Round Up Amounts,** and then click the amount by which you want to round up.

Deleting proposals

To delete a proposal:

1. Open **6-9 Proposals**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Proposal**.

Exporting and Importing Proposal Files

About exporting and importing files

Files save you time performing repetitious work by providing the structure for documents such as budgets or proposals. You can create files that provide only a brief outline or contain nearly complete information or anywhere in between.

Suppose that you are building homes in a residential subdivision. Because there is only one model of home, the basic budget for each home does not change. Rather than re-entering the same budget information for each home you intend to build, you can create a file from the first budget. Then for each new home, import the budget file and enter any minor modifications to suit the needs of that particular project.

If the subdivision contains four different models of homes, you can create four budget files. When you begin work on a new home, import its budget file for the particular model and modify it as needed.

Perhaps you do a great deal of home construction, and one budget cannot accurately reflect so many different projects. You can create a budget file that only contains a list of cost codes. When you import the budget file, you can enter the appropriate figures as dictated by the job.

When creating a file, either you can use an existing record as the basis for the file, or you can build the file from scratch.

Exporting proposal files

You can create a file from an existing proposal. Sage 100 Contractor only creates a file for the currently displayed grid. Files are specific to the company in which you save them.

To export a proposal file:

1. Open **6-9 Proposals**.
2. In the data control box, enter the job number for the proposal that you want to use.
3. In the **Phase** list, click the phase, then edit the content of the phase.
4. On the **Options** menu, point to **Export**, and then click **Proposal File**.
5. Name the file, and click **Save**.

Tip: Instead of using a proposal from an existing job, you can create a new proposal.

Exporting proposal grid files

Be aware that Sage 100 Contractor only creates a file for the currently displayed grid and that files are specific to the company in which you save them.

To export a proposal grid file:

1. Open **6-9 Proposals**.
2. In the data control, click the drop-down arrow to display a **Lookup** window with a list of jobs.
3. Double-click the job from which you want to make a proposal.

   Data from the job fills the grid.
4. If you are exporting a proposal for a **Phase**, select the phase.
5. On the **Options** menu, point to **Export**, then click **Grid File**.

The **Export template proposal** grid file opens.

6. Name the file, and click **Save**.

Tip: Instead of using a proposal from an existing job, you can create a new proposal.

Importing proposal files

To import a proposal file:

1. Open **6-9 Proposals**.
2. In the data control box, enter the job number of the job for which you want to create a proposal.
3. On the **Options** menu, point to **Import**, then click **Proposal File**.
4. Select the file that you want to import, and click **OK**.

Important! When you import a file, the file writes over any data already contained in the grid.

6-10 Unitary Proposals

About unitary proposals

The proposal is a document presented to a client, providing a breakdown of the contracted amount by bid item. There are two ways to create a unitary proposal: you can import a file, or you can create a proposal manually. After the proposal is completed, you can set it as the original. After negotiating the price with your client, you can edit the current proposal while retaining the original.

If it becomes necessary to adjust the selling price in a proposal, you enter the changes by issuing change orders. Change orders allow you to alter the selling price independent from the proposal itself.

Creating unitary proposals

To create a unitary proposal:

1. Open **6-10 Unitary Proposals**.
2. Using the data control, select the job.
3. If relevant, in the **Phase** list, click the phase.
4. In a bid list cell, right-click, then click **Display Picklist Window**.
5. Create a **Picklist** of bid items, and then click the check mark button to insert them into the grid.

6. In the grid, for each item:
   a. In the **Unit** cell, enter the unit of measurement.
   b. In the **Quantity** cell, enter the quantity of units of work to be performed.
   c. In the **Unit Price** cell, enter the cost per unit (including the overhead and profit).
7. On the **File** menu, click **Save**.

Tip: If you anticipate changes and want to preserve the current proposal, set the original proposal.

Deleting unitary proposals

To delete a unitary proposal:

1. Open **6-10 Unit Proposals**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Proposal**.

About displaying a unitary proposal recap

You can display a bid item or phase summary of the proposal for review before printing the final unitary proposal. The bid item recap summarizes the bid items across the job phases. The phase recap summarizes the cost types in each phase.

Exporting and Importing Unitary Proposal Files

Exporting unitary proposal files

You can create a file from an existing proposal.

Important! Files are specific to the company in which you save them.

To export a unitary proposal file:

1. Open **6-10 Unitary Proposals**.
2. In the data control box, enter the job number for the proposal that you want to use.
3. In the **Phase** list, click the phase. Edit the content of the phase as needed.
4. On the **Options** menu, point to **Export**, and click **Proposal File**.
5. Name the file, and click **Save**.

Tip: Instead of using a proposal from an existing job, you can create a new proposal.

Exporting unitary proposal grid files

You can create a file from an existing unitary proposal.

Important!
- Sage 100 Contractor only creates a file for the currently displayed grid.
- Files are specific to the company in which you save them.

To export a unitary proposal grid file:

1. Open **6-10 Unitary Proposals**.
2. In the data control box, enter the job number for the proposal that you want to use.
3. If the job uses phases, in the **Phase** list, select the phase.
4. On the **Options** menu, point to **Export**, then click **Unitary Proposal File**.
5. Name the file, and click **Save**.

Tip: Instead of using a proposal from an existing job, you can create a new proposal.

Importing unitary proposal files

Important! When you import a file, the file writes over any data already contained in the grid.

To import a unitary proposal file:

1. Open **6-10 Unitary Proposals**.
2. In the data control box, enter the job number of the job for which you want to create a proposal.
3. On the **Options** menu, point to **Import**, then click **Unitary Proposal File**.
4. Select the file that you want to import, and click **OK**.

6-11 Document Control

About document control

Note: This functionality is available only if you have the Document Control Module.

Sage 100 Contractor's **Document Control** module provides complete control of all your project management documents. These include Requests for Information (RFIs), Requests for Proposal (RFPs), transmittals, submittals, daily field reports, and correspondence.

Document Control tools help you manage correspondence, keep track of project plans, maintain a project hot list, and stay on top of punch list items. A customizable template makes daily field reports accurate and accessible.

When using the functionality of **Document Control**, all your documents integrate with estimating, change orders, purchase orders, subcontracts, and payroll. This makes the process of project management complete, fast, accurate, and reliable.

6-11-1 Requests for Proposal

About Request for Proposal

A Request for Proposal (RFP) is a document you send to vendors or subcontractors containing a list of parts needed or work to be performed. The vendor or subcontractor uses the RFP to create a proposal for you. Look for menu **6-11-1 Request for Proposal**.

Tip: You can set up RFPs to be numbered sequentially with an association to a job and phase.

About RFP and RFI numbering by job and phase

Sage 100 Contractor supports RFP and RFI numbering by job, and if the job has phases, by job and phase. This feature makes it easier to keep track of RFIs and RFPs because they are associated with the job in which they were initiated.

Because this is a new feature, when you first open the **6-11-1 Requests for Proposal** or **6-11-2 Requests for Information** windows after an upgrade installation, the program displays a default setting window with instructions for changing the RFP (**Request#** box) and RFI (**RFI#** box) default setting to **Next by Job** default instead of the previous default setting of **Next**.

Tip: With new installations, the default setting is **Next by Job** and the program does not display this window.

The following table describes the actions of each button on the default settings window when you click it.

Button	Action
Yes	Changes the default setting for **Request#** or **RFI#** to Next by Job.
No	Retains **Next** as the default setting.

Button	Action
Ask Me Later	Retains **Next** as the default setting, but the program prompts you to make a selection by displaying the default settings window each time you open either **6-11-1 Requests for Proposal** or **6-11-2 windows**.
Help	Opens this Help topic.

Rules for using RFP/RFI Numbering by Job

The program uses this functionality using specific rules. Following are some ideas to keep in mind.

- When beginning a new numbering scheme for your RFP/RFIs, type a pattern like this [number][hyphen][number] (without brackets), for example, 216-1, with 216 representing the job number and 1 representing the first RFP or RFI record. When creating the next new RFP or RFI record, the program looks for the final hyphen (–) and increments the number following the it by 1 in the new record, for example, 216-2, 216-3, and so forth.
- Numbering for jobs with phases could look like this: 216-1-1, 216 for the job, 1 for phase, and 1 for the first RFP or RFI. This numbering scheme would increment to 216-1-2, 216-1-3 automatically in new records.
- If 216-1-3 were the last RFI or RFP for phase 1, then when you create the next RFP or RFI record, the program would insert 216-1-4. You must replace the -1- with -2- to represent phase 2. The result would look like this: 216-2-4. The program then increments the subsequent new records to 216-2-5, 216-2-7, and so forth.
- In the numbering scheme described above, the program increments the number that it finds after the final hyphen. If you do not type a hyphen as part of the entry, the program increments the number by 1. For example, the number 216 increments to 217.

Important! To increment the numbering, the program looks for the final number in a series of numbers preceded by a hyphen. The program does not recognize an alpha character preceded by a hyphen in the final position and will not increment it, for example from “a” to “b.” We strongly recommend that you use an “all-number” numbering scheme.

Creating RFPs

When creating an RFP, you must enter information in the boxes with blue titles to be able to save it. Entering information in the other boxes is optional, but we recommend entering additional information for legal traceability. During the life of this document, you may enter information several times for tracking purposes, such as when you receive information back regarding this RFP.

Note: To use RFP numbering by job, click once in the **Request#** box and press the **F7** key. On the **Field**

Properties window, verify that the setting is **Next by Job**, or change the setting from **Next** to **Next by Job**.

To create an RFP:

1. Open **6-11-1 Request for Proposal**.
2. In the **Job** box, enter the job for which you are requesting the proposal.
3. If the job uses phases, enter the phase number in the **Phase** box.
4. In the **Request#** box, accept the number auto-filled by the program, or type a numbering scheme that works for your needs, for example “job number”–(phase number, if used)–RFP number, 216-1-1.
5. In the **Date**box, accept the default date or type a new one.
6. In the **Vendor** box, enter the vendor from whom you are requesting the proposal.
7. In the **Description** box, enter a brief statement about the proposal.
8. As needed, do any of the following:
   - In the **Request by** box, enter the employee who is creating the request (optional but recommended).
   - In the **Status** list, click the request status.
   - In the **Type** list, click the request type (optional but recommended).
9. As needed, in the grid, do the following:
   - In the **Description** cell, enter a brief statement about the item.
   - In the **Quantity** cell, enter the quantity (optional but recommended).
   - In the **Price** cell, enter the price of the item (optional but recommended).
10. On the **File** menu, click **Save**.

Important! Four date boxes are available for storing pertinent information related to the RFP:

- **Prices Rec’d.** Enter the date that you receive the proposal pricing.
- **Prices Expire.** Enter the date upon which the proposal pricing will expire.
- **Approved.** Enter the date the proposal was approved.
- **Delivery.** Enter the date the proposal was delivered.

Creating purchase orders from RFPs

To create a purchase order from an RFP:

1. Open **6-11-1 Requests for Proposal**.
2. Using the data control, select the record.
3. On the **Options** menu, click **Create Purchase Order**.

Setting up RFP types

You can create a list of Request for Proposal types, allowing you to categorize the RFPs. The following is an example of Request for Proposal types:

Request Type #	Type Name
1	Materials
2	Equipment
3	Subcontract
4	Other

To set up RFP types

1. Open **6-11-1 Requests for Proposal**.
2. Next to the **Type** list, click the detail button.
3. The **RFP Types** windows appears.
4. In the **Request Type#** box, enter the type number.
5. In the **Type Name** box, enter the type name.
6. On the **File** menu, click **Save**.

Deleting RFPs

To delete an RFP:

1. Open **6-11-1 Requests for Proposal**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete RFP**.

6-11-2 Requests for Information

About Requests for Information

A request for information (RFI) is a document you send to general contractors, architects, or engineers asking for information. When you receive the information, you can include it in the RFI record. There is a business advantage to adding information about clients or vendors. When you enter such information on a request for information, the document is legally traceable.

The entry in the **Client** box and **Vendor** box on the **6-11-2 Requests for Information** window are mutually exclusive. On a new request for information record when you enter a client, the vendor entry is cleared and the client address and contact name are automatically placed into the **Attention** box and **Address** boxes. Also on a new record, when you enter a vendor, the client information is cleared and replaced with the vendor information.

- To check spelling, click in the text entry areas and then press the **F7** key. On the **Field Properties Text** window, select the **Check Spelling** check box, and then click **OK**.
- You can set up RFIs to be numbered sequentially with an association to a job and phase.

Creating RFIs

When creating an RFI, you must enter information in the boxes with blue titles to be able to save it. Entering information in the other boxes is optional, but we recommend entering client or vendor information for legal traceability. During the life of this document, you may enter information several times for tracking purposes, such as when you receive information back regarding this RFI.

Note: To use RFI numbering by job, click once in the **RFI#** box, and then press the **F7** key. On the **Field Properties** window, verify that the setting is **Next by Job**, or change the setting from **Next** to **Next by Job**.

To create an RFI:

1. Open **6-11-2 Request for Information**.
2. In the **Job** box, enter a job.
3. If the job uses phases, enter the phase number in the **Phase** box.
4. In the **RFI#** box, accept the number auto-filled by the program, or type a numbering scheme that works for your needs, for example “job number”–(phase number, if used)–RFP number, 216-1-1.
5. In the **Division** box, enter the division (optional).
6. In the **Description** box, enter a brief statement about the request.
7. In the **Client** or **Vendor** box, enter a client or vendor (optional but recommended).

8. Do any of the following (optional):
   - In the **Attention** box, enter the name of the person whom you want to be informed.
   - If no address information has been entered automatically by the program in the **Address**, **City**, Province, and **Postal** text boxes, enter address information.
   - Select the **Hot List** and **Lock Edit** check boxes.
   - In the **Status** box, select a status.
9. Do any of the following (optional):
10. In the **RFI Type** box, select the RFI type.
    - In the **Request by** box, select or enter the employee number.
    - In the **Answered by** box, select or enter a name.
    - In the **Required**, **Returned**, and **Approved** boxes, enter dates.
    - In the **Date** box, enter the date or accept the default date.
    - In the **Information Requested** box, enter your request for additional information.
11. Select any of the following (optional):
    - Plan Change
    - Change Order
    - Schedule Change
12. In the **Information Supplied** box, enter information (optional).
13. On the **File** menu, click **Save**.

Tips:
- When the request is returned, enter the date in the **Returned** box. Then enter the information provided in the **Information Supplied** box.
- When the request is approved, enter the date in the **Approved** box.

Setting up RFI types

You can create a list of RFI types, allowing you to categorize the RFIs. The following is an example of RFI types:

RFI Type #	Type Name
1	Initial Request
2	Second Request
3	Change Request

To set up RFI types

1. Open **6-11-2 Requests for Information**.
2. Next to the **RFI Type** list, click the detail button.
3. In the **RFI Type#** box, enter the type number.
4. In the **Type Name** box, enter a description of the type.
5. On the **File** menu, click **Save**.

Deleting RFIs

To delete an RFI:

1. Open **6-11-2 Requests for Information**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete RFI**.

6-11-3 Transmittals

About transmittals

A transmittal is a cover sheet that lists all the documents you are sending. The individual to whom you send the documents signs the transmittal as proof that they received all the items.

There is a business advantage to adding information about clients or vendors. When you enter such information on a transmittal, the document is legally traceable.

The entry in the **Client** box and **Vendor** box on the **6-11-3 Transmittal** window are mutually exclusive. On a new transmittal record when you enter a client, the vendor entry is cleared and the client address and contact name are automatically placed into the **Attention** box and **Address** boxes. Also on a new record, when you enter a vendor, the client information is cleared and replaced with the vendor information.

Creating transmittals

Only the boxes with blue title are required. Consider entering client or vendor information for legal traceability. You can always add more information to transmittals later.

Note: You can add set up routing by clicking the **Routing** button at the bottom of the window.

To create a transmittal:

1. Open **6-11-3 Transmittals**.
2. In the **Job** box, click the drop-down arrow to select the job.
3. If the job uses phases, enter the phase number in the **Phase** box.
4. If the job uses divisions, enter the division number in the **Division** box.
5. In the **Description** box, enter a description.
6. Do any of the following, as necessary:
   - In the **Sent by** box, enter the person who sent the transmittal.
   - In the **Client** or **Vendor** box, enter a client or vendor.
   - In the **Attention** box, enter the name of the person whom you want to be informed.
   - In the **Address**, **City**, Province, and **Postal** text boxes, enter that information.
   - In the **Type** list, select the type.
   - In the **Sent** box, enter the sending date.
7. Do any of the following, as necessary:
   - In the **Sent Via** box, select a sending method.
   - In the **Received** box, enter a date.
   - Select **Hot List** and **Lock Edit**.
8. In the grid, in the **Description** cell, enter a brief statement about the item.
9. On the **File** menu, click **Save**.

Entering routing slips

You can track to whom you send documents, as well as the date when you receive the documents back.

To enter a routing slip:

1. On the **Options** menu, click **Routing**.
2. In the **Routed To** box, enter the name of the person to whom you are sending the change orders.
3. In the **Description** box, enter a brief statement about the document.
4. In the **Date Sent** box, enter the date you sent the documents.

5. In the **Date Needed By** box, enter the date by which you must receive the documents.
6. In the **Date Returned** box, enter the date when the documents were returned.
7. On the **File** menu, click **Save**.

Setting up transmittal types

You can create a list of transmittal types, allowing you to categorize the transmittals. The following is an example of transmittal types:

Transmittal Type #	Type Name
10	Job Startup
20	Mid-Project Update
30	Job Closeout

To set up transmittal types

1. Open **6-11-3 Transmittals**.
2. Next to the **Type** list, click the detail button.
3. In the **Transmittal Type#** box, enter the type number.
4. In the **Type Name** box, enter a description of the type.
5. On the **File** menu, click **Save**.

Deleting transmittals

To delete a transmittal:

1. Open **6-11-3 Transmittals**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Transmittal**.

6-11-4 Submittals

About submittals

You can provide submittal documents with all material samples supplied to the general contractor, client, vendor, or architect. The submittal lists each sample you are providing for review. Look for menu command **6-11-4 Submittals**.

There is a business advantage to adding information about clients or vendors. When you enter such information on a submittal, the document is legally traceable.

The entry in the **Client** box and **Vendor** box on the **6-11-4 Submittals** window are mutually exclusive. On a new submittal record, when you enter a client, the vendor entry is cleared and the client address and contact name are automatically placed into the **Attention** box and **Address** boxes. Also on a new record, when you enter a vendor, the client information is cleared and replaced with the vendor information.

Creating submittals

Only the boxes with an asterisk in the title are required. Consider entering client or vendor information for legal traceability.

Note: You can set up routing by clicking the **Routing** button at the bottom of the window.

To create a submittal:

1. Open **6-11-4 Submittals**.
2. In the **Submittal#** box, enter the submittal number.
3. In the **Job** box, click the drop-down arrow to select the job.
4. If the job uses phases, enter the phase number in the **Phase** box.
5. In the **Description** box, enter a description.
6. Do any of the following, as necessary:
   - In the **Client** or **Vendor** box, enter a client or vendor.
   - In the **Attention**, box enter to whom you want this information to be alerted.
   - In the **Address 1**, **Address 2**, **City**, Province, and **Postal** text boxes, enter that information.
   - In the **Type** list, select a submittal type.
   - In the **Date** box, accept the date, or enter a different date.
7. Do any of the following, as necessary:

- In the **Sent by** box, enter the person who sent the submittal.
- In the **Sent Via** box, select a sending method.
- In the **Required** and **Received** boxes, enter dates.

8. Select **Hot List** and **Lock Edit**.
9. In the grid, in the **Description** cell, enter a brief statement about the item.
10. On the **File** menu, click **Save**.

Setting up submittal types

The following is an example of submittal types:

Submittal Type #	Type Name
1	Material Supplier
4	Subcontractor

To set up a submittal type:

1. Open **6-11-4 Submittals**.
2. Next to the **Type** list, click **View/Add records**.
3. In the **Submittal Type#** box, enter the type number.
4. In the **Type Name** box, enter a description of the type.
5. On the **File** menu, click **Save**.

Deleting submittals

To delete a submittal:

1. Open **6-11-4 Submittals**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Submittal**.

6-11-5 Plan Records

About plan records

In the **6-11-5 Plan Records** window, you can enter and track the revisions made to plans. In addition, you can track who has received the plans.

Entering and tracking a set of plans

To enter and track a set of plans:

1. Open **6-11-5 Plan Records**.
2. Enter plans as follows:
   a. In the **Plan#** box, enter the revision number.
   b. In the **Job** box, enter the job number.
   c. If the job uses phases, enter the phase number in the **Phase** box.
   d. In the **Date** box, enter the date.
   e. In the **Description** box, enter a brief statement about the set of plans.
   f. In the grid, in the **Description** cell, enter a brief statement about the plan revisions.
3. On the **File** menu, click **Save**.

Tracking to whom you have distributed plans

You can enter the date when the plans were returned in the **Date Returned** column.

To track to whom you have distributed plans

1. Open **6-11-5 Plan Records**.
2. Using the data control, select the record.
3. On the **Options** menu, click **Plan Distribution**.
4. In the **Subcontractor** box, enter the vendor number of the subcontractor to whom you provided a set of plans.
5. In the **Contact** box, enter the name of the contact person.
6. In the **Copies** box, enter the number of copies sent.
7. In the **Date Sent** box, enter the date when you sent the plans.
8. On the **File** menu, click **Save**.

Deleting plan records

To delete a plan record:

1. Open **6-11-6 Plan Records**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Plan Record**.

6-11-6 Daily Field Reports

About daily field reports

You can track the conditions and events that occur at the job site on a daily basis. You can keep track of the employees and subcontractors working on the job, what equipment was used, and how many units of work were completed. In addition, you can track incidents, meetings, and field orders.

Creating daily field reports

To create a daily field report:

1. Open **6-11-6 Daily Field Reports**.
2. In the **Date** box, enter the date.
3. In the **Job** box, enter the job number.
4. If the job uses phases, enter the phase number in the **Phase** box.
5. In the **Description** box, enter a description.
6. On the **Employees** tab:
   a. In the **Employee** cell, enter the employee number.
   b. In the **Cost Code** cell, enter the cost code number.
   c. In the **Pay Type** cell, enter the pay type.
7. On the **Subcontractors** tab:
   a. In the **Vendor** cell, enter the vendor number of the subcontractor.
   b. In the **Description** cell, enter a brief statement about the work.
8. On the **Equipment** tab, do the following:
   a. In the **Equipment** cell, enter the number of the equipment used.
   b. In the **Description** cell, enter a brief statement about the work.

9. On the **Units** tab, in the **Bid Item** cell, enter the bid item under which you worked.
10. Enter any incidents.
11. Enter any meetings.
12. Enter any field orders.
13. On the **File** menu, click **Save**.

Entering meetings in Daily Field Reports

When entering meetings in Daily Field Reports, it is important to understand that Sage 100 Contractor is designed to set up unique meeting types to help you maintain detailed records.

Let's suppose that you hold a team safety meeting every morning before work. Then at noon, you hold a short safety meeting. When you setup your meeting types, you have to create one meeting type for the safety meetings, another type for team meetings.

Note: Two meeting types cannot be saved with the same number even though the descriptions are different.

To enter a meeting:

1. Open **6-11-6 Daily Field Reports**.
2. Using the data control, select the record.
3. On the **Options** menu, click **Meetings**.
4. In the **Meeting Type** cell, enter the type of meeting held.
5. In the **Description** cell, enter a brief statement about the meeting.
6. In the **Present** cell, enter who attended the meeting.
7. On the **File** menu, click **Save**.

About incidents

Incidents provide a way for you to associate information with a record. The incident itself provides the information that points to a file containing the information, such as *.doc (Word document, a *.jpg (graphic), a *.pdf (Adobe portable document format), an *.xls (Excel spreadsheet), and so forth. The attachment is not the file itself.

The incident may contain the following information:

- The **Incident Type** (required)
- Incident **Description**

- Incident **Time**
- And **Notes** about the incident.

Here is an example of an incident associated with a job site. Let's suppose a lumber company has delivered some flashing to your job. You go to the job site to verify the delivery, you notice that the flashing has been run over and is ruined. You take a digital photo of the damages, and then save the graphic file in a folder under your \\ServerName\CompanyName folder. Then back at the office, you create an incident on the Daily Field Report that refers to the graphic file. When the lumber company investigates your claim, you have a record of that incident.

Entering incidents is accessible on **6-11-6 Daily Field Reports** from the **Options > Incidents** and the **Incidents** button.

Entering incidents in Daily Field Reports

To enter an incident:

1. Open **6-11-6 Daily Field Reports**.
2. Using the data control, select the record.
3. On the **Options** menu, click **Incidents**.
4. In the **Incident Type** column, enter the type of incident.
5. In the **Time** column, enter the time when the event occurred.
6. In the **Notes** column, double-click in a cell, and type a note, as required.
7. On the **File** menu, click **Save**.

Entering field orders in Daily Field Reports

To enter a field order:

1. Open **6-11-6 Daily Field Reports**.
2. Using the data control, select the record.
3. On the **Options** menu, click **Orders**.
4. In the **Order#** cell, enter the order number.
5. In the **Description** cell, enter a brief statement about the order.
6. On the **File** menu, click **Save**.

Setting up meeting types

You can create meeting types to classify conferences. The following is an example of meeting types:

Meeting Type	Description
1	Field Personnel Meeting
2	On-Site Safety Meeting
11	On-Job Owner/Architect
19	Punch List

To set up meeting types

1. a. Open **6-11-6 Daily Field Reports**.
2. Using the data control, select the record.
3. On the **Options** menu, click **Meetings**.
4. In a **Meeting Type** cell, right-click, then click **Display Detail/Add Record**.
5. The **Meeting Type** window appears.
6. In the **Type#** cell, enter the meeting type number.
7. In the **Type Name** cell, enter a description of the meeting type.
8. Repeat steps 6 and 7 for each type.
9. On the **File** menu, click **Save**.

Setting up incident types

You can create incident types to track events on the work site. The following is an example of incident types:

Type #	Type Name
1	Altercation
2	Injury
3	Project Damage
4	Property Damage
5	Earthquake

To set up incident types

1. Open **6-11-6 Daily Field Reports**.
2. Using the data control, select the record.
3. On the **Options** menu, click **Incidents**.
4. In an **Incident Type** cell, right-click, then click **Display Detail/Add Record**.
5. The **Incident Type** window appears.
6. In the **Type#** cell, enter a type number.
7. In the **Type Name** cell, enter an incident type description.
8. Repeat steps 6-7 for each type.
9. On the **File** menu, click **Save**.

Deleting field reports

To delete a field report:

1. Open **6-11-6 Daily Field Reports**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Daily Report**.

6-11-7 Punch Lists

About punch lists

You can create a punch list in the **6-11-7 Punch Lists** window. This feature helps you with project reviews at the job site with an architect, engineer, or client inspecting the work, and helps you create a list of items to complete.

Creating punch lists

If you need to keep track of the vendor associated with this punch list, you can type the vendor name in the **Notes**. Then when you print the report with notes, you see the vendor's name.

To create a punch list:

1. Open **6-11-7 Punch List**.
2. In the **Job** box, enter the job number.
3. If the job uses phases, enter the phase number in the **Phase** box.
4. In the **Description** box, enter a brief statement about the items.

5. In the grid, for each item:
   a. In the **Item#** cell, enter the item number.
   b. In the **Description** cell, enter a brief statement about the item.
6. On the **File** menu, click **Save**.

Tip: You can hide the completed items, and display only the items yet to be completed.

Hiding items on punch lists

To hide punch list items:

1. Open **6-11-7 Punch List**.
2. Using the data control, select the record.
3. On the **Options** menu, click **Hide Completed Items**.

Deleting punch lists

To delete a punch list:

1. Open **6-11-7 Punch List**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Punch List**.

6-11-8 Correspondence

About correspondence

Documenting correspondence is a very important part of business record keeping. Using the various **6-11-8 Correspondence** menu commands, you can write letters and keep records of your correspondence with clients, subcontractors, architects, engineers, and so forth.

For example, if you are having a dispute with vendor about a missed payment or a dispute with a client about a change order, you can use the **6-11-8 Correspondence** window features and options to track and record the correspondence with the other party.

There are several useful tools available with the **6-11-8 Correspondence** window. You can create Quick Lists for frequently used descriptions and for creating a list of attachments. There is an **Edit** menu command for creating correspondence notes. On the **Options** menu, the **Routing** command tracks to whom the correspondence was sent, the date sent, the expected return date (if any), the date returned, and any notes.

Tip: To check spelling, click in the text entry area and then press the **F7** key. On the **Field Properties Text** window, select the **Check Spelling** check box and click **OK**.

Like many Sage 100 Contractor windows, the **6-11-8 Correspondence** window provides access to the **Report Printer** window where you can create output such print, print to screen, fax, and email. You can also export the correspondence to Microsoft Excel. In addition, you can schedule the correspondence to be delivered via fax or email.

Creating client or vendor correspondence

To create client or vendor correspondence:

1. Open **6-11-8 Correspondence**.
2. Do the following:
   a. In the **Job** box, enter the job number.
   b. If the job uses phases, enter the phase number in the **Phase** box.
   c. In the **Description** box, enter a description.
   d. In the **Status** list, click the status of the correspondence.
   e. In the **Type** list, click the type you want to assign to the correspondence.
   f. Type the letter that you want to send.
3. On the **File** menu, click **Save**.

Setting up correspondence types

To set up correspondence types:

1. Open **6-11-8 Correspondence**.
2. Next to the **Type** drop-down list on the right side of the window, click the **Add/View Records** button.
3. In the **Correspondence Type#** cell, enter the type number.
4. In the **Type Name** cell, enter a description of the type.
5. On the **File** menu, click **Save**.

Deleting correspondence

To delete correspondence:

1. Open **6-11-8 Correspondence**.
2. Using the data control, select the record.

3. On the **Edit** menu, click **Delete Correspondence**.

6-11-9 Project Hot List

About Project Hot List

The **Project Hot List** is a record of items that require immediate attention. You can display a hot list by job or by supervisor. You can then drill down to review a specific record.

You can access the **Project Hot List** from the **6-11-9 Project Hot List** or the **6-12 Project Work Center** windows.

Important! Selection by supervisor is not available when accessing the **Project Hot List** from **6-12 Project Work Center**.

You can include the following standard information on the **Project Hot List**:

- Invoices
- Change orders
- Purchase orders
- Subcontracts
- Proposals
- Progress bills
- Loan draws
- Unitary bills
- Recurring payables
- Recurring receivables

Optional information you can include on the Project Hot List

You can display more items in your **Project Hot List**, from both the **6-11-9 Project Hot List** and **6-12 Project Work Center** windows, such as:

- Requests for information
- Requests for proposals
- Transmittals
- Submittals
- Plan records
- Daily field reports

- Punch lists
- Correspondence

Displaying a Project Hot List

Consider the following when displaying a Project Hot List:

- The records are shown automatically in the **6-12 Project Work Center** without your selecting **Display Records**.
- To view a specific record in the list, double-click the row for the record, or select the row and then click **Drill Down**.

To display a Project Hot List:

1. Open **6-11-9 Project Hot List** or **6-12 Project Work Center**, or click the desktop shortcut.
2. Do one of the following:
   - In the **Job** box, enter or select the job number.
   - In the **Job Supervisor** box, enter the employee number of the job supervisor.
3. Selection by supervisor is not available when accessing the **Project Hot List** from **6-12 Project Work Center**.
4. In the **Table** drop-down list, select the table you want to view.
5. To select from the standard tables, select **Display Records**.

Removing records from Project Hot Lists

Note that the removed item appears in italic font until you click the **Display Records** button again or refresh the window.

To remove a record from a Project Hot List:

1. Select the record you want to remove.
2. Click **Drill Down**.
3. In the original record, clear the **Hot List** check box.
4. On the **File** menu, click **Save**.

6-12 Project Work Center

About Project Work Center

The first time you open the **Project Work Center**, the job box displays the last job entered in the current company. However, you can also view any other available jobs in that company. After that, the last accessed job is the default when you open **Project Work Center**. If you have not created any jobs in your company, you are prompted to create one from the **3-5 Jobs (Accounts Receivable)** window when you open **Project Work Center**.

Project Work Center displays the following information for a selected job:

- A customizable menu tree displaying accessible menu commands.
- The **Project Hot List**.
- Contact and current financial information about the selected job.

Important! All selections and defaults are user-specific and company-specific.

Customizable Menu Tree

The left side of the window displays a menu tree for accessible Sage 100 Contractor menu commands for the selected job. Selecting a menu command displays the form or record pre-loaded with the job's information for you to view or update.

In some cases, a list of associated items of that type for the selected job appears and you can then select the appropriate item. The following selections display a list:

- 3-2 Receivable Invoices/Credits
- 3-7 Progress Billing
- 4-2 Payable Invoices/Credits
- 6-4-1 Change Orders
- 6-6-1 Purchase Orders
- 6-7-1 Subcontracts

The menu tree defaults with all possible menu commands available. This is customizable through the **Customize Project Work Center Menu** window.

Project Hot List

The upper right side of the window displays the **Project Hot List**. The **Project Work Center** lets you view and manage information from the standard tables in the **Project Hot List**. With **Document Control**, you also have access to the enhanced functionality available from the **6-11-9 Project Hot List** window.

Project Work Center Job Contact and Financial Data

The bottom of the window displays important information at a glance for each selected job. This information is “display only” and cannot be edited. However, as information is changed in Sage 100 Contractor for a specific job, this information is updated.

Project Work Center Desktop Shortcut

Job information is available directly from the **Sage 100 Contractor Desktop** by creating a desktop shortcut icon in the **6-12 Project Work Center** window. This feature enables you to view important data and manage all your jobs from one location. **Project Work Center** is highly customizable for each user’s needs.

Important! You must create the desktop shortcut once. The **Project Work Center** shortcut will then be accessible from the desktop or in the **6-12 Project Work Center** window.

About customizing the Project Work Center menu

The menu tree on the left side of the **Project Work Center** window is highly customizable.

To customize the Project Work Center menu:

1. Open **6-12 Project Work Center**.
2. Select **Customize Project Work Center Menu**.
3. The **Customize Project Work Center Menu** window appears.
4. Select or clear the menu commands that you want to display on the menu tree in the **Project Work Center** window.
5. Click **Save Menu**.

Important!

- You must select **Save Menu** to reflect your changes. If you close the window without selecting **Save Menu**, your modifications will be lost.
- The customized selections are user-specific and company-specific.

The following rules apply when making your selections:

- Selecting or clearing an upper-level node selects or clears all its children and grandchildren.
- At least one lower-level node must be selected.
- When selecting a lower-level node in a family that is not selected, the parents and grandparents of that node are then also selected and are displayed when your choices are saved.

Tip: You can use your mouse or keyboard arrow keys to navigate the menu tree.

Project Work Center job contact and financial information

The bottom of the **Project Work Center** window displays contact and financial information for the selected job. This information is “display only.” However, as you make changes in Sage 100 Contractor that affect the selected job, this information is refreshed.

The following client information appears:

- Client name
- Contact name
- Email address
- Phone number
- Fax number
- Cell number

The following financial information about the job appears:

- Contract Amount
- Approved Changes
- Total Contract
- Costs to Date
- Original Budget
- Budget for Changes
- Total Budget
- Costs as % Budget

Chapter 7: Utilities

Working with Utilities

You use the **7-Utilities** windows to set up security, create users, create companies, and to perform maintenance functions. A company administrator with exclusive access rights must perform many of these tasks.

List of 7-Utilities Windows

- **7-1 Company Information.**Enter company information into the system, such as address, license numbers, tax numbers, direct deposit information, and more.
- **7-2 Company Security.**Contains two sub-menu windows:
  - **7-2-1 Security Groups.**Create security groups and set security for Save, Delete, Void, Print Cheques, and more.
  - **7-2-2 User List.**Set up a list of users in the current company. To save time, you can also copy user defaults.
- **7-3 Repair Database.**Opens the Support Password window. The sole function of this window is to repair damaged databases (for example, due to a power failure or hard disk failure), and requires Customer Support.

  Important! You must contact Customer Support for assistance with database repair.
- **7-4 Contact Manager.**7-4 Contact Manager allows you to add and update 3-5 Jobs (Accounts Receivable), 3-6 Receivables Clients, and 4-4 Vendors (Accounts Payable) contact records in your Outlook contacts .
- **7-5 Scheduled Reports Manager.**View and delete events recorded when scheduled reports are executed.
- **7-6 Alerts Manager.**Use 7-6 Alerts Manager to view, created, edit, and import custom alerts and program alerts that are viewable in the Dashboard and email.

Specify Sage License Server

About specifying the license server

Before you can use Sage 100 Contractor with your activated license, you have to launch the program and specify the computer on your network that is designated the license server. There are two ways to specify the license server:

- You can select the computer from the list of computers on your network,
- You can enter the IP Address or name of the computer

What is the license server, and why do I need it?

The license server is software running on a computer that manages the Sage 100 Contractor products that you purchased. Products can be defined as a “core product,” additional “modules,” and a number of “license uses.” The computers running your Sage products have to be connected to the computer running the license server so that the correct products are available to you.

Where is the license server located?

During the Sage 100 Contractor installation, a computer on your network is specified as the license server. When you activate your product license on that computer using License Administration, the Sage products and features are registered on and managed from that specific computer.

We recommend that the computer specified as the license server be the same computer that stores and provides access to company files and data. This arrangement keeps the Sage 100 Contractor products and their attributes on the same computer with your company files and data. The computer specified as the license server should be continuously available to other network computers running Sage 100 Contractor.

Selecting the Sage license server computer

One method is to select the computer running the Sage license server from the list of network computers.

To use this method of selecting a server from the list of network computers, you must have already clicked the appropriate link on the **Specify Sage License Server** window.

To select the computer running Sage license server from the list of network computers:

- On the **Select License Server** window from the list of network computers, select the computer running the Sage license server.
- On the **Select License Server** window from the list of network computers, select the computer running the Sage license server.

Entering the IP Address or name of the computer

One method is to enter the IP Address or name of the computer running the Sage license server.

Note: To use this method of selecting a server from the list of network computers, you have already clicked the appropriate link on the Specify Sage License Server window.

To enter the IP Address or name of the computer running the Sage license server:

1. In the box, type the IP Address or name of the computer.
2. Click **OK**.

Changing the license server

You can change the specified location of the license server. For example, if there is a hardware failure or you buy a new server, then you have to specify the license server the next time you launch Sage 100 Contractor.

Note: When you change the license server, the Sage 100 Contractor program closes and restarts.

To change the license server when you're already logged into a company:

Do one of the following:

- On the Administration Activity Center tab, and **Licensing > Change License Server**.
- From the Sage 100 Contractor menu, click **Licensing**, and then click **Change License Server**.

Note: The Licensing menu is available only if you have hidden all Activity Centers using the Settings button.

1. The **Change License Server** window opens. The window presents two choices.
2. Click one of the following links, and then follow the instructions:
   - Select the computer from the list of computer on your network.
   - Enter the IP Address or name of the computer.

To change the license server before logging into a company:

1. Open Sage 100 Contractor.
2. Click [**Cancel**] in the Company List window.
3. Click the **Change License Server** link in the bottom right corner.

4. The **Change License Server** window opens. The window presents two choices.
5. Click one of the following links, and follow the instructions:
   - Select the computer from the list of computer on your network.
   - Enter the IP Address or name of the computer.

Determining the name of a computer

Note: If you are trying to determine the name of the computer running the Sage license server, you must complete this procedure on that computer.

To determine the name of a computer:

1. On your Windows desktop, click **Start**, **Settings**, and then **Control Panel**.
2. From the list, scroll to and double-click **System**.
3. The **System Properties** window appears.
4. Locate the line **Full computer name,** and write it down or type it into a note that you can print.
5. Click **Cancel**.

Determining the IP Address of a computer

Note: If you are trying to determine the IP Address computer running the Sage license server, you must complete this procedure on that computer.

To determine the IP Address of a computer:

1. Click **Start**, then **Run**.
2. In the **Open** box, type **cmd**, then click **OK**.
3. The **\Windows\...\cmd.exe** window appears.
4. At the prompt, type **ipconfig**.

   For example, you might see **H:**. Type **ipconfig** after the drive letter.
5. Press the **Enter** key.

   The system displays several address, among which is the IP Address of the computer. You'll see a number formatted similar to this one:
   IP Address 172.20.22.142

What is an IP Address?

Every computer connected to the Internet is assigned a unique number known as an Internet Protocol (IP) address. This numeric address of a computer on the Internet is written as a set of four numbers separated by periods (each number can range from 0 to 255). An example of an IP Address is 123.123.4.5.

Note: If you are trying to determine the IP Address of the computer running the Sage license server, you must complete the procedure on that computer.

What is a server?

There are many kinds of servers. Some servers are denoted by their hardware configuration and a specialized operating system. Other servers consist of specialized software applications running on standard computers.

Some servers are called “file servers” and may be a powerful computer dedicated to storing files and data. For example, Sage 100 Contractor company data can be stored on a file server computer. Any Sage 100 Contractor user on the same network as the file server computer can access and store data there.

A server can also be a software application that provides a specific kind of service to client software running on other computers. The term server can refer to a particular piece of software, such as the Sage license server. When we refer to the Sage license server, we are describing a computer that is running the Sage license server software.

Running Sage 100 Contractor Connected

Launching and running Sage 100 Contractor connected

Note: If you are having a problem running Sage 100 Contractor connected, it is very likely a network problem or your computer’s connectivity to your network. If problems persist, consult your local system administrator.

The desired **Sage License Server Connection State** is:

- **License use acquired from server**. This connection state allows you to use all the power of the Sage 100 Contractor product that you purchased and licensed.

Before launching and running connected

You must have:

- An activated Sage 100 Contractor product license.The administrator user activates the product license using the functions of the License Administration program.
- A network connection, if you are on a network. This only pertains to working in a network environment and does not pertain to a single computer running in a stand-alone environment.
- The Sage license server that has been specified from the computer running Sage 100 Contractor.
- An available license use.
- Being a user and having access to a Sage 100 Contractor company.

To launch and run Sage 100 Contractor connected:

1. Double-click the Sage 100 Contractor desktop icon.
2. In the **Specify Sage License Server** window that appears, do one of the following:
   - Select the Sage license server from the list of computer on your network.
   - Enter an IP Address or name of the computer that is the Sage license server.
3. When you have satisfied the conditions to specify the Sage license server, click **OK**.

   Sage 100 Contractor begins its launch process.
4. On the **Company List** window, select a company, or click **Cancel**.
5. From the **Company List** window, select a company.
6. On the **User Name and Password** window, enter your user name and password.

   Sage 100 Contractor opens the company, and you are now running Sage 100 Contractor connected.

About the Sage 100 Contractor license use status

You can view the current state of your Sage license use in the About Sage 100 Contractor window. Your license use status is defined by several factors involving your network connectivity and the availability of license uses. The following table presents license use status definitions:

About Sage 100 Contractor window displays	License use status definition
License use not acquired	You don’t have a license use. (You haven’t logged into a company database yet, or requesting a use at login failed to retrieve one.)
License use acquired from	Normal operating condition when you're logged into a company.

About Sage 100 Contractor window displays	License use status definition
server	
License use returned to server	You're at the main menu and logged out of the company database after having acquired a license use previously.
License use lost from server	You're previously acquired license use has been taken back by the license server because you've lost communication. You're in the "restricted" condition.
License use is checked out	Equivalent to "License use acquired from server" except that you're using a checked out license.
Connection not established	There's a communication error and the machine can't talk to the license server. (The server isn't available, the licensing service isn't running on the server, or it's not open on the designated port.)

Note: If the computer running the Sage license server becomes disconnected from the other computers on your network, or if your computer becomes disconnected from the Sage license server, you may see an alert message from Sage 100 Contractor telling you that you are disconnected.

Viewing the Sage license server connection state

You can view the current connection state of the Sage license server. This may help you in situations where your Sage license server connection status is not what you expect it to be. Viewing the connection state can help you troubleshoot problems.

To view the Sage license server connection state:

1. From the Sage 100 Contractor main window, click **Help**, then click **About Sage 100 Contractor**.
2. The **About Sage 100 Contractor** window appears.
3. In the lower right of the window just above the **Close** button, look for **Sage License Server Connection State**.

The text in the box displays the current connection state.

About the Connect to SQL Server window

When you launch Sage 100 Contractor, the first window that appears is **Connect to SQL Server**.

In this window, you select the SQL Server instance where your company database is located. Depending on the authentication method your company uses to verify credentials, you may also need to enter the user name and password that your system administrator has set up for you.

After you enter the required information, and then click [**Connect**], you can select the company you want to work with from a list of companies you are authorized to use.

Selecting the SQL Server name

In most business situations, your Sage 100 Contractor company data is not located on your local computer. It is probably located on a server computer on your local area network. (The server could be a dedicated server computer in a client/server configuration or it could be a colleague's computer in the next office using a peer-to-peer configuration.)

In a network environment, the **SQL Server Name** list displays all the local drives and all the network drives that you have access to. If you can see the shared network drive in the list, you have access to the Sage 100 Contractor company located on that drive.

If you do not see the drive where the company is located, consider the following questions or consult your network administrator to locate your company.

- Have you lost your network connection? If you have, you cannot access network drives and the Sage 100 Contractor company.
- Has the server lost its network access or crashed? If so, you can access the server and the Sage 100 Contractor company after rebooting.
- Has the Sage 100 Contractor company been moved to a different computer and drive? If so, you must map to the network drive in its new location.

Authenticating your user name and password

Your system administrator or a company administrator specifies the type of authentication to use to verify your credentials when they add you to the user list for a Sage 100 Contractor company.

With Windows Authentication (called Integrated Security in the **7-2-2 User List**), you not need to enter a user name and password, providing you signed into Windows using the same credentials as those entered for you in the SQL Server database. Sage 100 Contractor authenticates the user name and password you entered when signing into Windows.

With SQL Server Authentication, you must enter the SQL Server login and password your administrator assigned to you.

Company List Window

About the Company List window

When you launch Sage 100 Contractor and after connecting to the SQL Server instance that houses your company data, the **Company List** window appears. From this window, you select the active company or archive company you want to open, and then click [**Open**].

You can select **Show active companies** to see all the active companies on a selected drive, or select **Show archives** to see all the archive companies located on a selected drive. For example, if your system administrator has deployed the Sage 100 Contractor sample data, Sample Company appears in the list under **Show active companies**.

> **Note:** To mark a company so it shows up as an archive company, you need to select **Set as Company Archive** under the Options menu in **7-1 Company Information**.

Personalized Company List

When you first log in to Sage 100 Contractor, the program creates and stores a personalized list of the companies to which you have access rights, including archived companies.

The next time you log in, Sage 100 Contractor displays in the Company List window only companies from your personal list—provided those companies still exist on the database server.

The program automatically updates personal company lists when companies are added, deleted, renamed or archived in Database Administration. However, if you notice that your list includes a company that you know has been deleted or renamed, or does not include a new company, click the **Refresh Company List** link in the Company List window to recreate your personal company list, removing obsolete companies and inserting the new ones.

Mapping a network drive to access a company

You may have to map to a network drive to access a Sage 100 Contractor company if it is not located on a drive on your local computer. Let's suppose that the company has been moved to network drive Z: Now to access the company data, you have to map to drive Z.

To map a network drive:

1. From the computer that needs a drive mapped, right-click the Microsoft Windows Start button, and then choose Explore.
2. From the Tools menu, select **Map Network Drive**.
3. In **Drive** field, accept the default drive letter or press the down arrow to assign another drive letter.
4. Click [**Browse**], and then:

a. Click the plus sign next to the server to display the shared directories.

b. Select shared folder that contains the company data that you want to map.

c. Click [**OK**].

5. Select **Reconnect at Logon**, and then click [**Finish**[.
6. Open Sage 100 Contractor. From the drop-down list, select the drive letter entered in step 3.
7. Select the company file in the main window.
8. Click [**OK**].

Note:

- If you are still unable to map a network drive after following these procedures, please contact your system administrator, or a local IT Professional.
- For additional information, refer to article 308582 in Microsoft's knowledgebase.

7-1 Company Information

Entering company information

After you create a blank new company, you have to enter the company information.

- General Information
- Payroll Direct Deposit Setup
- Vendor EFT Payment Setup
- Electronic Receipts Setup

  Note: To process electronic receipts, you must have a valid account with Paya, including a merchant ID and key.

- Email and Fax Configuration

To enter general information:

1. In the **Company** list, click the company.
2. Open **7-1 Company Information**.
3. In the **Company Name** text box, enter the company name.
4. In the **Address 1**, **Address 2**, **City**, **Province**, and **Postal** text boxes, enter the address information.

5. In the **Phone#** text box, enter the telephone number.
6. In the **Fax#** text boxes, enter the fax telephone number.
7. In the **Email** text box, enter the company email address.
8. In the **Business Number** text box, enter the company's Business Number.
9. (Optional) In the **User Def1** and **User Def2** text box, enter the user-defined information as necessary.
10. In the **Recur. Trans. Group** (Recurring Transactions Group) text box, select the security group responsible for posting recurring transactions.

    Important! If you do not enter a security group in the **Recurring Transactions Group** text box, Sage 100 Contractor does not provide a reminder that recurring transactions need to be posted.

11. If you want to distinguish your company using a special colourselect a colour using the lookup window associated with the **Company** Colour box.

    Tip: Because Sage 100 Contractor uses Red to identify archive companies, Sage recommends that you choose a different colour.

12. If you prefer to use the United States date format (mm/dd/yyyy) for your company rather than the default format for Canada (dd/mm/yyyy), select the **Use mm/dd/yyyy Date Format** check box. All data entry screens and reports will then use the United States format except cheques, which use the Canadian date format required by the Canadian Payments Association.

    Note: After you switch the date format, Sage 100 Contractor will not be able to interpret existing event logs that use the old format. The next time an event or scheduled report is executed, Sage 100 Contractor renames the associated existing event log, and starts a new event log, which it can read even if you change the date format again.

    Tip: If you need to refer to them later, you can find old event log files (*EventLogOld) in the Sage 100 Contractorsubfolder in your local AppData folder—for example, C:\Users\Username\AppData\Local\Sage\Sage 100 Contractor\ProgramAlertsEventLogOld. You can open these files with any text editor, such as Notepad.

13. In the lower left of the window, click the **CRA Program Accounts** button to enter the company's program accounts in the **CRA Program Accounts** window.

To enter payroll direct deposit setup information:

1. Click the **Payroll Direct Deposit Setup** tab.
2. In the **Company bank information for direct deposit** section:
   a. In the **Originator ID#** text box, enter the direct deposit originator's identification number provided by your bank.
   b. In the **Destination Data Centre** text box, enter the destination data centre for the bank.
3. In the **Options for direct deposit EFT file** section, fill out and select the appropriate options for your direct deposit EFT file:
   a. In the **Returns Account Information** section, enter the appropriate account information:
      i. **Institution ID#.**Bank institution identification number of the returns bank account
      ii. **Routing#.**Branch routing number of the returns bank account
      iii. **Account#.**Bank account number for returns of EFT payment withdrawals
   b. In the **Settlement Account Information** section, enter the appropriate account information:
      i. **Institution ID#.**Bank institution identification number of the settlement bank account
      ii. **Routing#.**Branch routing number of the settlement bank account
      iii. **Account Indicator#.**Bank account indicator number for settlement of EFT payment withdrawals
   c. For **File formatting options**, select or clear the check boxes appropriate to the preferences of your financial institution.
      i. Include optional hard return (this includes a hard return at the end of each line in your EFT payment file)
      ii. Include Item Trace# (this includes an item trace number in the EFT payment file)
      iii. If your company sends EFT files to the Royal Bank of Canada, select **RBC Header**. Sage 100 Contractor adds a static line to the first line of the associated EFT files, as required by the Royal Bank of Canada.

Note: If you have any questions about which check boxes to select, contact your financial institution.

To enter vendor EFT Payment setup information:

1. Click the **Vendor EFT Payment Setup** tab.
2. Complete the following in the **Company bank information for EFT payments** section:
   a. In the **EFT Originator ID#** text box, enter the EFT originator's identification number provided by the bank.

   b. In the **Destination Data Centre** text box, enter the destination data centre for the bank.
   c. In the **Posting Cash Account**, display the lookup window and select the applicable cash account.
3. In the **Options for EFT payment file** section, fill out and select the appropriate options for your EFT payment file. This information is optional, and should be entered as required by your financial institution.
4. In the **Returns Account Information** section, enter the appropriate account information:
   a. **Institution ID#.**Bank institution identification number of the returns bank account
   b. **Routing#.**Branch routing number of the returns bank account
   c. **Account#.**Bank account number for returns of EFT payment withdrawals
5. In the **Settlement Account Information** section, enter the appropriate account information:
   a. **Institution ID#.**Bank institution identification number of the settlement bank account
   b. **Routing#.**Branch routing number of the settlement bank account
   c. **Account Indicator#.**Bank account indicator number for settlement of EFT payment withdrawals
6. For **File formatting options**, select or clear the check boxes appropriate to the preferences of your financial institution.
   a. Include optional hard return (this includes a hard return at the end of each line in your EFT payment file)
   b. Include Item Trace# (this includes an item trace number in the EFT payment file)
   c. If your company sends EFT files to the Royal Bank of Canada, in the **RBC Header** box, type the RBC header information. Sage 100 Contractor adds a static line to the first line of the associated EFT files, as required by the Royal Bank of Canada.

Note: If you have any questions about which check boxes to select, contact your financial institution.

To set up your company to process electronic receipts:

1. Make sure you have your Paya merchant ID and merchant key handy.

   Note: Sage sends you these credentials when you purchase a Paya account.

2. On the Electronic Receipts tab:
   a. In the Merchant ID and Merchant Key fields, enter your Payamerchant credentials.
   b. To ensure that you have entered the correct information and that your account is valid, click **Validate Credentials**.

c. In the **Posting Cash Account** field, enter the general ledger cash account associated with the bank account to which you will deposit electronic receipts. (This account should correspond to the bank account used in Paya Exchange.)

d. If you want to use the Paya Exchange Vault to store credit card and bank account information from your client, select **Allow client credit card and bank account information to be securely stored in the Paya Exchange Vault**.

For information about the Paya Exchange Vault, see About Paya Exchange.

To configure Email and Fax:

1. Fill in the information on the **Email and Fax Configuration** tab after reading the following information:

   - User authentication is typically required for emailing through an ISP's simple mail transfer protocol (SMTP) server. An example of an email server name is "smtp.att.sbcglobal.net."
   - Server name must be the SMTP server name, not a numeric IP address. An example of an IP address is "10.227.16.33."
   - Different ISPs may use different terms when referring to user authentication. In general, however, user authentication means verifying the identity of the user by means of a "user name" and "password."
   - In this context using an ISP's SMTP server to send email through Sage 100 Contractor, user authentication refers to verifying a user's identity at the ISP's SMTP server. It does not refer to your Sage 100 Contractor username and password or to your network username and password.
   - Some Internet-based email providers do not support SMTP protocol. For more details, contact the Internet-based email providers that you use.

2. In the **SMTP Mail Configuration** section:

   a. In the **Email Server** text box, enter the name of the email server.

   b. In the **Port#** box, type the email server port number.

   c. Select **Requires authentication**, if the Internet service provider (ISP) service handling your email service requires user authentication.

   d. Select **Uses SSL for email**, if required by the Internet service provider.

3. In the **Fax Configuration** section, type your fax line number in the **Phone Dial Out** text box.

   Tip: You can change the email server and fax line access selections to accommodate sending reports from multiple locations with different requirements.

4. On the **File** menu, click **Save**.

To set a company as an archive:

1. From the menu, select **Options**.
2. Select **Set as Company Archive**.

Note: Anyone can set a company as an archive, but only a company administrator can remove this setting.

Canadian Revenue Agency major program accounts

There are four major Canada Revenue Agency (CRA) program accounts:

- RT: Goods and services tax/harmonized sales tax (GST/HST)
- RP: Payroll
- RM: Import/export
- RC: Corporation income tax

Note: There are other types of CRA program accounts that the Business Number does not yet include. You can find out about these other program accounts and register for them by calling the Canadian Revenue Agency at 1-800-959-5525.

RT: Goods and services tax/harmonized sales tax (GST/HST)

You need a GST/HST program account if you (resident or non-resident) provide taxable, including zero-rated goods or services in Canada in the course of carrying on business in Canada on a regular or continuing basis and your revenues exceed $30,000 ($50,000 for public service bodies) in a single calendar quarter or in four consecutive calendar quarters.

Example RT Program Account

[123456789][RT][0001]

Where [123456789] is the Business Number you entered in the 7-1 Company Information text box, [RT] is the program ID, and [0001] is the reference #.

RP: Payroll

You need a Payroll program account if you pay a salary, wages, advances, bonuses, vacation pay, or tips to your employees.

Example RP Program Account

[123456789][RP][0002]

Where [123456789] is the Business Number you entered in the 7-1 Company Information text box, [RP] is the program ID, and [0002] is the reference #.

RM: Import/export tax

If you import goods into Canada or export goods to other countries, you need to create an import/export tax program account. The import/export program account number is used by the Canada Revenue Agency to process customs documents.

Example RM Program Account

[123456789][RM][0003]

Where [123456789] is the Business Number you entered in the 7-1 Company Information text box, [RP] is the program ID, and [0003] is the reference #.

RC: Corporation Income Tax

If you incorporated your business, you need to create a corporation income tax program account for each province and territory you do business in.

Example RC Program Account

[123456789][RC][0004]

Where [123456789] is the Business Number you entered in the 7-1 Company Information text box, [RC] is the program ID, and [0004] is the reference #. The reference # you enter may be automatically assigned when you incorporate with the provinces of British Columbia, Manitoba, New Brunswick, Nova Scotia, Ontario, or Saskatchewan, or with Industry Canada (federal).

Setting up Canada Revenue Agency (CRA) program accounts

Many companies work in several different provinces, and have a different program account for each. You can create a table containing all the different program accounts.

Important! You will not be able to add CRA program accounts unless you provide all the information required: **Business Number**, **Program ID**, **Reference #**, and **Description** of the program account. The [**Save Account**] button in the **CRA Program Accounts** window is grayed out unless all valid information is entered.

To set up a CRA program account:

1. Open **7-1 Company Information**.
2. Enter your 9 digit business number in the **Business Number** text box.

> **Note:** You must enter a valid business number to continue setting up the CRA program accounts. The business number you enter here is prefixed to the ID and Reference # information in the **CRA Program Accounts** window to create your program accounts.

3. Click the **CRA Program Accounts** button.
4. Click the [**Add**] button.
5. In the **ID** field, choose one of the following program IDs:
   - RT: GST/HST program account
   - RP: Payroll
   - RC: Corporate Income Tax
   - RM: Import/Export
6. In the **Reference #** cell, enter the reference number.

> **Note:** The reference # you enter for an RC program account may be automatically assigned when you incorporate with the provinces of British Columbia, Manitoba, New Brunswick, Nova Scotia, Ontario, or Saskatchewan, or with Industry Canada (federal).

7. In the **Description** text box, enter a description of the program account.
8. If you use this program account for T4 reporting, select the **Use for T4 reporting** check box. This check box is only available for a RP program account and only one account can be used for T4 reporting at any given time.
9. If you use this program account for T5018 reporting, select the **Use for T5018 reporting** check box. Any type of program account can be used for T5018 reporting, but only one account can be used for T5018 reporting at any given time.
10. Click the [**Save Account**] button.
11. Add more program accounts as necessary.
12. Click [**Close**].

7-2 Company Security

Security features of Sage 100 Contractor

Sage 100 Contractor provides a variety of security features that enable you to restrict access to data in each company. You can:

- **Create a list of users and passwords for each company.** You use this list to restrict access to individual companies.

  Note: Restricting access to a company also restricts access to its archive.

- **Create groups of users.** You create security groups to organize users by function, such as project managers, payables clerks, or payroll clerks. You can assign each user to up to five security groups.
- **Assign access rights to groups of users.** You control user access to windows through security groups, assigning access rights to each security group.
- **Restrict access to specific data.** Control items within windows, such as text boxes, lists, check boxes, and grid columns. By limiting the information a security group can enter or view in a window, you also restrict access to that same information in queries and reports. For example, you might not want to allow the payroll clerks security group access to salaries and wage rates in the employee files. The payroll clerks will not be able to view salaries and wage rates in the employee files, or while entering timecards, or by running any payroll reports.
- **Permit exclusive access.** You can control for each non-administrative user, whether they can open the company exclusively or not. Users who do not have this permission do not see the option to open the company exclusively when they select it in the **Company List** window.

Each company in Sage 100 Contractor can use different user names, passwords, security groups, and access rights. You only have to set up security groups and access rights one time for each company. As you add or remove users from the **User List**, you can simply assign or reassign users to the proper security groups.

Important! Many actions in Sage 100 Contractor can be performed only by a company administrator. When setting up security, you must add a password for each company administrator.

7-2-1 Security Groups

About security groups

Use the **7-2-1 Security Groups** window to set up security groups for your company's employees.

Security groups let you control users' ability to open windows as well as perform specific actions within a window. The **7-2-1 Security Groups** window contains a grid with numbered rows on the left and eight columns:

- Group# (User input is required to save the record.)
- Group Name (User input is required to save the record.)
- Save

- Delete
- Void
- Chg Period
- Print Cheques
- Notes

When you set up user groups, you type a group number and group name. Then you determine whether or not that group will have rights to **Save**, **Delete**, and **Void** records, as well as to change the accounting period and print cheques. You may use the Notes column to add any pertinent information about each group.

While you might create security groups for specific employees, it is a good idea to build each security group for the tasks performed by the employee. This allows you to add or remove employees from security groups rather than having to build new security groups for each new employee.

As the company size increases, the need for additional security groups increases. For example, a large company has an office staff that includes several accounts payable clerks, an accounts receivables clerk, a payroll clerk, a controller, project managers, and estimators. In this company, six different security groups are set up to accommodate the specific needs of the employees engaged in six different task areas.

In addition to creating task-oriented security groups, it is a good idea to create one security group with full access to the entire program. This allows owners or managers to log in with full access, but prevents unauthorized access to program features that only a company administrator can use.

It is important to consider the scope of tasks performed by users as well as the number of users that access Sage 100 Contractor. Before designing security groups, examine which users need access to specific windows in Sage 100 Contractor. After you set up the security groups, you can then set up window and menu-level security.

For example, a small company has three clerks: a general accounting clerk, an accounts payable and accounts receivable clerk, and a payroll clerk. For this company, it is only necessary to create three security groups. The first group, titled **Payroll Clerk**, only provides access to payroll operations. The second group, titled **A/P A/R Clerk**, provides access to accounts payable and accounts receivable operations. The third group, titled **General Ledger Clerk**, provides access to general ledger operations not covered by accounts payable and accounts receivable.

Consider the following before setting up security groups:

- Do you need to create separate security groups for employees who perform specific tasks? For example, does your company have a payables clerk who only enters payables data?
- Do you need to create separate security groups for accounts payable, accounts receivable, and payroll supervisors, or can you just create one group for the supervisors?
- Do estimators perform different tasks than project managers?

- Do you need to provide differing levels of access to owners, controllers, or managers?
- Are you going to use the Sage 100 Contractor API to integrate with other programs? If so, create a security group named **API** with a group number such as 51.

Important! To use the Sage 100 Contractor API program, you must create an API security group that is named exactly **API**. At least one user must be added to the API security group. You have to set rights to save, void, and so on.

Setting up security groups

To set up a security group:

1. Open **7-2-1 Security Groups**.
2. For each security group.
   a. In the **Group#** cell, type a group number.
   b. In the **Group Name** cell, type group name.
   c. In the **Save** cell, if you want to allow the group to save records, type **Yes**. If not, type **No**.
   d. In the **Delete** cell, if you want to allow the group to delete records, type **Yes**. If not, type **No**.
   e. In the **Void** cell, if you want to allow the group to void records, type **Yes**. If not, type **No**.
   f. In the **Change Period** cell, if you want to allow the group to change the posting period, type **Yes**. If not, type **No**.
   g. In the **Print Cheques** cell, if you want to allow the group to print cheques, type **Yes**. If not, type **No**.
   h. To store information that may be relevant or important to that specific group, type a note in the **Notes** cell.
3. On the **File** menu, click **Save**.

- Security is set up for each individual company, not for the entire program. Each company can use different user names and passwords. If you have more than one company, you have to set up passwords for multiple companies.
- You can control the ability of security groups to access specific windows.

Setting up a security group for using the API

The Sage 100 Contractor application program interface (API) enables you to use third-party programs to perform the same tasks that you would perform when using different Sage 100 Contractor windows. The API allows the third-party program to insert, as well as delete, modify, or retrieve data from one or more existing Sage 100 Contractor company databases.

Using the Sage 100 Contractor API to access Sage 100 Contractor company data requires a license use. That is why you have to set up an API security group using **7-2-1 Security Groups**. Then you have to assign a user to the API security group using **7-2-2 User List**.

Note: If no license uses available, the API program alerts you.

To set up a security group for using the API:

1. Open **7-2-1 Security Groups**.
2. In the **Group#** cell, type a group number, such as **51**.
3. In the **Group Name** cell, type **API**.

   Important! The API security group must be named exactly **API**.

4. In the **Save** cell, type **Yes**.
5. In the **Delete** cell, to allow the users of the API group to delete records, type **Yes**. If you do not want to allow them to delete records, type **No**.
6. In the **Void** cell, type **Yes** to allow API users to void records. Otherwise, type **No**.
7. In the **Chg Period** cell, type **Yes** to allow API users to change periods. Otherwise, type **No**.
8. In the **Print Cheques** cell, type **Yes** to allow API users to print Cheques. Otherwise, type **No**.
9. To store information that may be relevant or important to that specific group, type a note in the **Notes** cell.
10. On the **File** menu, click **Save**.

Tips:

- Before you can use the API security group to access Sage 100 Contractor company data, you have to assign a user to the API security group.
- Security is set up for each individual company, not for the entire program. Each company can use different user names and passwords. If you have more than one company, you have to set up passwords for multiple companies.

About setting field properties

You open the **Field Properties** window by pressing the **F7** key when you are using a data entry window, for example, **4-2 Payable Invoices/Credits**.

Using the **Field Properties** window, you can set up the default properties for almost any text box, check box, grid cell, or column within a window. You can set the following options:

- Access to set up these properties is limited to the company administrators.
- You cannot restrict access to system-required fields.
- For some fields, you must display a blank record to change the field properties.

- **Default Entry to.** Provides a list of entries from which you can select the default. Enter the default data, or click the item in the list you want to appear as the default entry.
- **Permit Access to.** Lets you select which user groups have access to a window, text box, list, or grid column. If no user groups are selected, then all user groups have access. If the user groups appear shaded, then you cannot restrict access.
  - When a user group is not granted access to a window, that user group cannot open the window. In addition, the user group cannot access the information by printing documents or reports.
  - When a user group is not granted access to a text box or list, that user group cannot enter or access information in that text box or list, or access the information using a query, quick list, or **Lookup** window. In addition, the user group cannot access the information by printing documents or reports.
  - When a user group is not granted access to a grid column, that grid column is hidden from view and is not accessible by the user group. In addition, the user group cannot access the information by printing documents or reports.
- **Skip During Entry.** During data entry, Sage 100 Contractor skips over the field or list. You can still enter data when you select it.
- **Require Entry.** Requires an entry, or Sage 100 Contractor will not save the record.
- **Require List Match.** Requires that the entry match an item on the **Quick List**.
- **Require Unique.** Prevents users from entering duplicate information. This is available for indexed text boxes that let you enter character-based information.
  - When you select this property for the **Invoice#** box in **3-2 Receivable Invoices**, **6-6-1 Purchase Orders**, or **6-7-1 Subcontracts**, Sage 100 Contractor ignores records that have status **5-Void**.
  - When you select this property for the **Work Order** and **Invoice#** boxes in **11-2 Work Orders/Invoices/Credits**, Sage 100 Contractor ignores records that have status **5-Void**.
  - When you select this property for the **Invoice#** box in **4-2 Payable Invoices**, Sage 100 Contractor ignores records that have status **5-Void** for a given vendor. You can set up a vendor to use duplicate invoice numbers.
- **Lock After Save.** Prevents users from editing the information after saving the record. Only a company administrator can edit the information.
- **Lock Quick List.** Prevents users from editing a **Quick List**. Only a company administrator can edit the information.

- **Check Spelling.** Checks the spelling when you move to another text box or cell. If Sage 100 Contractor finds a misspelled word, it displays the **Spelling** dialog box.
- **Mixed Case.** Allows text entry in upper and lower case.
- **Upper Case.** Displays text only in upper case.
- **Lower Case.** Converts entry to lower case text.
- **User Defined Field Type.** Lets you select the type of information the field accepts.
- **System Description.** Displays the default description of the field.
- **User Description.** Lets you change the description of the field. To display the system description again, delete the user description.
- **System Prompt.** Displays the default prompt that appears in the status bar at the bottom of the window.
- **User Prompt.** Allows you to change the default prompt in the status bar at the bottom of the window. When the user prompt is deleted, the system prompt is restored.

Setting up properties for text boxes, lists, check boxes, columns, and the Dashboard

Setting up properties

Using the **F7** key, you can set up the default properties for almost any text box, list, check box, grid cell, or column within a window.

For example, you may want to autopopulate certain fields in a window to speed up the work. In some cases, it is essential for certain fields to be hidden from view for business purposes.

- Access to set up these properties is limited to the company administrators.
- You cannot restrict access to system-required fields.
- For some fields, you must display a blank record to change the field properties.

To set up properties for a text box or list or check box or column:

1. On the **File** menu, click **Open Company**.
2. Log in as a company administrator.
3. Navigate to the window that you want to set up or change.
4. Place your cursor in a text box or grid cell, or select a check box or column, and then press **F7**.
5. The **Field Properties** window appears.
6. Select the appropriate check boxes or type entries in the text boxes to set their properties.

7-2-2 User List

About the 7-2-2 User List window

The **7-2-2 User List** window controls several important aspects of program security, including user access to a Sage 100 Contractor company. If you are a company administrator, you can use this window to set up a list of users who are permitted access to a Sage 100 Contractor company.

Because Sage 100 Contractor determines access through the user names, a user can log on to Sage 100 Contractor from any workstation in a network environment.

Notes:

- When setting up access rights to a Sage 100 Contractor company, you can add users that already have a SQL Server login, and you can add new users. If a user does not already have a SQL Server login, the program creates a SQL Server login for the user, allowing access to the SQL Server database.
- When setting up user access in a network environment, you must include the Windows domain in the user name (for example, DOMAIN\Dennis42).

Using Integrated Security to simplify the login process

Note: Integrated security works only with the Windows authentication method.

Assigning Integrated Security to a user can simplify the login process.

To assign Integrated Security to a user, enter "Yes" beside their user name in the Integrated Security column. Sage 100 Contractor will check the user's Windows credentials when they log into the company. Because they supply a password when signing into Windows, the user is not required to enter another password when logging into the company.

If Integrated Security is blank or "No," the user must supply their SQL Login and password to open the Sage 100 Contractor company.

Using security groups for finer access control

By setting up security groups and assigning the groups to user names, you can further limit access to certain modules or windows, and text boxes, lists, and columns within windows.

If you want certain users to see job-related information only for the jobs they manage, you can assign them to job-level security using the **Subject to Job Security** column.

Note: Any user can be a member of the API security group. However, we recommend that you create a specific user to use the API, for example, “APIUser.”

Setting up user names and passwords

Use the **7-2-2 User List** window to set up new users and user passwords in your company. You can also copy existing user defaults to create new users.

You set up security for each individual company, not for the entire program. Each company can use a different list of users and passwords.

Within a company, security groups control access. After assigning users to security groups, grant the access rights to the security groups.

Caution! Security does not prevent access to databases by highly skilled computer users. Security only manages data access through Sage 100 Contractor.

When setting up user names and passwords, we suggest you:

- Print a list of the user names and security groups to include in your files. When employees have questions about access, you can refer to the printed list.

  If an employee subsequently forgets their SQL Server password, you can reset it in the 7-2-2 User list window. You cannot see passwords after entering and saving them.

- If you are using SQL Server authentication (not Integrated Security) consider using the employee's job title as their user name. For example, instead of entering Leslie in the **User Name** cell, use **Accountant**. Then, if the employee leaves the position, their security and report defaults can be used by the next person in that job.

- Only company administrators have rights to set up user names and passwords.
- You may receive a **Runtime Error 75** error message upon exiting Sage 100 Contractor if the system has been set up without giving users sufficient rights to update registries.

To set up user names and passwords:

1. Open **7-2-2 User List**.
2. For each user:
   a. In the **User Name** cell, enter the user's name.
   b. In the **Integrated Security** cell, if you want Sage 100 Contractorto authenticate the user by evaluating their Windows ID and password, type "**Y**."

      Note: Integrated Security works only with the Windows authentication method. If SQL Server authentication has been assigned to the user, enter "**N**" in this cell.

c. In the **Password** cell, enter a password.

d. In the **Group 1** cell, click once in the cell, and then from the drop-down list, select a security group.

   For example, owners/comptrollers could be in Group 1.

e. In the **Group 2** cell, click once in the cell, and then from the drop-down list, select a security group.

   For example, employees with access to general ledger accounts could be in Group 2.

f. In the **Group 3** cell, click once in the cell, and then from the drop-down list, select a security group.
   For example, employees with access to payroll could be in Group 3.

g. In the **Group 4** cell, click once in the cell, and then from the drop-down list, select a security group.
   For example, employees with access to accounts receivable could be in Group 4.

h. In the **Group 5** cell, click once in the cell, and then from the drop-down list, select a security group.

   For example, employees with access to accounts payable could be in Group 5.

i. If the user is subject to job level security access, in the **Subject to Job Security** cell, click once in the cell, and then type **Y**.

j. If this is a non-administrative user who requires exclusive access, in the **Permit Exclusive Access** cell, click once in the cell, and then type **Y**.

3. Click **File** > **Save**.

Setting up an API user and password

Before you can use the API to access company data, you have to set up an API security group, and then assign a specific user or users to that group.

Any user can be a member of the API security group except the company administrator. However, we recommend that you create a specific user or set of users for the API, for example, “APIUser1, APIUser2.”

Important! Only company administrators can set up user names and passwords.

To set up an API user and password:

1. Open **7-2-2 User List**.
2. Select the **Display Passwords** check box.
3. In the **User Name** cell, enter a user name, such as APIUser.
4. In the **Password** cell, enter a password.
5. In the **Group 1** cell, click once in the cell, and from the drop-down list, select the API group.
6. Repeat steps 3-5 for each API user.
7. Click **File** > **Save**.

About passwords for multiple companies

Passwords help prevent users from opening the wrong company and entering data in it.

You can set up a different list of user names and passwords for each company. However, providing users altogether different passwords for each company can prove confusing.

Suppose you have three companies: Northern Contractors, Western Contractors, and Southern Contractors. Instead of creating three different passwords for each user, assign each user one password that he or she uses to access all the companies.

To prevent users from accidentally opening and entering data in the wrong company, add an abbreviation of the company name to the password. The example below illustrates the passwords for a single user to access three different companies.

Company	Password
Northern Contractors	Bear Northern
Western Contractors	Bear Western
Southern Contractors	Bear Southern

Important! If you use Windows authentication when setting up user access, you do not set up separate passwords for users in the **7-2-2 User List**. If you select Integrated Security for these users, they simply enter their Windows ID when logging into the Sage 100 Contractor company. However, you cannot assign Integrated Security to users that are set up with SQLServer authentication.

About company administrators

If you have been set up as an administrator for a company, you have access rights to the entire Sage 100 Contractor application while you are logged into the company.

Important! To maintain security, we highly recommend that each company administrator has a strong password. Be sure to write it down and keep it in a safe place.

Following is a list of actions only company administrators can perform:

- Create security groups in **7-2-1 Security Groups**.
- Grant access rights to security groups for windows and items within windows such as text boxes, lists, and grid columns in **7-2-1 Security Groups**.
- Grant to non-administrative users the right to open a company exclusively.
- Grant job-level security to specific users in **7-2-2 User List**.
- Use the **F7** key to display the **Field Properties** dialog box to set the individual security properties for a text box, list, check box, or grid column, as well as set security for certain menu commands from the main menus. You can also customize the window, set defaults in specific fields, and set system user prompts.
- Create user names and passwords, and assign user names to security groups in **7-3-1 User List**.
- Create new companies in **7-1 Create New Company**.
- Make and save changes to the General Ledger in **1-8 General Ledger Setup**.
- Archive the accounting at the fiscal year-end using **Archive Oldest Fiscal Year** in Database Administration.
- Archive payroll at the calendar year-end using **Archive Payroll Data** in Database Administration.
- Restrict posting to specific accounting posting periods, for example, **4-2 Payable Invoices/Credits** and other windows.

About copying user defaults

Copying user defaults speeds up the process of setting up a new user or users who are going to be working in Sage 100 Contractor in a way similar to an existing user. Copying user defaults from one user to another copies all defaults associated with that existing user. For example, it copies grid views and reporting defaults that have been saved throughout Sage 100 Contractor.

You cannot use the **7-2-2 User List**window to copy process maps and private custom reports and forms to another user because these files are located in each user's private **User Data** folder and not in a database. However, if you are a company administrator, you can use the **Copy User Files** feature in the Database Administration tool to copy these files from one user to another.

Tip: After migrating from version 19.8, you can also copy Supervisor user defaults to individual users the same way you copy defaults from other existing users. (Although Supervisor does not appear on the User List, you can select Supervisor in the **Copy User Defaults** window.)

Important!

- To copy user defaults, you must log in as a company administrator. You access the **Copy User Defaults** window through the **Options** menu on the **7-2-2 User List**window.
- Because security is based on groups, not individual users, the user's security settings are not copied to the other user.
- Because desktop settings are computer-specific, desktop settings are not copied to the other user.

Copying user defaults from one user to another

Rather than create or edit user defaults one at a time, use this procedure to copy user defaults from one user to another user or multiple users.

- To perform this task, you must log into the company with company administrator credentials.
- You must have set up at least two users for this functionality to be active.

To copy user defaults from one user to another:

1. Open **7-2-2 User List**.
2. Click the **Copy User Default** button.
3. The **Copy User Default** window opens.
4. Under **Copy From**, select a user, and then do one of the following:
   - Under **Copy To**, select a user.
   - Under **Copy To**, select several users.
5. Click [**OK**].

Tip: You can also use this process to clear user defaults (in the event of a mistake, for example). To clear defaults, create a new user (who has no defaults), and then copy that user's defaults to one with defaults. The result is that the **Copy To** user has no defaults.

About window and menu-level security

Window-level security lets you limit a security group’s ability to open specific windows within Sage 100 Contractor. You can set up window-level security on a menu command that opens a window or sub-level window.

Suppose a small company has three security groups: **General Ledger Clerk**, **A/P A/R Clerk**, and **Payroll Clerk**. Using the window and menu-level security, you can allow only members of the **General Ledger Clerk** group access to windows related to general ledger operations; the **A/P A/R Clerk** group to accounts payable and accounts receivable operations; and the **Payroll Clerk** group to payroll operations.

For menu commands that open a window, Sage 100 Contractor allows access only by users in the selected security groups, and applies the access rights assigned to each group.

For menu commands that open a different menu item, Sage 100 Contractor allows access only by users in the selected security groups. For example, you can provide the **General Ledger Clerk** group access through menu **1-General Ledger**. However, this does not apply the access rights to the items under menu **1-General Ledger**.

Important! Assigning security to a window or menu command does not restrict Dashboard access to the information aggregated by that window or module. You must assign security to Dashboard information separately.

Setting up window and menu-level security

Caution! Without window and menu-level security set up, Sage 100 Contractor gives all access rights to any user opening the window.

To set up window and menu-level security:

1. Log on to the company as Administrator.
2. Select the menu command, and then press **F7**.
3. Select the groups to which you want to provide access.
4. Click **Save**.

Important! Assigning security to a window or menu command does not restrict Dashboard access to the information aggregated by that window or module. You must assign security to Dashboard information separately.

Setting up Dashboard security

Important! Assigning security to a window or menu command does not restrict Dashboard access to the information aggregated by that window or module. You must assign security to Dashboard information separately.

You can restrict access to Dashboard information by setting security for the Dashboard as a whole, assigning access to selected security groups.

In addition, you can limit access to certain types of information by assigning separate access rights to General Ledger, Payables, Receivables, Projects, and Alerts information.

Note: If you do not assign additional security to each of these areas on the Dashboard, any user with

access to the Dashboard will have access to the unrestricted areas.

To set Dashboard security:

1. Log on to the company as a company administrator.
2. Open the Dashboard.
3. Click **Options** > **Set Dashboard Security** (or simply press **F7**).
4. Select the security groups that should have access to the Dashboard.

   Only users assigned to groups that are selected can view information on the Dashboard.
5. Click **Save**.

To restrict access to particular types of information on the Dashboard:

1. On the Dashboard, below the menu bar, click the **Add/Remove Content** link.

   The **Add/Remove Dashboard Content** window appears, displaying separate tabs for **General Ledger**, **Payables**, **Receivables**, **Projects**, and **Alerts** information.
2. For each type of information to which you want to restrict access:
   a. Click the tab (for example, General Ledger).
   b. In the top-left corner of the tab, click the **Security** link.
   c. Select the security groups to which you want to provide access to the information on the tab..
   d. Click **Save**.
3. To return to the Dashboard, click **File** > **Exit**.

About access rights regarding window and menu-level security

Caution! If window and menu-level security is not set up, Sage 100 Contractor gives all access rights to any user opening the window.

When you assign a user to a security group, that user gains the access rights associated with its security group. Sage 100 Contractor applies the access rights only when you have set up window-level and menu-level security on a menu command that opens a window.

Suppose you assign to a security group titled **General Ledger Clerk** only the right to save and delete records. Then, you set up window and menu-level security for each window under the general ledger—**1-1 Cheques/Bank Charges**, **1-2 Deposits/Interest**, **1-3 Journal Transactions**, **1-4 Recurring Journal Transactions**, **1-5 Bank Reconciliation**, **1-6 Period/Fiscal Year Management**, **1-7 Ledger Accounts**, **1-8 General Ledger Setup**, and **1-9 Company Departments.**selecting only the **General Ledger Clerk** group to have access to those windows.

- **Example 1.** Gerald is assigned to the **General Ledger Clerk** group. When Gerald opens the **1-1 Cheques/Bank Charges** window, he can only save and delete records.
- **Example 2.** A security group titled **Payroll Clerk** has rights to save records, change posting periods, print cheques, and void or delete records. Each window under payroll is assigned window and menu-level security. Only users assigned to the **Payroll** security group can open those windows.
- **Example 3.** Dianna is assigned to both the **General Ledger Clerk** and **Payroll Clerk** groups. When Dianna opens any of the payroll windows, she has the access rights assigned to the **Payroll Clerk** group. And when Dianna opens any of the general ledger windows, she has the access rights assigned to the **General Ledger Clerk** group.

To set up window and menu-level security

1. Log on to the company as Administrator.
2. Select the menu command, and then press **F7**.
3. Select the groups to which you want to provide access.
4. Click **Save**.

Window and menu-level access rights definitions

If you are using window and menu-level security, you can assign these access rights to each security group.

Right	What it does
Save/Delete	Lets the security group save and delete records.
Void	Lets the security group void records.
Change Period	Lets the security group change posting periods.
Print Cheques	Lets the security group print cheques.

Exclusive Access

About exclusive access

While users in a network environment can simultaneously work in the same company's data, some operations require that access to the company is restricted to a single user.

For example, exclusive access is required when rebuilding indexes, copying a company to create a new one, or archiving the accounting at the fiscal year-end. To protect the data, limit the access of a company to a single workstation during rebuilding indexes and archiving the fiscal year.

Administrative users control whether individual non-administrative user can open the company exclusively or not. (Users who do not have this permission do not see the option to open the company exclusively when they select it in the **Company List** window.)

Setting exclusive access

Some operations require exclusive access to a company by a single user, while many do not. Usually, you set the access when you open the company. However, if you have already opened the company, you can easily return to the **Company List** screen to change the type of access.

> **Note:** If you are not a company administrator, a company administrator must grant you exclusive access permission (in the **7-2-2 User List** window). Without this permission, you will not see the option to open the company exclusively in the **Company List** window.

To set exclusive access:

1. In the lower right corner of the Sage 100 Contractor main window, click the **Change Company/Access** link.
2. In the **Company List** window:
   a. Make sure the company you want to work with is selected.
   b. Select the **Open company exclusively** check box.
   c. Click **Open**.

> **Note:** If you want to log in as a different user, you must close Sage 100 Contractor completely, and then log in using a different user name.

Clearing exclusive access

Some operations require exclusive access to a company by a single user, while many do not. Usually, you set the access when you open the company. However, if you have already opened the company, you can easily return to the **Company List** screen to change the type of access.

> **Note:** If you are not a company administrator, a company administrator must grant you exclusive access permission (in the **7-2-2 User List** window). Without this permission, you will not see the option to open the company exclusively in the **Company List** window.

To clear exclusive access:

1. In the lower right corner of the Sage 100 Contractor main window, click the **Change Company/Access** link.

2. In the **Company List** window:
   a. Make sure the company you want to work with is selected.
   b. Clear the **Open company exclusively** check box.
   c. Click **Open**.

Note: If you want to log in as a different user, you must close Sage 100 Contractor completely, and then log in using a different user name.

7-3 Repair Database

Support password for repairing a database

Sage 100 Contractor does not support data entry that would cause your system to be out of balance. In most cases, you can correct entries entered by mistake by posting adjusting entries, journal transactions, or voiding and re-entering transactions.

While you can correct some audit errors, for example, by running the repair option in the **1-6 Period/Fiscal Year Management** window, most database errors require help from Technical Support.

We recommend that you always run the repair option in the **1-6 Period/Fiscal Year Management** window before calling Technical Support. The repair option rebuilds the balances from the ledger transactions.

Additionally, if a hardware or software failure occurs, you may find it necessary to repair the database because of incorrect or missing data. The following are possible causes for missing data:

- Power failure during the reading or writing of data.
- Turning off the computer's power supply before exiting Sage 100 Contractor.
- Hard disk failure.
- Other programs causing Microsoft Windows® to fail while a database is open.
- Using a disk cache utility. Disk caching does not immediately write data to the hard disk.

To ensure data integrity, you can only initiate repairs with the assistance of Technical Support. If you have a current support contract, Technical Support can help you to repair the database in most cases. There are circumstances, however, when repair to the database is not possible. If this occurs, you must restore the most recent backup.

To get help with database repair or audit errors:

Contact Technical Support, and follow the instructions they provide.

7-4 Contact Manager

About 7-4 Contact Manager

Contact Manager allows you to add and update **3-5 Jobs (Accounts Receivable)**, **3-6 Receivables Clients**, and **4-4 Vendors (Accounts Payable)** contact records in your Outlook contacts.

The contacts are added in a Sage 100 Contractor folder in Outlook. Updates made in Outlook to those Sage 100 Contractor contacts can be synchronized and saved back to the contact records in Sage 100 Contractor.

Note: Any contacts added to the Sage 100 Contractor folder that were originated in Outlook cannot be added back into Sage 100 Contractor. Contacts must originate in Sage 100 Contractor.

From this window, you can:

- Manage contacts from multiple companies
- Sync with Outlook
- Sort contacts by contact type, contact record, short name, contact name
- Drill down into single contact record

Syncing contacts with Outlook

You can sync your Sage 100 Contractor contact records with Outlook.

To add Sage 100 Contractor contacts to Outlook:

1. Double click in the Link with Outlook column of the contact you want to add to the sync.

   The word Add appears, indicating this contact record will be synced.

   Repeat until you've selected all the contacts that you want to send to Outlook.

2. Click the [**Sync With Outlook**] button.

Note: If a contact is listed multiple times in Sage 100 Contractor, it may contain different values for the same field. In these cases, you're presented with a conflict resolution window where you can decide which value should be used in the Outlook record. See "Resolving conflicts with contact records" for more information.

Syncing Sage 100 Contractor contacts with Outlook:

- Click the [**Sync With Outlook**] button.
- All contacts that show Sync in the Link with Outlook column are updated in Outlook.
- All contacts that show Add in the Link with Outlook column are added to Outlook.

Any conflicts are presented to you on the conflict resolution window.

Important! If you receive the message, "**Unable to continue: Sage 100 Contractor unable to connect to Outlook**" close Sage 100 Contractor, and make sure you are not running Sage 100 Contractor with administrator privileges.

Sorting contacts in 7-4 Contact Manager

You can sort the contact records using the following methods:

- Sorting by column
- Sorting by company

Sorting by column

1. Click on column header to select entire column.
2. Right-click anywhere in column and select Sort by **Column Name** Column.

Sorting by company

1. Click **Manage contacts from multiple companies**.
2. Select companies to view.

Companies are displayed (unless sorted by column) by contact type first, in the following order:

- Client
- Job
- Vendor

Manage contacts from multiple companies

Manage contacts from multiple companies by clicking **Manage contacts from multiple companies**, and then selecting the appropriate companies in the navigation window.

Important! You must have the appropriate security rights to display the contacts from a company.

Displaying a single contact record using Drill Down

To drill down a contact record:

1. Click a single row or click any column within that row.
2. Click the Drill Down on the bottom left of the window.
3. The source contact record data entry screen for the currently selected row is opened in the appropriate window. For example, clicking on a row with a job contact type drills down to the contact record in the **3-5 Jobs (Accounts Receivable)** window.

Resolving conflicts with contact records

Conflicts are displayed with a bold red label, and show that there are multiple values existing for at least one field in this contact record.

To resolve conflicts:

1. Select the list for the field with a conflict.
2. Select the correct value for this field.
3. (Optional) Click the adjacent **Update Sage 100 Contractor contact records** to also update Sage 100 Contractor contact records when updating the Outlook contact record.
4. Click [**Finish**].

Note: If you do not click the Update Sage 100 Contractor contact records check box when correcting contact record conflicts, the conflict may be presented again the next time you synchronize records with Outlook.

Update Sage 100 Contractor contact records

If Sage 100 Contractor detects conflicts when attempting to sync with Outlook, you can update just the Outlook contact information, or update both the Outlook contact information and the Sage 100 Contractor contact records.

To update Sage 100 Contractor contact records:

Click the Update Sage 100 Contractor contact records button next to the Full Name field.

Note: If you do not click the Update Sage 100 Contractor contact records check box when correcting contact record conflicts, the conflict may be presented again the next time you synchronize records with Outlook.

7-5 Scheduled Reports Manager

About 7-5 Scheduled Reports Manager

In **7-5 Scheduled Reports Manager**, you can view and delete events recorded when scheduled reports are run.

We recommend that you view the reports manager regularly.

Important! If you do not enter a password or you enter one that is not valid when you schedule the report, the scheduled report will not run.

Each report displays the following information:

- ID
- Report: Displays the report number and report title.
- Schedule: Displays the current scheduled day and time.

For each scheduled report, you can:

- Edit Schedule/Output: Edit the frequency, recurrence, and schedule options for the selected report.
- Edit Selection Criteria: Edit the selection criteria for the selected report.
- Delete: Delete the selected report.

- The reports manager displays events related to scheduled reports for all companies to which you have access.
- If you need to call Customer Support for help on a scheduled report issue, have the ID, the Report, and the Schedule information available.

Deleting scheduled reports

We recommend that you regularly view the **7-5 Scheduled Reports Manager** and delete reports that you no longer need.

To delete a scheduled report:

1. Open **7-5 Scheduled Reports Manager**.
2. Select the row for the report you want to delete.
3. Click **[Delete]**.

The selected scheduled report will be deleted. More than one report can be deleted at the same time.

7-6 Alerts Manager

About 7-6 Alerts Manager

Alert Queries tab:

Alert queries allow you to create a query that is executed automatically every day at a specified time, with the defined results returned only when the query's conditions are met. You can choose to receive the alert notifications for any particular custom alert via email, dashboard or both.

You can:

- Create new custom alerts
- Import alerts
- Edit existing custom alerts
- Copy an existing custom alert
- Delete a custom alert
- Activate a custom alert (if there any existing custom alerts that are disabled or snoozed)
- Snooze a custom alert
- Disable a custom alert

Process my alert queries every day at:

If you have not previously selected a value, the list box appears without any text. Otherwise, the previously selected time is displayed when the window opens. A value is required if there are any custom alerts, or there are any program alerts that are set to Email for the Alert Method.

- When required, the label text is blue; otherwise it's black.
- The time must be selected from the list; there is no ability to directly enter or a time or further modify a selected time.
- If the user is currently using a machine that's different from the machine on which they previously saved the time, the 7-9 window opens with this label and list box disabled and a message informs the user that they can do anything else in this window except change the processing time.

When the 7-9 window is closed and the selected time has changed, the program saves the changes to the windows Task Scheduler and the database.

Program Warning Subscriptions tab:

Program warnings are defined as warnings that are given to the user during processing that the user chooses to ignore. Program warning subscriptions allow you to subscribe to be alerted when these program warnings are ignored and the transaction is processed anyway. You can choose to be notified for the particular program warning via email or dashboard.

Events Log:

The event log provides detailed insight into the daily processing of the custom alerts. You can view the log for all custom alerts or view the log for a period of days (7 days, 14 days, and 30 days).

Email from:

This text box shows you what email account is sending the email notifications. Clicking the [**Email Settings**] button opens a window to change the email account information.

Creating Alert Queries in 7-6 Alerts Manager

You can create custom alerts.

To create a custom alert:

1. Open **7-6 Alerts Manager**.
2. Click [**New**].
3. Enter the alert name and click [**Next**].
4. Select the table that holds the primary data for the report, either by navigating to the menu where the records are located or by selecting **List Tables by Name** to view an alphabetical list of all tables, and then click [**Next**].
5. In the **Fields** list on the right, double-click fields to include them in the alert notification.
6. In the bottom left panel, sort, reorder, and delete columns as necessary, and then click [**Next**].

   Note: You may choose fields from another table by selecting a different table from the Tables list on the left at any time.

7. Select the fields for alert selection criteria.
8. Select the comparison option from the list.

> **Note:** Date fields use special variables, such as 'Today,' or some specific number of days in the future or past. The comparison 'Occurs during' offers variables representing entire weeks or months.

9. Click [**Next**].
10. Choose one or more of the following options to select how to receive your alert notifications:
    - My Dashboard
    - Other Dashboard
    - Email
11. In the **Alert Schedule** section, choose one of the following options:
    - Daily
    - Weekly (select a day of the week from drop-down menu)
    - Monthly (enter a day of the month)
12. (Optional) If you selected the Email option for your alert notification:
    a. Enter at least one email address in the "Email To" address field.
    b. (Optional) Enter an email address in the "Email CC" address field.
    c. Enter an email subject line. A default subject line is provided, but you can change it.
    d. (Optional) Enter any explanatory text for the report of the alert notification. Text appears above report information.
    e. Select the importance of the email.
    f. (Optional) Check the "Request Read Receipt" box.
13. (Optional) To test how the alert would look if sent to the Dashboard or to email, do the following:
    a. Click [**Send Test to Dashboard**] to view how the alert would appear in the Dashboard.
    b. Click [**Send Test to Email**] to view how the alert would appear in an email message.
14. Click [**Finish**].

Importing alert queries in 7-6 Alerts Manager

You can import alert queries into Sage 100 Contractor.

To import an alert query:

1. Open **7-6 Alerts Manager**.
2. Click [**Import**].

3. Select the alert query name and click [**Import**].
4. The Alert wizard opens and steps you through importing the alert query. You can leave the settings from the alert query being imported, or customize the alert query based on your needs.

Activating an alert query

If you've disabled an alert query and want to make it active, you can activate the alert query.

To activate a custom alert:

1. Open **7-6 Alerts Manager**.
2. Select alert query to activate.
3. Click [**Activate**].

Disabling an alert query

You can disable an alert query instead of deleting an alert query, if you want to have the alert query available to activate later without creating it again.

To disable an alert query:

1. Open **7-6 Alerts Manager**.
2. Select an alert query to disable.
3. Click [**Disable**].

Deleting an alert query

You can delete an alert query.

Note: Make sure you want to permanently delete the alert. You can also disable the custom alert. How?

To delete an alert query:

1. Open **7-6 Alerts Manager**.
2. Select the alert query to delete.
3. Click [**Delete**].

Snoozing a custom alert

You can snooze a custom alert to skip the processing of the alert.

The available day options for snoozing are:

- 1 day
- 2 days
- 3 days
- 4 days
- 5 days
- 6 days
- 7 days
- 14 days
- 30 days

Snoozing an alert query changes the status to Snoozed and updates the Snoozed Until field with the appropriate date.

To snooze an alert query:

1. Open **7-6 Alerts Manager**.
2. Select alert query to snooze.
3. Click [**Snooze**] and select the days for snoozing.

About Program Warnings

Program warnings are displayed to users during processing, but a user can continue with processing regardless of a warning.

If you want to be alerted whenever a user ignores a program warning, subscribe to the program warning in the **7-9 Alerts Manager** window. You can choose to be notified about a particular program warning by email or through the dashboard.

Transaction date doesn't match the posting period

When you save a transaction, Sage 100 Contractor can compare the transaction date to the period to ensure you post to the correct period. If the transaction date does not fall in the correct posting period, Sage 100 Contractor warns you, but does not prevent you from posting the transaction.

To verify the date and period, in the **1-8 General Ledger Setup** window, select the Verify Date/Period check box.

Subcontract exceeds budget for cost code

When you save a subcontract, Sage 100 Contractor can warn you if actual plus committed costs for a cost code exceed the budget (including changes and the tolerance amount). Sage 100 Contractor does not

prevent you from saving the subcontract when it displays a warning.

To use this warning, in the **6-7-1 Subcontracts** window, select **Options** > **Set Subcontract Over Budget Warnings**, and then set the Message Type to Warnings and specify a tolerance type.

PO exceeds budget for cost code

When you save a purchase order, Sage 100 Contractor can warn you if actual plus committed costs for a cost code exceed the budgeted amount (including changes and the tolerance amount). Sage 100 Contractor does not prevent you from saving the purchase order when it displays a warning.

To use this warning, in the **6-6-1 Purchase Orders** window, select **Options** > **Set PO Over Budget Warnings**, and then set the Message Type to Warnings and specify a tolerance type.

Job Costs exceed budget for cost code

The Over Budget Warning command notifies you if costs exceed the budgeted amount for a job. When you select the Over Budget Warning command, Sage 100 Contractor determines the costs to date plus committed costs for the jobs by phase, cost code, and cost type. It then compares the data to the original budget plus change orders. When you save the record, Sage 100 Contractor notifies you if costs exceed the budgeted amount for a job.

To use this warning, the Set Over Budget Warning option must be selected and configured for any Job Cost entry window.

Job costs posted with no budget for cost code

When you select the Budget Verification command, Sage 100 Contractor compares the cost codes and cost types on the job cost screen against the cost codes and cost types in the budgets. When you save the record, Sage 100 Contractor notifies you if a line item does not appear in the budget of a job.

To use this warning, the Budget Verification option must be selected in a Job Cost entry window.

Payable invoices exceed subcontract total

When saving a payable invoice for a vendor, Sage 100 Contractor refers to the Set Over Subcontract Warning option to determine if the invoice amount exceeds the subcontract balance. If the payable invoice does exceed the balance, Sage 100 Contractor provides you with a warning.

To use this warning, **4-2 AP Invoice > Options > Set Over Subcontract Warning** must be selected and configured.

Note: When Subcontracts are exported from **9-5 Takeoffs**, the warning that the subcontract exceeds the budget amount plus approved change orders for the job/phase/cost code/ cost type combination is not displayed. After exporting subcontracts through **9-5 Takeoffs**, you should run the **6-1-12-21 Committed**

Costs report for the correct job to verify that subcontracts have not exceeded the budget.

Payable invoice posted without an expected PO

When saving a payable invoice for a vendor, Sage 100 Contractor refers to the selection made in the Purchase Order Warning list in the vendor's record. If the payable invoice does not meet the criteria, Sage 100 Contractor provides you with a warning.

To use this warning, **4-4 Vendor > Invoice Defaults Tab > PO Warning > 1–Warn if no PO** must be selected.

Payable invoices exceed purchase order total

When saving a payable invoice for a vendor, Sage 100 Contractor refers to the selection made in the Set Over PO Warning settings in **4-2 Payable Invoices/Credits** or **4-4 Vendors (Accounts Payable)**. The setting in **4-4 Vendors (Accounts Payable)** overrides the setting in **4-2 Payable Invoices/Credits**. If the payable invoice does not meet the criteria, Sage 100 Contractor warns you.

To use this warning, **4-4 Vendor > Options > Set Over PO Warning** must be selected and configured.

Note: When Purchase Orders are exported from **9-5 Takeoffs**, the warning that the purchase order exceeds the budget amount plus approved change orders for the job/phase/cost code/ cost type combination is not displayed. After exporting purchase orders, you should run the **6-1-12-21 Committed Costs** report for the correct job to verify that purchase orders have not exceeded the budget.

Inventory location has insufficient part quantity on service invoice

When you select the Verify Stock on Save command, Sage 100 Contractor checks whether you have enough stock in the specified inventory location. If there is not enough stock available, Sage 100 Contractor warns you.

To use this warning, **11-2 > Options > Verify Stock on Save** must be selected.

Inventory location has insufficient part quantity on inventory allocation

When you select the Verify Stock on Save command, Sage 100 Contractor checks whether you have enough stock in the specified inventory location. If there is not enough stock available, Sage 100 Contractor warns you.

To use this warning, **12-2 Inventory Allocation > Options > Verify Stock on Save** must be selected.

Troubleshooting the 7-6 Alerts Manager

This topic describes how to resolve problems that can occur with the **7-6 Alerts Manager**.

You set up alerts, but you are not receiving messages

If you set up alerts for certain conditions in your Sage 100 Contract data, but you do not receive any alerts, either the conditions did not exist when the alerts were processed or the Alerts Manager did not process the alerts according to the schedule for some reason.

You can select an option to receive a warning when the Alerts Manager fails to process alerts.

Tip: We recommend that you select the **Show warning at login when alert processing misses** option in the **7-6 Alerts Manager** window.

If the Alerts Manager did not process alerts as expected, you need to determine why. The following situations are possible causes, which you should check and rectify, as follows:

- The computer that was set up to process the alerts may have been replaced with a different computer.

  You need to configure the new computer to process the alerts. See Alerts processing is set up to run on a computer that is no longer functioning.

- The computer that was set up to process the alerts may not have been working at the time the alerts were supposed to have been processed. For example, it may have been turned off, or it could be hibernating or malfunctioning.

  Do not schedule processing for a time when the computer will be offline. Either reschedule alert processing, or ensure that the computer will not hibernate when alerts are scheduled for processing.

- If the computer is permanently disabled, you need to set up the alerts on a different computer. See Alerts processing is set up to run on a computer that is no longer functioning.

  There may be a problem with the Windows Task Scheduler service. You need to ensure that:

  - The Task Scheduler service is running.
  - The Task Scheduler record exists in the Task Scheduler window.

  For information on using Windows Task Scheduler, see the Windows help.

Alerts processing is set up to run on a computer that is no longer functioning

If the computer that is set up to process alerts becomes disabled or is replaced, you need to set up processing on a different computer.

Open **7-6 Alerts Manager**, and then, on the **Options** menu, click **Allow me to set up processing on this computer**.

Note: You need administrator rights for a computer to set up a computer to process alerts.

You receive multiple messages for the same alert conditions

This condition can occur if you have set up processing on more than one computer.

Decide which computer should process the alerts.

On the other computer(s), open **7-6 Alerts Manager**, and then, on the **Options** menu, click **Remove my alert processing from this computer**.

Data Maintenance

Performing general Sage 100 Contractor maintenance

Important! We recommend strongly that you perform regular maintenance on your Sage 100 Contractorsystem.

Performing regular maintenance is critical to maintaining the integrity of your data. Sage 100 Contractorautomatically runs nightly maintenance to optimize your database in Microsoft SQL Server and to back up your data. (The SQL Server system administrator schedules the time that this maintenance occurs, as well as the number of backup copies to keep, using the Database Administration tool.)

However, there are additional routine tasks that you should perform in the main Sage 100 Contractor application to maintain your accounting data. At the very least, you should audit your books and fix any discrepancies before advancing the fiscal period. For a more detailed list of maintenance tasks, see "Timetable of Office Procedures."

To perform general Sage 100 Contractor maintenance:

1. In the **1-6 Period/Fiscal Year Management** window, run **Audit Books**.
2. If the audit reports any errors:
   a. Find and fix and discrepancies.
   b. Run **Recalculate Balances**.

   Important! After completing the ledger balance repair, Sage 100 Contractor audits the books. If any audit errors remain, you will need assistance from Customer Support to resolve them.

   The Knowledgebase article How do I get technical support for Sage 100 Contractor? provides contact information and hours of operation. Be prepared to provide your company name, telephone number, and the company contact person. At that time, a Customer Support technician may request additional reports to help determine the cause of the error. There are

specific audit error reports to help Customer Support technicians identify the transactions related to some audit errors.

Database Administration for Sage 100 Contractor

The Database Administration tool is intended for designated system administrators and company administrators. You use it to set up and maintain your company databases, and to select advanced settings to manage communications with and access to your Microsoft SQL Server instance from other programs.

Important! We highly recommend that you use Database Administration, rather than SQL Management Studio®, to perform the database administration tasks listed below, even if you are an experienced SQL Server user. Besides handling all the database tasks that you are likely to perform in a typical Sage 100 Contractor system, Database Administration was designed to optimize your data for Sage 100 Contractor, for example, by keeping related data in expected locations and creating backups automatically before performing certain critical processes. In the rare event that you need to use SQL Management Studio® to perform a task that is not provided in Database Administration, you should contact Customer Support for assistance.

Database Administration includes the following database and company management utilities:

- **Create Company Based on Existing** and **Create Company** create new Microsoft SQL Server databases.
- **Rename Company** and **Delete Company**are convenient utilities when working with existing companies.
- **Deploy Sample Company** helps you install and refresh the sample data that comes with Sage 100 Contractor.
- **Tune Up Company Databases** performs various maintenance tasks to keep your database functioning efficiently.
- **Back Up Company Databases** enables you to back up your data "on demand," whenever needed.
- **Restore Company from Backup** restores a selected backed-up copy of your database.
- **Upgrade Company Databases** enables you to upgrade your databases smoothly from an earlier version of Sage 100 Contractor (SQL).
- **Archive Company Data** utilities enable you to archive data for your oldest fiscal year and you Payroll data.
- **Migrate Company Data** and **Migrate Custom Reports** transfers your version 19.8 company data and custom reports to a new location for Microsoft SQL Server. Migrated files are located in shared folders under \\ServerName\CompanyName, organized using a folder structure similar to earlier versions.
- **Schedule Nightly Maintenance** utilities enable you to schedule backup and maintenance operations

for times when other users are not logged into the system. You can also select the number of consecutive backups to keep.

- **Company Admins/SQL Logins** utilities enable you to set up or delete logins to the SQL Server database, and to designate a user as a company administrator for a specified Sage 100 Contractor company.
- **Server Management** tools enable you to control the SQL Server instances you use with Sage 100 Contractor easily and efficiently. You can create a new instance on your computer, move companies to the new instance, and remove an instance you no longer need.
- **Advanced Settings** lets you specify how long to keep history about database changes for each company, including details about changed records, such as the date and user ID of the employee made the change. Details older than the retention period you specify are cleared during nightly maintenance. (This history is maintained in separate audit tables, which you can query using SQL Server Management Studio.)
- The **Toolbox** provides a variety of troubleshooting tools to help you track changes in your database, and to diagnose and fix certain types of problems.
- **Advanced SQL Server Settings** includes convenient, sophisticated access and memory management controls for your SQL database.

For detailed information about these utilities and how to use them, see the Database Administration help or refer to the *Database and Company Administration Guide*.

Printers

Installing printers

Operating system manufactures and printer manufacturers provide printer drivers, not Sage 100 Contractor. To print more than simple text requires printer drivers specific to your brand and model of printer. Generic text-only printer drivers work with all printers, though they cannot print graphics.

We recommend using laser or ink jet printers with Sage 100 Contractor because they are able to print graphics. You can also use dot matrix printers for producing accounting reports and cheques.

To install printers:

1. On the **Start** menu, point to **Settings**, and click **Printers**.
2. Double-click the **Add Printers** icon.
3. Follow the instructions in the **Add Printer Wizard**.

Note: Refer to your operating system's documentation for more information about installing printers.

Installing the Generic-Text Only printer driver

To install the Generic/Text Only printer driver:

1. Click the **Start** button, point to **Settings**, then click **Printers**.
2. Double-click the **Add Printer** icon.
3. Follow the directions in the **Add Printer Wizard**. Be sure to:
   a. Under **Manufacturers**, select **Generic**.
   b. Under **Printers**, select **Generic/Text Only**.
   c. Under **Available Ports**, select **File**.

Printing to file using the Generic-Text Only driver

To print to file using the Generic/Text only driver:

1. On the menu bar, click **Print Records**.
2. In the **Report Type** list, click the report that you want to print.
3. In the **Printers** list, click **Generic/Text Only**.
4. In the **Form Design** list, click the form design that you want.
5. On the **Selection Criteria** tab, enter the criteria that you want to use for selecting data.
6. To preview the document, click the **Preview** button.
7. On the menu bar, click **Print Records**.
8. Name the file and navigate to the folder where you want to save it, then click **OK**.

Printer driver errors

Depending on your hardware and software configurations, some printer drivers may not work. Following are some possible solutions to errors caused by printer drivers:

- Install the manufacturer's printer drivers supplied with the printer. Some printers require the manufacturer's drivers and not the drivers supplied with the operating system.
- For your brand of printer, select a printer driver of an earlier model. For example, an HP4 LaserJet can use HP Series II drivers; an Epson LQ 580 can use Epson LQ 500 drivers.
- Select a printer driver that your printer emulates. Consult the printer manual to determine the type of printer your printer can emulate, as well as for instructions on setting up the emulation. When emulating a different printer some features may be lost.

Note: Refer to your printer manual or contact the printer manufacturer regarding printer or printer driver related problems.

Changing the default printer driver

You can assign a different printer driver as the default for each report.

To change the default printer driver:

1. Open the **Report Printing** window.
2. In the **Report Type** list, click the report to which you want to assign a printer.
3. In the **Printers** list, click the printer you want as the default.
4. On the **Default** menu, click **Save Defaults**.

Note: For further information about printer drivers, refer to your printer manual.

Chapter 8: Equipment Management

Working with Equipment Management

Working with **Equipment Management** provides many benefits. You can allocate equipment costs to jobs so that you'll always know the project's true costs. You can track your equipment maintenance, repair costs, and earned income. You can calculate cost recovery rates simply by entering your ownership and operating costs into the **Cost Recovery** calculation tool and letting Sage 100 Contractordetermine the appropriate operate, idle, and standby rates.

If you rent a truck or hire a piece of equipment, you can enter the information in the **5-5-1 Daily Payroll Entry** window or the **8-4 Equipment Allocation** window to ensure that the equipment supplier bills you properly. Equipment time entered into payroll can include repairs performed by your employees as well as equipment used to service other equipment.

You can categorize equipment by type. For time and materials billing, you can get hourly, daily, weekly, or monthly rates. You can create cheques for lease or equipment payments and automatically keep track of remaining loan balances. In addition you can use the locator function to discover where the equipment was last used.

Here are more benefits of working with **Equipment Management**:

- Manage equipment maintenance.
- Create equipment loan payments and post depreciation automatically.
- Determine cost recovery rates based on ownership and maintenance.
- Use cost records to review the profitability of equipment ownership.

8-1 Equipment Reports

See Appendix B for a complete list of 8-1 Equipment Reports.

About equipment documents

8-1-6 Equipment Documents prints documents designed in **13-5 Form/Report Page Design** for equipment.

The types of equipment documents created can include rate cards and mileage reports. When designing an equipment document, you can merge information from the job, client, employee, and vendor files. Save the equipment documents using the ***.docs_equipment** file name extension.

8-2 Equipment Costs

About equipment costs

Equipment costs provide detailed information about ownership and maintenance costs for equipment, provide another way to analyze costs, and refine the estimating or budgeting process. When you post a transaction to the **Equipment/Shop Expense** range of accounts, Sage 100 Contractor creates equipment cost records in the **8-2 Equipment Costs** window. Equipment cost records do not impact the general ledger.

Important!

- If a text box is shaded, you cannot directly edit the data. You can only change it through an accounting entry.
- Sage 100 Contractor does not create equipment cost or revenue records from time and materials invoices.

About equipment cost distribution

When you post transactions to the **Equipment/Shop Expense** range of accounts, Sage 100 Contractor displays **Equipment Costs** window regarding cost distribution. In **Equipment Costs**, you can break apart costs to create individual line entries that reference equipment, cost codes, and cost types.

The **Ledger Total** box displays the total debits less credits posted to **Equipment Expense** accounts. As you enter cost records, Sage 100 Contractor shows the total amount in the **Equipment Total** box. To save the equipment cost record, the amount in the **Equipment Total** box must equal the amount in the **Ledger Total** box.

Entering equipment costs

When you post transactions to the **Equipment/Shop Expense** range of accounts, Sage 100 Contractor displays the **8-2 Equipment Costs** window regarding cost distribution.

To enter equipment costs:

1. Open **8-2 Equipment Costs**.
2. For each item that you want to create a cost record.
   a. In the **Equipment** text box, enter the equipment number.
   b. In the **Description** text box, enter a brief statement about the equipment cost.
   c. In the **Cost Code** text box, enter the cost code.

d. In the **Cost Type** text box, enter the cost type.

e. In the **Cost** text box, enter the cost of the item.

3. On the **File** menu, click **Save**.

Voiding equipment costs

To void an equipment cost:

1. Open **8-2 Equipment Costs**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Void Cost Record**.

Important!

- The **Void Cost Record** command is only available if the equipment record that you want to void originated in **8-2 Equipment Costs**.
- You can only void a historical equipment cost if it does not originate from another source in Sage 100 Contractor.
- When you void a transaction in the window of original entry, Sage 100 Contractor also voids the cost record.

Working with Historical Equipment Costs and Records

Methods for entering historical equipment cost records

You can enter historical cost records for each piece of equipment. There are many ways to enter the cost records. Select a method appropriate for the piece of equipment. While some methods require additional time and effort, those methods produce more detailed reports than the faster methods of entry.

For example, you might only need the total costs for an older piece of equipment, whereas you might want the individual costs for a new piece of equipment.

Important! Sage 100 Contractordoes not automatically create equipment costs for payroll records assigned payroll record type **3-Hand Computed** or **4-Startup**. If you are using the **Payroll** module and have entered the year-to-date payroll history, determine the equipment costs associated with payroll and figure those costs into the appropriate historical cost entries.

Method 1

For each piece of equipment, enter one equipment cost record. Determine the amount from the total cost to date for the equipment at the time when the general ledger was set up. It is recommended that you

assign the record cost type **5-Other.** Post each record to the period just prior to the current period.

Because you are entering a single amount that may cover many cost codes, create a special cost code for this purpose. You might name the cost code something like **Unassigned** or **Lump Sum Start Up**.

This method provides reports based on cost codes, cost types, or accounting periods that do not contain any detailed data.

Method 2

For each piece of equipment, enter one equipment cost record for each cost code. Determine the amount from the total costs to date for each cost code for each piece of equipment at the time when the general ledger was set up. It is recommended that you assign the record cost type **5-Other**. Post each record to the period just prior to the current period.

This method provides reports with an accurate breakdown of costs for each cost code except in **Journal** reports or **Current Cost Summary** reports. Reports based on cost types or accounting periods do not contain any detailed data.

Method 3

For each piece of equipment, enter one cost record for each cost code in the prior fiscal year and another cost record for the current fiscal year. First, determine the accumulated costs for each cost code in the prior fiscal year. Then enter a separate cost record for each cost code, posting each to period 0.

Next, determine the accumulated costs for each cost code in the current fiscal year. For each cost type, enter a separate cost record. Post each record to the period just prior to the current period.

This method provides reports with an accurate breakdown of costs for each cost code, but does not provide accurate **Journal** or **Current Cost Summary** reports. Reports based on cost types or accounting periods do not contain any detailed data.

Method 4

For each piece of equipment, enter one cost record for each combination of cost code and cost type in the prior fiscal year. Then enter another cost record for each combination of cost code and cost type in the current fiscal year.

First, determine the accumulated costs for each combination of cost code and cost type in the prior fiscal year. Then enter a separate cost record for each combination of cost code and cost type, posting each to period 0.

Next, determine the accumulated costs for each combination of cost code and cost type in the current fiscal year. For each combination of cost code and cost type, enter a separate cost record. Post each record to the appropriate accounting period.

Suppose you are starting up in period 7. Determine the accumulated costs for each combination of cost code and cost type in each period. Then enter a cost record for each combination of cost code and cost type in periods 1 through 6.

This method provides reports with an accurate breakdown of costs for each cost code and cost type during the previous and current fiscal years.

Entering historical equipment cost records

To enter a historical equipment cost record:

1. Open **8-2 Equipment Costs**.
2. In the **Equipment** text box, enter the equipment number.
3. In the **Trans#** text box, type **Start Up**.
4. In the **Date** text box, enter the date. Be sure to enter the same date used in the Ledger Account balance setup.
5. In the **Description** text box, type **Start Up**.
6. In the **Cost Code** text box, enter the cost code.
7. In the **Cost Type** list, click the cost type.
8. In the **Cost** text box, enter the amount.
9. On the **File** menu, click **Save**.

Tips:

- Be sure to select the correct posting period.
- You can void historical job cost records.

Methods for entering historical equipment revenue records

Equipment revenue records provide information about the income generated by equipment. You can analyze revenue generated by a piece of equipment and adjust cost recovery rates to maintain profitability. Equipment revenue records do not impact the general ledger.

Look over each of the methods outlined below. Method 1 is by far the simplest, but it is also the most limited for reports. Method 2 is the most commonly used method. Method 3 provides the most detail, but requires more time and effort.

Method 1

For each piece of equipment, enter one equipment revenue record. Determine the amount from the total revenue to date for the equipment at the time when the general ledger was set up.

Because you are entering a single amount that may cover many cost codes, create a special cost code for this purpose. You might name the cost code something like **Unassigned** or **Lump Sum** or **Start Up**.

Reports based on cost codes or accounting periods do not contain any detailed data.

Method 2

For each piece of equipment, enter one equipment revenue record for each cost code. Determine the amount from the total revenue from the total revenue to date for each cost code for each piece of equipment at the time when the general ledger was set up.

Provides reports with an accurate breakdown of costs for each cost code. Reports based on accounting periods do not contain any detailed data.

Method 3

For each piece of equipment, enter an equipment revenue record for each cost code in the prior fiscal year and another revenue record for the current fiscal year. First, determine the accumulated costs for each cost code in the prior fiscal year. Then enter a separate revenue record for each cost code. Post each record to period 0.

Next, determine the accumulated revenue for each cost code in the current fiscal year. Then enter a separate revenue record. Post each record to the appropriate accounting period.

Suppose you are starting up in period 7. Determine the accumulated revenue of each cost code in each period. Then enter a revenue record for each cost code in periods one through six.

Reports will contain an accurate breakdown of costs for each cost code except in **Journal** reports or **Current Cost Summary** reports.

8-3 Equipment Records

About equipment

In the **8-3 Equipment** window, you can create an equipment record to help manage billing and maintenance. By supplying the loan information, you can create loan payments and post depreciation.

For each piece of equipment, determine its cost recovery rate based on the ownership and maintenance costs. When you enter payroll or equipment allocation records, Sage 100 Contractor uses the cost recovery rate to create the appropriate job or equipment cost records. Using the cost records, you can review the profitability of equipment.

Entering equipment records

To add an equipment record:

1. Open **8-3 Equipment**.
2. In the data control text box, enter the equipment number.
3. Enter header information for the new equipment record, including:
   a. In the **Description** text box, enter the description of the equipment.
   b. In the **Short Name** text box, enter the short name of the equipment.
   c. From the **Status** list, select the status for this equipment. (The default status is 1-Available, but you can select 2-Under Repair, 3-Out of Service, or 3-Sold, as needed.)
   d. From the **Type** list, select the type of equipment.

   Tip: If the equipment type is not available in the list, click the detail button beside the Type field, and then add the correct type in the Equipment Types window that appears.
4. On the **General Information** tab:
   a. In the **Serial#** text box, enter the equipment's serial number.
   b. In the **License#** text box, enter the license number.
   c. In the **PUC#** text box, enter the Public Utility Commission number for the equipment.
   d. In the **Last Location** text box, enter the location where the equipment was last used.
   e. In the **Purchased** text box, enter the date when you purchased the equipment.
   f. If you have sold the equipment, enter the date it was sold in the **Sold Date** box.
   g. In the **Original Hours** text box, enter the number of hours of use when you purchased the equipment.
   h. In the **Original Miles** text box, enter the number of miles of use when you purchased the equipment.
   i. In the **Total Hours** text box, enter the current hours of equipment use.
   j. In the **Total Miles** text box, enter the current miles of use.

5. On the Financial Information tab:
   a. Identify the posting accounts:
      i. In the **Interest Expense** box, enter the ledger account number for equipment loan interest.
      ii. In the **Depreciation Expense** box, enter the ledger account number for equipment depreciation.
      iii. In the **Department** box, enter the department number.
   b. Specify the details of any loans:
      i. In the **Loan Type** list, click the type of loan you have for the equipment.
      ii. In the **Lender** box, enter the vendor number of the lender.
      iii. In the **Loan#** box, enter the loan number.
      iv. In the **Pay Date** box, enter the date that the next payment is due.
      v. In the **Interest Rate** box, enter the loan's interest rate.
      vi. In the **Payment Amount** box, enter the monthly payment amount for the loan.
   c. In the **Monthly Depreciation** box, enter the flat amount to depreciate.
6. Use the **Cost Recovery Worksheet** tab of the **8-3 Equipment** window to enter the cost of owning and operating the equipment for a resource consumption period, as well as the estimated use for the resource consumption period.

   For more information, see Entering costs to determine recovery rates.
7. On the **File** menu, click **Save**.

Tip: You can store an image of the equipment with an equipment record.

Setting up equipment types

You can set up a list of equipment types, allowing you to categorize equipment. The following is an example of equipment types.

Equip Type #	Type Name
1	Forklift
2	Boom truck
3	Loader

Equip Type #	Type Name
4	Platform lift

To set up equipment types:

1. Open **8-3 Equipment**.
2. Next to the **Type** text box, click the detail button.
3. For each type.
   a. In the **Equipment Type#** text box, enter the number.
   b. In the **Type Name** text box, enter a description of the type.
4. On the **File** menu, click **Save**.

Deleting equipment records

To delete an equipment record:

1. Open **8-3 Equipment**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Equipment**.

Costs of Operation

About costs of operation

Note: This functionality is available only if you have the Equipment Module.

In the **8-3 Equipment** window, on the **Cost Recovery Worksheet** tab, under **Cost of Operation**, enter the costs to operate the equipment per unit of use. Include the labour costs for the fueling and maintenance work, but do not include the labour costs for equipment operation. The labour costs associated with equipment operation are handled through payroll.

When you calculate the rates, Sage 100 Contractor computes the total operating costs per unit and displays that rate in the **Operating Total** box.

About equipment cost recovery

Note: This functionality is available only if you have the Equipment Module.

Cost recovery is the process of charging all the costs of owning and operating a piece of equipment to ongoing projects.

The **8-3 Equipment** window can help to remove the guesswork associated with recovering equipment costs, as follows:

- Use the **Cost Recovery Worksheet** tab of the **8-3 Equipment** window to enter the cost of owning and operating the equipment for a resource consumption period, as well as the estimated use for the resource consumption period.

  Estimate the expected use and costs based on records from previous years. Do not include the cost of labour in the operational costs because job costs created in Sage 100 Contractor include the equipment operator's time. It is a good idea to review the cost recovery rate every year and make adjustments. If you discover that the equipment use is considerably higher or lower than expected, evaluate the cost recovery rates sooner.

  Use the calculated **Total cost to operate** and the **Cost for idle/standby** per unit amounts to determine appropriate cost recovery and billing rates.

- Use the **Cost and Billing Rates** tab to enter cost recovery rates and billing rates to charge projects for **Operated**, **Idled**, and **Standby** equipment costs.

  Through the cost recovery rate, you post the costs for owning and operating equipment to the job. The accounting transaction posts a debit to the **Job Expenses** account in the **Direct Expense** range, and a credit to the **Equipment Revenue** controlling account in the **Equipment/Shop Expense** range. The transaction increases direct expenses and reduces overhead expenses, resulting in a more realistic view of job profits. At the same time, Sage 100 Contractor creates a job cost record and an equipment revenue record.

About billing units

Note: This functionality is available only if you have the Equipment Module.

Some contractors rent out their equipment to other contractors. You can charge the client a flat fee using the billing rate while tracking job costs using the cost recovery rate. Sage 100 Contractor uses the billing rates from the **Cost and Billing Rates** tab in the **8-3 Equipment** window.

Billing Unit	Description
1-Hours	Creates a charge using the hourly rate.
2-Days	Creates a charge using the day rate.
3-Weeks	Creates a charge using the weekly rate.
4-Months	Creates a charge using the monthly rate.

Billing Unit	Description
5-Miles	Creates a charge using the per-mile rate.
6-Mobilization	Creates a charge using the mobilization rate. Do not make an entry to the **Operated Rental**, **Standby Rental**, or **Idle Rental** cells.
7-Not Billable	The cost does not appear on time and materials invoices. Do not make an entry to the **Operated Rental**, **Standby Rental**, or **Idle Rental** cells.

Entering costs to determine recovery rates

Use the **Cost Recovery Worksheet** tab of the **8-3 Equipment** window to enter the cost of owning and operating the equipment for a resource consumption period, as well as the estimated use for the resource consumption period.

You can use the calculated amount to determine the cost recovery and billing rates to charge for the use of the equipment on jobs.

To enter costs to determine a recovery rate:

1. Open **8-3 Equipment**.
2. Using the data control, select the equipment.
3. Click the **Cost Recovery Worksheet** tab.
4. Under **Resource Consumption**:
   a. In the **Start Date** box, enter the beginning date of the resource consumption period.
   b. In the **End Date** box, enter the ending date of the resource consumption period.
   c. In the **Start Value** box, enter the worth of the equipment at the beginning of the resource consumption period.
   d. In the **Ending Value** box, enter the estimated worth of the equipment at the end of the resource consumption period.
5. Under **Estimated Use**:
   a. In the **Unit** list, click the unit of measurement by which you track usage.
   b. In the **Estimated Use** box, enter the projected number of units of use during the resource consumption period.
6. Under **Costs of Ownership**:

a. In the **Insurance** box, enter the amount you pay for insurance during the resource consumption period.
b. In the **Tax and License** box, enter the amount of total fees for taxes and licenses during the resource consumption period.
c. In the **Inspection** box, enter the amount for inspections during the resource consumption period.
d. In the **Storage** box, enter the amount for storing the equipment during the resource consumption period.
e. In the **Overhaul** box, enter the estimated amount for major repair work during the resource consumption period.
f. In the **Financing** box, enter the amount you pay in loan interest during the resource consumption period.
g. In the **Cost of Capital** box, enter the amount of potential interest lost to investment in equipment during the resource consumption period.

   By investing in equipment, you have given up the ability to earn money through other investments. To calculate the potential interest lost for the **Cost of Capital** box, multiply the average equity in the equipment for the resource consumption period by the average yield you cold get on a certificate of deposit.

h. In the **Other Cost** box, enter any additional costs per unit not otherwise covered.

7. Under **Cost of Operation**:
   a. In the **Fuel and Oil** box, enter the cost per unit for fuel and oil.
   b. In the **Oil Change** box, enter the cost per unit to change the oil.
   c. In the **Fluid Change** box, enter the cost per unit to change the fluids.
   d. In the **Maintenance** box, enter the cost per unit for maintenance.
   e. In the **Tires** box, enter the cost per unit for tires.
   f. In the **Minor Repair** box, enter the cost per unit for minor repairs.
   g. In the **Other Cost** box, enter any additional costs per unit not otherwise covered.
8. On the menu bar, click **Calculate**.
9. Use the **Cost and Billing Rates** tab to enter internal cost recovery rates and billing rates.

Entering cost recovery and billing rates

Use the **Cost and Billing Rates** tab to enter cost recovery rates and billing rates to charge projects for **Operated**, **Idled**, and **Standby** equipment costs.

Before you start

Use the **Cost Recovery Worksheet** tab in the **8-3 Equipment** window to help you determine appropriate cost recovery and billing rates.

To enter cost recovery and billing rates:

1. Open **8-3 Equipment**.
2. Using the data control, select the equipment.
3. On the **Cost and Billing Rates** tab:
   a. Under **Cost Rates**, enter the rates at which you recover costs for equipment that is operated, idled, or standing by.

      Tip: These rates can differ from the **Calculated Cost** rates.

   b. Under **Billing Rates**, enter the hourly or per mile billing rates.
   c. Under **Daily**, enter the billing rates per day.
   d. Under **Weekly**, enter the billing rates per week.
   e. Under **Monthly**, enter the billing rates per month.
   f. In the **Mobilization Billing Rate** box, enter the flat rate to charge for transporting the equipment to and from a job site.
4. Click **File** > **Save**.

About estimated use

In the **8-3 Equipment** window, on the **Cost Recovery Worksheet** tab, under **Estimated Use**, select a unit of measurement, and then enter the amount of use expected over the resource consumption period.

When selecting the unit of measurement, consider how you track and report the actual use. Contractors often charge by the hour for large equipment such as backhoes and dump trucks, but charge by the day for pickups or large compressors.

To estimate the use, examine previous equipment records spanning the same amount of time as the indicated resource consumption period. In the estimate, include only equipment use. Ownership costs already include idle time, you do not need to include these costs in the estimated use. Likewise, do not include transport time as the job estimate usually covers these costs separately.

About resource consumption

Note: This functionality is available only if you have the Equipment Module.

In the **8-3 Equipment** window, on the **Cost Recovery Worksheet** tab, under **Resource Consumption**, enter the starting and ending date of the resource consumption period, and the value of the equipment at the start and end of the resource consumption period.

The starting value represents the current street value and the ending value represents an estimate of the equipment's worth at the end of the resource consumption period. In the **Value Consumed** box, Sage 100 Contractor displays the amount of change in real market value at the end of the resource consumption period.

Suppose you own a D4 bulldozer worth $40,000 at the start of the year that will be worth $37,500 at the year-end. The consumed value is $2,500 for the year.

Note: The consumed value, the difference between the starting and ending values, does not represent the depreciated value of the equipment.

About costs of ownership

In the **8-3 Equipment** window, on the **Cost Recovery Worksheet** tab, under **Cost of Ownership**, enter all the costs that you incur over the resource consumption period resulting from ownership.

- In the **Overhaul** box, you can enter the cost of major repair work. It can be difficult to estimate the cost of major repairs, so use an average cost if the data is available.
- In the **Cost of Capital** box, you can enter the opportunity cost of investing in the equipment. By investing your capital in equipment, you lose the ability to earn additional revenue through other types of investments.

  To determine the cost of capital for equipment, multiply the average equity in the equipment for the resource consumption period by the average yield you could expect from a certificate of deposit. For example, if you own a backhoe, you might have an average equity of $25,000 for the year. If you had placed that money in a safe investment with a 5% return, your cost of capital would be $1250 (25,000 x 5%).

When you calculate the rates, Sage 100 Contractor computes the actual cost of owning the equipment per unit of use, (total cost of ownership + value consumed) / estimated use = ownership rate, and displays the rate in the **Ownership Rate** text box.

Entering equipment maintenance

You can schedule and track the maintenance of each piece of equipment.

To enter equipment maintenance:

1. Open **8-3 Equipment**.
2. Using the data control, select the equipment.

3. On the **Options** menu, click **Maintenance**.
4. In the **Description** text box, enter a brief statement about the maintenance.
5. In the **Cost Code** text box, enter the cost code for the work performed.

   Important! Sage 100 Contractor updates the equipment maintenance schedule when you final-compute the payroll records. The cost code in the payroll records must also be found in the equipment maintenance table.

6. **If you base the performance of maintenance on a cycle of days:**
   a. In the **Complete Date** text box, enter the date when maintenance is completed.
   b. In the **Cycle Days** text box, enter the number of days in the service cycle.
   c. In the **Schedule Date** text box, enter the date when to perform the maintenance.

   If you base the performance of maintenance on a cycle of units:
   a. In the **Comp Units** (completed units) text box, enter the number of units when the service is actually performed.
   b. In the **Cycle Units** text box, enter the number of units in the service cycle.
   c. In the **Schedule Units** text box, enter the next number of units when to perform the maintenance.
   d. In the **Employee** text box, enter the employee number who performed the maintenance.
7. On the **File** menu, click **Save**.

Expensing Small Tools and Small Equipment

Using expense pools to recover costs for small tools or equipment

Small tools such as brooms, saws, nail guns, and shovels are always used on projects. Attempting to recover individual costs for small items proves cumbersome. By grouping small tools together into expense pools, you can track the cost for the group of items and post the costs as a direct expense.

In payroll, you can set up a payroll calculation to allocate small tool costs. First, determine the total cost for small tools, including costs for maintenance, during a resource consumption period. Separately, establish the total number of man-hours spent working jobs during the same resource consumption period. Then divide the total of the small tool costs by the total man-hours to determine the hourly cost recovery rate.

Important! To ensure its accuracy, you should evaluate the cost recovery rate routinely.

To set up an expense pool:

1. Open **5-3-1 Payroll Calculations**.
2. Set up a payroll calculation with the following criteria:
3. In the **Calculation Method** list, click **8-Per Hour** (all hours).
4. In the **Default Rate** cell, enter the cost recovery rate.
5. In the **Credit Account** cell, enter the **Overhead** ledger account number to which tool purchases are posted.
6. Update the calculation to all employees.

   When you enter a timecard, Sage 100 Contractor uses the employee's hours to compute and allocate job costs for the expense pool. The calculation does not affect employee pay cheques.

   Tip: By including the per man-hour costs for small tools in estimates, you increase the accuracy of takeoffs.

8-4 Equipment Allocation

About equipment allocation

Use the **8-4 Equipment Allocation** window in conjunction with the **5-2-2 Payroll Records** window to enter job and equipment cost records. You can enter the operated, standby, and idle time for equipment used at the job site, and you can enter equipment used to repair other equipment.

In the **5-2-2 Payroll Records** window, you can only enter the time an employee spends working at the job site or repairing equipment. When an employee operates equipment at the job site, enter the employee's time in the **5-2-2 Payroll Records** window. Then in the **8-4 Equipment Allocation** window, enter the time spent operating the equipment.

When the employee uses a piece of equipment to repair another piece of equipment, enter the equipment repaired and employee's time in the **Payroll Records** window. Then in the **8-4 Equipment Allocation** window, enter the equipment that was repaired and time spent operating the equipment used in the repair.

Note: The **5-5-1 Daily Payroll Entry** window lets you enter all the costs in a single window. Therefore it is not necessary to use the **8-4 Equipment Allocation** window.

Entering job costs for equipment time and materials billing

To enter job costs for time and materials billing:

1. Open **8-4 Equipment Allocation**.
2. In the transaction header, enter information about the allocation that will be passed to General Ledger when you post the transaction:
   - **Transaction#.** Type a code to identify the allocation transaction.
   - **Transaction Date.** This date identifies the date for the allocation transaction. It can be different from the dates the equipment was processed to the jobs in the allocation grid.
   - **Description.** Type a short description (up to 50 characters) to explain the allocation, or select a standard description from the quick list..
3. For each piece of equipment for which you want to create a cost record:
   a. In the **Date** cell, enter the date of equipment use.
   b. In the **Description** cell, enter a brief statement about the work.
   c. In the **Job** cell, enter the job number.
   d. In the **Phase** cell, enter the phase number.
   e. In the **Cost Code** cell, enter the cost code number.
   f. In the **Operated Equipment** cell, enter the equipment number.
   g. In the **Operated** cell, enter the number of units that the equipment was operated.
   h. In the **Standby** cell, enter the number of units that the equipment was on standby.
   i. In the **Idle** cell, enter the number of units that the equipment was idle.
   j. In the **Rental Unit** cell, enter the number for the type of unit by which you bill the equipment.
   k. In the **Operated Rental** cell, enter the number of units for which you are billing.
   l. In the **Standby Rental** cell, enter the number of units for which you are billing.
   m. In the **Idle Rental** cell, enter the number of units for which you are billing.
4. On the **File** menu, click **Save**.

Tip: In the **6-3 Job Cost** window, you can edit the equipment details that Sage 100 Contractor uses to create time and materials invoices.

Entering equipment costs for repair work

To enter equipment costs for repair work:

1. Open **8-4 Equipment Allocation**.
2. In the transaction header, enter information about the allocation that will be passed to General Ledger when you post the transaction:
   - **Transaction#.** Type a code to identify the allocation transaction.
   - **Transaction Date.** This date identifies the date for the allocation transaction. It can be different from the dates the equipment was processed to the jobs in the allocation grid.
   - **Description.** Type a short description (up to 50 characters) to explain the allocation, or select a standard description from the quick list..
3. For each piece of equipment for which you want to create a cost record:
   a. In the **Date** cell, enter the date of equipment use.
   b. In the **Description** cell, enter a brief statement about the work.
   c. In the **Equipment Repaired** cell, enter the equipment number for the repaired equipment.
   d. In the **Cost Code** cell, enter the cost code number.
   e. In the **Operated Equipment** cell, enter the equipment number used to make repairs.
   f. In the **Operated** cell, enter the number of units that the equipment was operated to make repairs.
4. On the **File** menu, click **Save**.

Tips:
- When a cost record is incorrect, make an adjusting entry in **8-4 Equipment Allocation**.
- If you attribute too few hours to equipment, create a new cost entry for the difference in the appropriate **Operated**, **Standby**, or **Idle** column.
- If you attribute too many units to a piece of equipment, create a new cost entry for a negative amount in the appropriate **Operated**, **Standby**, or **Idle** column.

Entering job costs for equipment

To enter job costs for equipment:

1. Open **8-4 Equipment Allocation**.
2. In the transaction header, enter information about the allocation that will be passed to General

Ledger when you post the transaction:

- **Transaction#.** Type a code to identify the allocation transaction.
- **Transaction Date.** This date identifies the date for the allocation transaction. It can be different from the dates the equipment was processed to the jobs in the allocation grid.
- **Description.** Type a short description (up to 50 characters) to explain the allocation, or select a standard description from the quick list..

3. For each piece of equipment for which you want to create a cost record:
   a. In the **Date** cell, enter the date of equipment use.
   b. In the **Description** cell, enter a brief statement about the work.
   c. In the **Job** cell, enter the job number.
   d. In the **Phase** cell, enter the phase number.
   e. In the **Cost Code** cell, enter the cost code number.
   f. In the **Operated Equipment** cell, enter the equipment number.
   g. In the **Operated** cell, enter the number of units that the equipment was operated.
   h. In the **Standby** cell, enter the number of units that the equipment was on standby.
   i. In the **Idle** cell, enter the number of units that the equipment was idle.
4. On the **File** menu, click **Save**.

Tips:

- When a cost record is incorrect, make an adjusting entry in the **8-4 Equipment Allocation** window.
- If you attribute too few hours to equipment, create a new cost entry for the difference in the appropriate **Operated**, **Standby**, or **Idle** column.
- If you attribute too many units to a piece of equipment, create a new cost entry for a negative amount in the appropriate **Operated**, **Standby**, or **Idle** column.

8-5 Equipment Payments

About equipment payments

In the **8-5 Equipment Payments** window, you can print cheques for equipment payments. When an equipment payment is due, Sage 100 Contractor automatically sets the amount to pay using the financial information established in the equipment record.

To set Sage 100 Contractor to print a cheque for a piece of equipment, select the equipment, and then click the **Pay** button. If you decide not to make the equipment payment at this time, select the equipment, and then click the **No Pay** button.

When you print a cheque for an equipment payment, Sage 100 Contractor decreases the loan balance by the cheque amount and advances the due date. When the loan balance reaches 0, the equipment record no longer appears in the **Equipment Payments** window.

Selecting equipment for payment

To select equipment for payment:

1. Open **8-5 Equipment Payments**.
2. Select the equipment, and click the **Pay** button.
3. On the **File** menu, click **Print Cheques**.

Note: When you print an equipment cheque, Sage 100 Contractor decreases the loan balance by the cheque amount and advances the due date.

8-6 Equipment Depreciation

About equipment depreciation

In the **8-6 Equipment Depreciation** window, you can post the depreciation for equipment. You can change or delete the amount to depreciate, and you can post depreciation to specific pieces of equipment.

When you save a record in **8-6 Equipment Depreciation**, Sage 100 Contractor posts the depreciation for each piece of equipment with the amount in the **Depreciation** cell.

Posting equipment depreciation

To post equipment depreciation:

1. Open **8-6 Equipment Depreciation**.
2. On the **Options** menu, click **Post Depreciation**.
3. When the depreciation posts, a message window appears confirming that the depreciation has been posted.

Tip: You can change the amount of depreciation for a piece of equipment. Select the equipment, and enter the new amount in the **Depreciation** cell.

Posting depreciation for specific pieces of equipment

You may have to post depreciation on specific pieces of equipment from time to time.

To complete this task, you may have to remove the depreciation values for equipment. Consider writing those values down so that they can be put back after posting the specific pieces of equipment.

To post depreciation on specific pieces of equipment:

1. Open **8-6 Equipment Depreciation**.
2. In the **Depreciation** column, remove the values for equipment that you do not want to post
3. In the **Depreciation** column, keep or change the values for the equipment that you do want to post.
4. As needed, click the **Change the posting period** button to change the **Period**.
5. Click the **Post** button.

When the depreciation posts, a message window appears confirming that the depreciation has been posted.

8-7 Equipment Revenue

About equipment revenue

In the **8-7 Equipment Revenue** window, you can review the revenue generated by a piece of equipment. When you allocate equipment to a job, Sage 100 Contractor creates two records: a job cost record and an equipment revenue record. The job cost record reflects the cost of using the equipment on a particular job; the revenue record reflects the value earned by the equipment.

By tracking the revenue produced by a piece of equipment, you can review its profitability and refine the cost recovery rates. In **8-7 Equipment Revenue**, you can review and edit existing revenue records. If a text box is shaded, you cannot directly edit the data. Enter an adjusting entry through **8-4 Equipment Allocation**.

Important! Sage 100 Contractor does not create equipment cost or revenue records from time and materials invoices.

Entering historical equipment revenue records

When billing for time and materials, Sage 100 Contractor uses the billing rates in place of the cost recovery rates and does not create cost and revenue records.

To enter a historical equipment revenue record:

1. Open **8-7 Equipment Revenue**.
2. In the **Equipment** text box, enter the equipment number.
3. In the **Trans#** text box, type **Start Up**.
4. In the **Date** text box, enter the date.
5. In the **Description** text box, type **Start Up**.
6. In the **Cost Code** text box, enter the cost code.
7. In the **Revenue** text box, enter the revenue generated by the equipment.
8. On the **File** menu, click **Save**.

Voiding equipment revenue records

Important! You can only void an equipment revenue record that originates in **8-7 Equipment Revenue**. If you need to void an equipment revenue record that originated elsewhere, you must void it in the window where you created it.

To void an equipment revenue record:

1. Open **8-7 Equipment Revenue**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Void Equipment Revenue**.

Working with estimating, assemblies, and parts

Note: This functionality is available only if you have the Estimating Module.

You can boost your profitability by creating more accurate plan takeoffs and estimates. These estimates can be used to generate proposals, budgets, purchase orders, subcontracts automatically because Sage 100 Contractor is completely integrated. You can update your parts prices using spreadsheets supplied by vendors, distributors or parts services.

You can save job estimates as templates for future use and take advantage of simple formulas to further streamline the estimating process and improve accuracy. The Sage 100 Contractor **Estimating** module provides tools for you to selectively factor in cost increases, lock prices to prevent accidental edits, and add notes for clarity.

There are special tools for homebuilders and remodelers. The **Estimating** module comes with a start-up database with thousands of parts and assemblies. Assemblies are collections of parts and materials that can be quantified with a single entry.

Sage 100 Contractor's **Estimating** module also includes the following features:

- Update parts information from your vendors.
- Organize your estimates by custom bid items and phases into workflow or billing requirements.
- You can fully integrate your estimating data, including full material, labour , equipment, and subcontract details with scheduling, project management, and accounting functions.

What is assembly estimating?

Assembly estimating is a simple, accurate way to create takeoffs. It also streamlines the management of material costs, quotes, and ordering because each assembly includes all the necessary parts and labour to complete a unit of work.

For example, an interior door assembly might include the door, frame, hinges, trim, doorknob, shims, and nails, and the quantity of each part necessary to complete the work. When creating a takeoff, you can insert the interior door assembly instead of each of the individual parts needed. You only need to then enter the quantity of interior door assemblies needed in the project. When you compute the takeoff, Sage 100 Contractor determines the total number of parts needed to complete the door assemblies.

Assembly estimating is more precise and useful than unit price estimating, which only provides a flat rate per unit of measurement. Suppose you are estimating costs to frame a house, and the cost of nails has increased recently. Unit price estimating makes it difficult to calculate the new cost per unit reflecting the additional costs. You can only add an amount to the takeoff that you hope compensates for the increased cost of nails.

Assembly estimating makes it easier to keep costs up to date. When you update the parts database or a portion thereof, Sage 100 Contractor also updates the part costs in the assemblies, ensuring that you will use the most current costs when you create a takeoff.

To increase the accuracy of your takeoffs, you can create part records for labour costs. As you build the assemblies, include the appropriate labour parts. In some instances, you might need to add several different part records for labour to account for the different types of work required. An assembly for installing a sink, for example, might include labour for setting the cabinet, roughing in the plumbing, installing wiring for a disposer unit, and setting the sink and finishing the plumbing.

Assembly estimating has many benefits:

- Each assembly contains all the necessary parts. It becomes impossible to forget parts that are used infrequently.
- You can generate complete parts lists from the takeoff, which lets you obtain materials quotes before submitting the final bid.
- You can adjust prices according to difficulty factors or site-specific conditions.
- Creation of purchase orders directly from the takeoff, eliminating errors often encountered in unit price takeoffs or separate materials billing processes.
- The accuracy of takeoffs increases as you refine the assemblies.
- You can build a library of modified assemblies.

Pre-Built Data Sets

Home Builder Data

About Home Builder estimating data

When you create a new company and build a chart of accounts in the **1-8 General Ledger Setup** window, you can automatically install the Home Builders' set of data. Estimating data can be used as a starting point for your takeoffs, saving you time when creating estimates. This includes a specialized chart of accounts, cost codes, tasks and the following estimating data:

- Parts
- Assemblies
- Part/Assembly Classes
- Takeoff Grid files

Note: When you install the estimating data, you will be prompted with a message to select the lumber species to be used to create the installed assemblies and grids. You should choose the species that you

most commonly work with.

Setting up Home Builder Accounts

When you select the **Home Builder Accounts** from **1-8 General Ledger Setup**, Sage 100 Contractor automatically sets up the account ranges, controlling account numbers, posting account numbers, and then creates the ledger accounts. You can then modify the ledger setup to meet your particular needs. However, you will then need to edit the ledger accounts to match any changes made in the **1-8 General Ledger Setup** window.

After setting up the chart of accounts, you can edit account numbers, delete unnecessary accounts, and set up controlling accounts for subsidiary accounts or departments in the Ledger Accounts window. If you changed a controlling or posting account number in **1-8 General Ledger Setup**, you must also change the ledger account number.

Important! The option to install the Home Builders Accounts is only available when you set up a new company. After ledger accounts have been set up and utilized in any given company, you cannot install a new system of accounts, and you will not see the **Options** menu anymore.

To set up Home Builder Accounts in the General Ledger:

1. Open **1-8 General Ledger Setup**.
2. On the menu bar, click **Options**, then click **Home Builders Accounts**.

   A prompt appears and asks whether you want to install the Home Builder estimating data, tasks, and cost codes. If you select **Yes**, the **Estimating Data Setup** window appears.
3. Under **Cost Codes**, select **CSI** or **Home Builder** as your base cost code list. You can modify this later if necessary
4. Under **Framing Species**, select the wood species to base your estimating data on.

Note: The sample **Cost Code** list and **Task List** contain starter sets aimed at meeting the needs of home builders. You may need to modify these lists to better meet your company's needs.

Remodeler Data

About Remodeler estimating data

When you create a new company and build a chart of accounts in the **1-8 General Ledger Setup** window, you can automatically install the Remodelers set of data. Estimating data can be used as a starting point for your takeoffs, saving you time when creating estimates. This includes a specialized chart of accounts, cost codes, tasks and the following estimating data:

- Parts
- Assemblies
- Part/Assembly Classes
- Takeoff Grid files

Note: When you install the estimating data, you will be prompted with a message to select the lumber species to be used to create the installed assemblies and grids. You should choose the species that you most commonly work with.

Setting up Remodeler Accounts

When you select the **Remodeler Accounts** from the **1-8 General Ledger Setup**, Sage 100 Contractor automatically sets up the account ranges, controlling account numbers, posting account numbers, and then creates the ledger accounts. You can then modify the ledger setup to meet your particular needs. However, you will then need to edit the ledger accounts to match any changes made in the **1-8 General Ledger Setup** window.

After setting up the chart of accounts, you can edit account numbers, delete unnecessary accounts, and set up controlling accounts for subsidiary accounts or departments in the **Ledger Accounts** window. If you changed a controlling or posting account number in **General Ledger Setup**, you must also change the ledger account number.

Important! The option to install the Remodeler Accounts is only available when you set up a new company. After ledger accounts have been set up and utilized in any given company, you cannot install a new system of accounts.

To set up Remodeler Accounts in the General Ledger:

1. Open **1-8 General Ledger Setup**.
2. On the menu bar, click **Options**, then click **Remodeler Accounts**.
3. A prompt appears asking you whether you want to install the Remodeler estimating data, tasks and cost codes.
4. Click **Yes**.
5. The **Estimating Data Setup** window appears.
6. Do the following:
   a. Under **Cost Codes**, select **CSI** or **Remodeler** as your base cost code list. You can modify this later if necessary.
   b. Under **Framing Species**, select the wood species upon which to base your estimating data.

Note: The sample **Cost Code** list and **Task List** contain starter sets aimed at meeting the needs of remodelers. You may need to modify these lists to better meet your company's needs.

9-1 Takeoff Reports

See Appendix B for a complete list of 9-1 Takeoff Reports.

9-2 Parts

About 9-2 Parts

In the parts database you can manage costs, track part inventories, and even assign an image to individual part records. You do not have to limit part records to building materials; you can even create part records for labour costs. To set up a parts database, enter the parts manually or import an existing database. If you subscribe to a part pricing service, you can update the prices in the parts database as you receive the latest service updates.

For each part record, you can set up a list of parts vendors that indicates the vendor with whom you prefer to do business. When creating a takeoff, Sage 100 Contractor can select the preferred vendors for parts.

With inventory locations, Sage 100 Contractor tracks the total inventory that you currently have. When using the **Inventory** module, Sage 100 Contractor reduces the quantity on hand when you assign parts status **4-Shipped**. If you are using **Service Receivables**, Sage 100 Contractor reduces the part quantity on hand based on invoices with status **1-Open**, **2-Review**, **3-Dispute**, or **4-Paid**.

With service work, parts use a billing price. When you indicate a part in the **Service Receivables** module, Sage 100 Contractor uses the billing price instead of the cost price.

Entering parts

Before entering parts

Consider the following points:

- If you are entering dimensional lumber, enter the lumber dimensions following a specific format.
- Parts that inventory activity or quantity remaining cannot be deleted from the system until year-end.
- You can create part records for labour parts.
- You can include an image of the part.
- You can include the location of a specifications document.

To enter a part:

1. Open **9-2 Parts**.
2. Do the following:
   a. In the data control text box, enter the part number.
   b. In the **Description** text box, enter the part name.
   c. In the **Alpha Part#** text box, enter the vendor's part number.
   d. In the **Unit** text box, enter the unit of measurement.
3. In the **General Information** tab:
   a. In the **Part Class** text box, enter the part class number.
   b. In the **Cost Code** text box, enter the default cost code to use with takeoffs.
   c. In the **Cost Type** list, click the cost type.
   d. If you want to set material parts as taxable by default when you import or export them in the **9-5 Takeoffs** windows, select the **Subject to PST** check box.
   e. In the **Task** text box, enter the task number for scheduling and critical path management.
   f. In the **Manufacturer** text box, enter the manufacturer's name.
   g. In the **Manuf. Part#** text box (manufacturer's part number), enter the part number assigned by the manufacturer.
   h. In the **MSDS#** text box (Material Safety Data Sheet number), enter the MSDS number for the part.
4. In the **Cost, Billing and Ordering** tab, do the following:
   a. In the **Default Cost** text box, enter the cost of the part.
   b. In the **Last Updated** text box, enter the date when you last updated the part price. When you import or update a part, Sage 100 Contractor automatically changes the date.
   c. In the **Markup %** text box, enter the markup rate.
   d. In the **Billing Amount** text box, enter the default billing amount.
   e. In the **Minimum Order Qty** (quantity) text box, enter the minimum number of parts to order.
   f. In the **Package Quantity** text box, enter the number of parts contained in a package. When using this part in a takeoff, Sage 100 Contractor rounds up the quantity to the next package of parts.
   g. In the **Unit Weight** text box, enter the weight in pounds for shipping.

5. In the **Labour** tab, do the following:
   a. In the **Labour Part#** text box, enter the associated labour part.
   b. In the **Quantity** text box, enter the quantity.
6. In the **Inventory** tab, do the following:
   a. If the part is normally kept in stock by your company, select the **Stock Item** check box. The inventory valuation method must be designated in order to select this option. After the check box is selected and activity has occurred for that part in the system, the check box will be unavailable and cannot be cleared.
   b. If the part uses serial numbers, click the **Serialized Item** check box.
   c. If it is mandatory that the part come from inventory, click the **Required from Inv.** check box.
   d. In the **Default Location** text box, enter the inventory location.
   e. In the **Bin#** text box, enter the number of the bin where the part is located.
   f. In the **Reorder Quantity** text box, enter the level of inventory at which you need to reorder the part.
7. In the **Service Equipment** tab, do the following if the part is used in service work:
   a. If you want to add the part to a client's equipment list, select the **Service Equipment Item** check box.
   b. In the **OEM Warranty Duration** text box, enter the number of months of the OEM warranty.
8. On the **File** menu, click **Save**.

About the check boxes in the 9-2 Parts window

General Information tab

- **Subject to PST:** Sets material parts as taxable by default when you import or export them in the 9-5 Takeoffs windows.

Inventory tab

- **Stock Item.** Indicates the part is normally carried in your inventory.
- **Serialized Item.** Indicates the part uses a serial number. When you receive parts, Sage 100 Contractor requires you to provide the serial number for each part.
- **Required from Inv..** Requires you to enter a service location on the work order or invoice.

Service Equipment tab

- **Service Equipment Item.** Adds the part to a client's list of service equipment in the client record.

Including part notes

When you include part notes, the notes appear in the **Notes** column.

To include part notes, on the **Options** menu, click **Include Parts Notes**.

Assigning specifications files to part records

Parts may need to have specifications files associated with them. You may assign specifications files to parts using the **9-2 Parts** window.

To assign a specifications file to a part record:

1. Open **9-2 Parts**.
2. In the **General Information** tab, locate the **Spec File** box, and then click the drop-down arrow.

   The **Assign File** window opens.
3. Click the drop-down arrow by the **Look in** text box, and select the specification file.
4. Click **Open**.

Tip: The path to the specifications file appears in the **Spec File** box. When accessing this part subsequently, you can use the **Spec File** drop-down arrow to access the specification file.

About creating part records for items other than materials

You can create part records for subcontractors, equipment, labour, general requirements, or other miscellaneous items. You can then include those items in assemblies or as individual items in the takeoffs to increase their accuracy.

- **Subcontracts.** For each type of subcontractor, create a part record that does not include a cost. When you add the subcontract part to the takeoff, you can then supply an estimated price based on the scope of the project, or enter the subcontractor's bid.
- **Equipment.** For each piece of equipment, create a part record. Use the part's cost recovery rate as the cost in the part record.
- **Labour**For each employee position, create a part record.
- **General Requirements.** For each requirement such as permits or temporary facilities, create a part record. If the item has a fixed amount, you can enter the amount in part record as its cost. If the amount changes on a job to job basis, you can supply the price in the takeoff when you add the part.

Setting up part records for labour

You can increase the accuracy of takeoffs and service invoices by creating part records for labour costs.

To set up part records for labour :

1. For each employee position, create a part record.
2. Assign the record cost type **2-Labour**.
3. Use the hourly gross wage plus burden as the last cost.

   The burden includes but is not limited to:

   - Provincial taxes
   - City taxes
   - Liability insurance
   - Workers' Compensation
   - Employer paid benefits
   - Employer paid pension plans
   - Employer paid vacation and sick time
   - Employer paid union fees
4. Assign the labour part records to assemblies.

   For example, an assembly for installing a sink might include labour parts for setting the cabinet, roughing in the plumbing, installing wiring for a disposer unit, and setting the sink and finishing the plumbing.

Parts Inventory

About taking inventory of parts

For a selected part, you can view a breakdown of its quantities by inventory location. The breakdown also provides the quantity available for use, when stock was last added or removed, and the date when inventory was last taken. For serialized parts, you can also view a list of the serial numbered parts assigned to a specific inventory location.

Viewing the inventory for parts

To view the inventory for a part:

1. Open **9-2 Parts**.
2. Using the data control, select the part.
3. Click the **Inventory** button.

Tip: To view the inventory for a different part, use the data control.

About parts inventory status

Column	Description
Quantity On Hand	Displays the total quantity of stock in the location.
Quantity Available	Displays the quantity of stock available. If you place a hold on stock, Sage 100 Contractor does not include it in the quantity available.
Last Stocked Date	Displays the date when you last added inventory to the location.
Last Picked Date	Displays the date when you last removed inventory from the location.
Last Count Date	Enter the date when inventory was taken last. This is for reference only.
Must Count	Enter **Yes** if you are to count the part during inventory. Enter **No** if you do not include the part when taking inventory.
Beginning Quantity	Displays the quantity on hand at the start of the fiscal year. When you close the accounting books at the fiscal year-end, Sage 100 Contractor assigns the quantity on hand to the **Beginning Quantity** column.
Minimum Restock Level	Enter the minimum quantity to keep in stock. This is for reference only.
Maximum Restock Level	This is for reference only.

Viewing serial numbers of parts in an inventory location

To view serial numbers of parts in an inventory location:

1. Open **9-2 Parts**.
2. Using the data control, select the part.
3. Click the **Serial#** button.

Barcodes

About barcodes

Sage 100 Contractor uses the part record number for the barcode. You can also use barcodes to track inventory if you have the **Inventory** add-on module.

Selecting the barcode format

To select the barcode format:

1. Open **9-2 Parts**.
2. On the **Options** menu, select **Default Barcode Format**.
3. At the bottom of the **Default Barcode Format** window, click the drop-down arrow to display the list of choices.
4. Make a selection, then click **OK**.

Note: Sage 100 Contractor uses the part record number for the bar coding.

Viewing the barcode format

To view the barcode format:

1. Open **9-2 Parts**.
2. Using the data control, select the part.
3. On the **Options** menu, click **View Barcode**.

Changing part numbers into barcodes

Sage 100 Contractor can interpret part numbers to appear as barcodes using special barcode fonts. There are two barcode fonts that install with Sage 100 Contractor. They are **BC C39 3 to 1 HD Wide** and **BC UPC HD Wide**. When you edit the font for **tkfprt.recnum** to one of the barcode fonts, then it appears as a barcode in a report and can be printed as a label.

To change part numbers into barcodes on a report:

1. Open **9-2 Parts**.
2. Click the **Print Records** button. The **9-2 Report Printing** window opens.
3. Create a report using the part description.

For example, you can use report **21-Part Record** as a starting point, and then save it with a different name.

4. In the **Report Printing** window, click the **Modify Report** button.

   The **Report Writer** window opens.

5. Select the **tkfprt.recnum** field, and then click **Edit the font for the text area**.
6. Select one of the barcode fonts, for example, **BC C39 3 to 1 HD Wide**, then click **OK**.
7. Save the report, then close the **Report Printing** window.
8. From the **9-2 Report Printing** window, click the **Print Record to Screen** button to preview the report.

   The part number now appears as a barcode.

Vendor Pricing

About vendor pricing

In each part record, you can set up a table of vendors, their material part numbers, and prices. Each vendor can be assigned a preference number. When creating a takeoff, you can have Sage 100 Contractor determine which vendor is preferred or which vendor has the lowest price, and insert the appropriate vendor and cost in the takeoff.

In the **9-7 Maintain Parts Database** window, you can assign whole lists of vendors to part records, part classes, or the entire parts database. Then in each part record, you can assign the material part numbers and prices.

Entering vendor prices for part records

To enter vendor prices for a part record:

1. Open **9-2 Parts**. Using the data control, select the part.
2. On the **Options** menu, click **Vendors**.
3. For each part:
   a. In the **Preference#** text box, enter the vendor preference number.
   b. For each vendor:
      i. In the **Vendor** text box, click the drop-down arrow to open a **Lookup** window, and select a vendor.
      ii. In the **Order#** text box, enter the material part number for the vendor.

c. In the **Disc. Rate** text box, enter the vendor's discount rate for the part.

d. In the **Price** text box, enter the part cost from that vendor.

e. Click in the **Last Update** text box to automatically insert the date that the part was last updated.

4. In the **File** menu, click **Save**.

Tip: You can change the preference numbers or even delete a vendor. Such changes, however, are specific to the part record and do not affect the list of vendors in other part records.

9-3 Assemblies

About assemblies

An assembly represents a collection of parts necessary to complete a single unit of work. For example, an interior door assembly can include the door, frame, hinges, trim, doorknob, shims, and nails. Some other examples of assemblies are kitchen cabinets, linear feet of wall, door installation, window installation, roof framing, roofing installation, bathtubs, showers, pipe runs per foot, and conduit runs per foot.

For each part in an assembly, provide the quantity of the part needed to complete the work. Otherwise, Sage 100 Contractor sets the part's quantity to 0. If labour , equipment, or subcontractors are set up as parts, you can include them in assemblies as well.

When you insert the assembly in a takeoff, all the parts in the assembly also display. You can then enter the number of assemblies required and have Sage 100 Contractor calculate the extended quantity of parts.

Suppose the project plans show five interior doors. In the takeoff, insert the interior door assembly and enter **5** as the assembly quantity. When you compute the takeoff, Sage 100 Contractor computes the extended quantity of parts needed to build five interior door assemblies.

You can also set labour and markup rates for assemblies used in service work. Then for each assembly you can set its flat rates. When you insert an assembly in a work order or invoice in the **Service Receivable Invoices** window, Sage 100 Contractor uses the flat rate.

If you make a change to the part cost for a part used in one or more assemblies, select the **Update All Assembly Part Costs** option to update all assemblies with all current part costs.

More information about assemblies

Before setting up any assemblies, think about your methods for creating takeoffs, and consider how to build, organize, and use the assemblies. You can include formulas, waste factors, and parts for items other than building materials—such as labour, equipment, and subcontracts.

Some assemblies might not require certain parts to complete the work. As a rule, include a part in an assembly if you need it at least 5% of the time. It is easier to delete unnecessary parts than it is to remember to add those seldom-used parts.

You can also include part records for labour. Because an assembly contains the parts for an entire unit of work, include the labour parts for the different types of work performed. An assembly for installing a sink, for example, might include labour parts for setting the cabinet, roughing in the plumbing, installing wiring for a disposer unit, and setting the sink and finishing the plumbing. For each labour part, set the quantity equal to the time required to complete the work for that portion of the task.

Assemblies must be practical. Assemblies that encompass too large a portion of a project are unwieldy, and assemblies that contain only one or two parts often provide little help. For example, an assembly for an 1800 square foot, 2 bedroom 2 bath home is too large. Not every 1800 square foot, 2 bedroom 2 bath home is the same. Likewise, a kitchen sink assembly containing a single part, a sink, is too small and is not useful.

There are certain circumstances where one or two items in an assembly are appropriate. For example, when running pipe you might want to use a separate assembly for each type of part (such as ells, unions, and tees) that includes the part and the labour part.

For some types of work, it might be easier to create two assemblies instead of one. Suppose that you perform a great number of water heater installations. You create an assembly that contains the basic parts and labour necessary for the water heater installation except for the water heater itself. Then you create an assembly for each type of water heater and its associated labour and tank-specific parts. When creating a takeoff for the water heater installation, select the basic installation assembly and then select the specific tank assembly.

Some parts rely on additional information such as a linear or cubic dimension to determine the quantity needed. You can use formulas to compute dimensions, quantities, or prices. You can also use formulas for tasks that produce large amounts of waste materials. Waste materials add to the job costs, and by compensating for waste, takeoffs become more accurate.

You can control whether a part is connected to or disconnected from an assembly, which determines whether Sage 100 Contractor computes the part's extended quantity in a takeoff based on the assembly quantity. You can also connect labour parts to an assembly or to a part in the assembly, allowing you to control how Sage 100 Contractor computes the quantity of labour.

Entering assemblies

Before entering assemblies

Consider the following points:

- Include all the items that you might need in the assembly. It is easier to delete unnecessary parts in a takeoff than it is to remember to add seldom-used parts.

- You can include an image of the assembly.
- You can use the **Formula** text box to declare the value of variables. In the **Formula** text box, enter a variable followed by an equal sign (=) and separate each variable using a comma. For example: **SqFt=, LnFt=,**.
- Do not declare the value of the variables in the assembly. When you enter the assembly in a takeoff, you can enter the values for the variables.

To enter an assembly:

1. Open **9-3 Assemblies**.
2. In the data control text box, enter the assembly number.
3. In the **Description** text box, enter a brief statement about the assembly.
4. In the **Unit** text box, enter the unit of measurement.
5. In the **Formula** text box, enter the assembly formula.
6. In the **Assembly Class** list, click an assembly class number.
7. Click the **Parts Details** grid. Then do the following for each part that you need in the assembly:
   a. In the **Part** cell, enter the part number.
   b. In the **Quantity** cell, enter the quantity of parts that you need in the assembly.
   c. On the menu bar, click **Calculate**.
   d. Review the assembly.
8. On the **File** menu, click **Save**.

Entering markups for assemblies

Note: You can save the markup information without applying it to any assembly classes by clicking the **Save** button.

To enter markups for assemblies:

1. Open **9-3 Assemblies**.
2. Enter the travel, technician, and assistant time on the **Flat Rate** tab.
3. In the Options menu, select **Update Flat Rate Assemblies**.
4. In the **Apply to Class** boxes, enter the range of assembly classes to which you want the markup rates to apply.

5. Under **Calculation Options**, do any of the following:
   a. Select the **Use new part prices** check box to use the last cost from the part records.
   b. Select the **Apply labour rates** check box to assign the labour rates indicated under **Labour Rates** to all assemblies using flat rate billing.
   c. Select the **Apply markups** check box to assign the markup rates indicated under **Markup Rates** to all assemblies using flat rate billing.
6. Under **Labour Rates**, do the following:
   a. In the **Travel** box, enter the hourly labour rate for travel time.
   b. In the **Technician** box, enter the hourly labour rate for a technician.
   c. In the **Assistant** box, enter the hourly labour rate for an assistant.
7. Under **Markup Rates**, do the following:
   a. In the **Material** box, enter the markup rate for materials.
   b. In the **Labour** box, enter the markup rate for labour.
   c. In the **Equipment** box, enter the markup rate for equipment.
   d. In the **Subcontract** box, enter the markup rate for subcontracts.
   e. In the **Other** box, enter the markup rate for additional items.
   f. In the **Travel** box, enter the markup rate for travel.
   g. In the **Technician** box, enter the markup rate for the technician's labour.
   h. In the **Assistant** box, enter the markup rate for the assistant's labour.
   i. In the **Miscellaneous** box, enter the markup rate for miscellaneous items.
   j. In the **Overhead** box, enter the markup for overhead.
   k. In the **Service Contract Discount** box, enter the discount rate for clients with service contracts.
8. Click **Update Assemblies**.

Entering flat rate details

Companies that perform service work often bill customers using a flat rate based on materials, labour, and travel costs. Sage 100 Contractor computes both standard and contract rates for primary and add-on tasks.

Before entering flat rate details

Consider the following points:

- You can manually change the markup rates or selling prices. If you change the selling price, Sage 100 Contractor ignores markup rate. If you delete a markup rate, Sage 100 Contractor does not change the amount in the **Sell** column.
- You can change the time and cost for travel, technicians, and assistants as well as the rate in the **Service Contract Discount** box.
- Select the **Print in Book** check box to add the assembly flat rate to your flat rate book.
- Select the **Print Parts** check box to include the parts in your flat rate book. When printing the price book, select the **Part Details** check box.
- Select the **Taxable** check box to include tax on the assembly.

To enter flat rate details:

1. Open **9-3 Assemblies**.
2. Click the **Flat Rate** tab.
3. In the **Time** column, do the following:
   a. In the **Travel** cell, enter the minutes of travel time.
   b. In the **Technician** cell, enter the minutes of repair time allotted to a technician.
   c. In the **Assistant** cell, enter the minutes of repair time allotted to an assistant.
4. On the menu bar, click **Calculate**.

About connecting parts to assemblies

In an assembly, you can determine whether the part is connected to or disconnected from the assembly. When a part is connected, Sage 100 Contractor computes the part's extended quantity in a takeoff based on the assembly quantity. When you insert a part in an assembly, the part automatically connects to the assembly and displays a red assembly arrow icon next to the part.

You can also include a part but not connect it to the assembly, which lets you control the quantity independent from the assembly. Suppose you have an assembly for installing light fixtures, and the assembly includes a ladder. You do not need to purchase a new ladder with each job; including the ladder in the assembly serves as a reminder to bring it when installing the light fixtures. So the quantity for the ladder is zero, and the part is disconnected from the rest of the assembly. When a part is disconnected, the assembly icon cell is blank.

If the part is for labour, you have the additional choice of connecting it to a building material part in the assembly instead of the assembly itself. When connected to a building material part, Sage 100 Contractor computes the extended quantity for the labour part based on the extended quantity of the material part. If that material part is connected to the assembly, the part's extended quantity is determined from the assembly quantity. Next to the labour part, Sage 100 Contractor displays a green assembly icon arrow.

Changing the connections of parts

Icon	What it does
Red arrow pointing left	Connects the part to the assembly.
Green arrow pointing right	Connects the labour part to the part above it.
Blank	Unconnected. The assembly quantity does not affect the part quantity.

To change the connection of a part to an assembly, double-click the assembly icon cell next to the part.

Including assembly notes

When you include assembly notes, the notes appear in the **Notes** column.

To include assembly notes:

1. Open **9-5 Takeoffs**.
2. On the **Options** menu, click **Include Assembly Notes**.

Hiding the parts in assemblies

To hide the parts in assemblies:

1. Open **9-5 Takeoffs**.
2. On the **Options** menu, click **Hide Assembly Parts**.

9-4 Part-Assembly Classes

About assembly and part classes

Classes let you organize parts and assemblies so you can locate what you need when creating a takeoff, purchase order, or other document. In the **9-4 Part/Assembly Classes** window, you can set up separate hierarchies for parts and assemblies. In each hierarchy, sort the parts and assemblies into meaningful groups.

When you open the **9-4 Part/Assembly Classes** window for the first time, it contains a single class titled **0-All Classes**. This permanent class contains all the parts and assemblies in the databases. If you cannot

locate a part or assembly because it was assigned to an incorrect class or a class was deleted without moving the contents elsewhere, look in **0-All Classes**.

Assign a class number to each class you create. The class number can contain up to six digits and does not need to relate to the part or assembly numbers. Under each class, you can create additional classes referred to as subclasses.

Subclasses provide a means of creating smaller and smaller groups of assemblies or parts. The subclass should not be so broad that you have to look through a huge number of items or so small as to contain only a few items. Generally, a subclass should contain no more than 40 or 50 items. If the number of items in a subclass becomes too large, create more subclasses to better group the items.

Suppose that you are setting up classes for doors, and determine that you need to create classes for metal doors, wood doors, glass doors, special doors, and door installation. With so many different types of metal and wood doors, you decide to further subdivide the categories. Under the metal door class, you create classes for pre-hung metal doors, field-hung metal doors, overhead-rigid metal doors, coiling metal doors, entrance metal doors, and security and gate metal doors. Under the class for wood doors, you create classes for pre-hung wood doors, field-hung wood doors, garage wood doors, and entrance wood doors.

About the Part-Assembly Classes menu

The **Part/Assembly Classes** menu is accessible by right-clicking in the **Part Class** menu tree or **Assembly Class** menu tree in the **9-4 Part/Assembly Classes** window.

The following provides more information regarding its functionality:

- The name and number of the part/assembly are displayed in the class tree.
- You cannot create as many unassigned classes as you want without saving. You must save each one as it is created by pressing the Enter key.
- The **Fully Expand** command expands just one class instead of the entire tree.
- Click the part class you want to add to or change, and then use the **Edit** menu or right-click menu to create a new class.

Important! The Fully Expand command will not appear unless Collapse All has been selected from the Options menu.

The **Part/Assembly Classes** menu includes the following commands:

- **Fully Expand.** Click this command to open every sub-class below the selected class.
- **Insert.** Click this command to insert a new part/assembly class above the position of your cursor.
- **Indent.** Click this command to move the selected class to the right (build sub-classes). If the class has “children” or sub-classes, you will be asked whether you want to include them in the move.

- **Outdent.** Click this command to move the selected class to the left. If the class has “children” or sub-classes, they are automatically included in the move.
- **Rename.** Click this command to renumber and/or rename the selected class.
- **Delete.** Click this command to delete the selected class.

Creating a class structure

Before creating a class structure

Consider the following points :

- Take the time to carefully plan the class structure. The benefits of a detailed class structure are lost if it is too complex. Your goal is to be able to locate parts or assemblies without having to navigate through too many subclasses.
- After setting up the classes, you can assign classes to part records by editing the record in **9-2 Parts** or by updating the parts database through the **9-7 Maintain Parts Database** window.

To create a class structure:

1. Open **9-4 Part/Assembly Classes.**
2. Do one of the following:
   - Click the **Part Classes** tab.
   - Click the **Assembly Classes** tab.
3. Create a new class using one of the following methods:
   a. Click **Insert** on the **Edit** menu.
   b. Right-click in the tree, and click **Insert**.
4. Click the **Append New** button (at the bottom) to add a class at the bottom of the tree.
5. In the outlined text box to the left (class number box), enter the class number.
6. In the outlined text box to the right (class description box), enter a brief statement about the class.
7. Press the **Enter** key. You can then use the arrow buttons to move the classes.
8. On the **File** menu, click **Save**.

Fully expanding the part-assembly class tree

Fully Expand is a command available both on the **Part/Assembly Edit** menu and from the right-click menu. This feature opens every sub-class below it.

To fully expand the part/assembly class tree:

1. In the **9-4 Part/Assembly Classes** window, click a part class to select it.
2. Do one of the following:

- On the **Edit** menu, click **Fully Expand**.
- On the right-click menu, click **Fully Expand**.

Deleting part-assembly classes

Delete is a command available both on the **Part/Assembly Edit** menu and from the right-click menu. This feature allows you to delete the selected class.

> **Note:** All items under a class are also deleted. Before you delete a class, move its contents to another class using **9-7 Maintain Parts Database**.

To delete a part/assembly class:

1. Open **9-4 Part/Assembly Classes**.
2. Click a part class to highlight it.
3. On the **Edit** menu or the right-click menu, click **Delete**.

Indenting part-assembly classes

Indent is a command available both on the **Part/Assembly Edit** menu and from the right-click menu. This feature builds sub-classes by moving the selected class to the right. If the class has “children” or sub-classes, you will be asked whether you want to include them in the move.

To indent a part/assembly class:

1. Open **9-4 Part/Assembly Classes**.
2. Click a part class to highlight it.
3. Select **Indent** from the **Edit** menu or the right-click menu.

> **Note:** The right arrow button also indents the class.

Inserting part-assembly classes

Insert is a command available both on the **Part/Assembly Edit** menu and from the right-click menu. This feature inserts a new part/assembly class above the position of your cursor.

To insert a part/assembly class:

1. Open **9-4 Part/Assembly Classes**.
2. Click a part class to highlight it.
3. Select **Insert** from the **Edit** menu or the right-click menu.

Outdenting part-assembly classes

Outdent is a command available both on the **Part-Assembly Edit** menu and from the right-click menu. This feature moves the selected class to the left. If the class has “children” or sub-classes, they are automatically included in the move.

To outdent a part/assembly class:

1. Open **9-4 Part/Assembly Classes**.
2. Click a part class to highlight it.
3. Select **Outdent** from the **Edit** menu or the right-click menu.

Note: The left arrow button also outdents the class.

Renaming part-assembly classes

Rename is a command available both on the **Part/Assembly Edit** menu and from the right-click menu. This feature allows you to renumber and/or rename the selected class.

To rename a part/assembly class:

1. Open **9-4 Part/Assembly Classes**.
2. Click a part class to highlight it.
3. Select **Rename** from the **Edit** menu or the right-click menu.

Positioning classes using the arrow buttons

You can use the arrow buttons to move the classes to different positions in the class hierarchy.

Button	What it does
Left arrow	Moves an item back one level in the hierarchy.
Right arrow	Moves an item forward one level in the hierarchy.

Locating a part or assembly

The **Lookup** window is split. The left half displays the classes, and the right half displays the contents of the class that you select.

To locate a part or assembly:

1. In the **Lookup** window, click the triangle next to the class you want to open or close.
2. The color of the triangle indicates whether you can display more subclasses.

Color	Description
Red	The class cannot be expanded any further (end of the branch).
Blue	Currently selected class showing all subclasses.
Green	Contains subclasses and can be opened by clicking on the plus sign (always displays a plus sign).

Tip: You can select a number of items and insert them in the window using a **Picklist**.

About setting up parts and part classes for lumber

You can set up cut materials as separate part records and then use the part classes to manage the pricing blocks. For each length of dimensional lumber, create a separate part record. When entering a part record for lumber, enter the dimensions in the **Description** box before any other description. When you update prices using the **Board Footage** window, Sage 100 Contractor uses the dimensions to compute the new cost or billing rates.

Sage 100 Contractor assumes that you enter the first two dimensions in inches and the third dimension in feet. If you want to indicate different dimensions, use a quotation mark (") to indicate measurements in inches and an apostrophe (‘) to indicate measurements in feet. For example, you can enter 2x4x8 or 2x4x72" as the dimensions.

You can also enter fractions or decimals. For example, you can enter 2´4´92-1/4" Doug Fir #2 or 2´4´92.25" Doug Fir #2. Note that a hyphen separates the fraction from the dimension. The hyphen is necessary for Sage 100 Contractor to recognize the fraction.

When designing part classes for lumber, base the classes on the lumber species, then grade, then dimensions, and finally length. Within each species and grade, prices per board foot sometimes depend on the lengths you want to purchase. Some vendors discount the prices for lengths under 10 feet. Others

charge higher prices for lengths over 16 feet. For lengths over 20 feet, most vendors charge premium prices at each cut length.

Therefore, you should create a part class for each of these price blocks within a species and grade. This will allow you to locate the dimensional lumber you need when creating a takeoff. This also allows you to update the lumber costs and billing rates by part class.

For example, a vendor charges $0.38 per linear foot for lengths up to 20 feet and $0.87 per linear foot for lengths 20 feet and above for Douglas Fir #2 2x4s. You would then set up two part classes for Douglas fir 2x4s based on where the price breaks exist.

9-5 Takeoffs

About takeoffs and estimating

Using Sage 100 Contractor **9-5 Takeoffs**, estimating is fast, accurate, and fully integrated into scheduling, project management and accounting. By combining the best features of databases and spreadsheets, we have developed one of the strongest assembly estimating systems available.

Global variables, formulas, and templates make your estimating process easier and more accurate. You can selectively factor in cost increases and lock in prices to prevent accidental edits and add notes for clarity. Microsoft Windows functionality, such as cut, copy, and paste, allows you to import blocks of information from other estimates with just a few mouse clicks. You can even copy and paste an estimating grid into a Microsoft Excel worksheet if that suits your business needs. In addition, you can export assembly estimating notes to change orders, purchase orders, RFPs, subcontracts, and work orders.

The phases and bid items features provide a way to divide jobs and estimates into smaller segments for greater efficiency in project management. Phases, for example, affect and follow through the entire job, including schedules, budgets, all document control, purchase orders, subcontracts, change orders, proposals, project management reports and analysis, job costs, change orders, payables, and billing. Phases can represent different sections of a job and can help you distinguish among different types of work such as change orders or site work. Because phases flow through the entire job, they do not restrict which billing methods you can use.

Bid items, in contrast, only affect estimates and some billing items and do not follow through the entire job. You use bid items to segment an estimate into smaller units and/or to satisfy external requirements for bidding and billing a job. Bid items affect these line items: **Daily Field Reports**, **Proposal**, and **Unitary Billing**.

At the time you create a takeoff, Sage 100 Contractor uses the prices for materials from the parts database. When you receive quotes from vendors, you can update the takeoff. In the **Vendor Price Update** window, you can select the vendor and Sage 100 Contractor displays all the parts contained in a takeoff for that vendor. You can then enter the quoted prices without searching the takeoff for each instance of a particular part. Some contractors receive pricing updates from vendors or part pricing services, which

provide updated prices for parts through the parts database. After updating the parts database, you can update prices in a takeoff.

After the takeoff is complete, you can export information to generate budgets, proposals, requests for proposals, purchase orders, service work orders, and more. You can examine and analyze the anticipated project costs through a variety of takeoff reports. In addition, you can even fax them directly to your subcontractors and suppliers without printing them out.

You can control the bid amount on takeoffs by entering a value in the **Overridden Bid Totals** line. This value overrides all other calculated amounts in the takeoff and locks the estimated amount. While it is locked, the overridden amount remains the same regardless of changes to amounts on the **Takeoff Details** grid.

You can create export notes for a takeoff in the **Export Notes** column, and then you can export them to change orders, purchase orders, requests for proposals, subcontracts, and work orders. You can create the notes for each line item in your takeoff, and use them to communicate important job information to vendors, subcontractors, suppliers, and clients.

Tips:

- Select the **Remind to Save** option to remind you to save takeoffs at a specific interval. When you select this option, the Reminder Settings window appears, where you specify the frequency of the reminders.
- If you have a large takeoff, turning off automatic calculation can save you considerable time. Select the **Save without automatic recalculation** check box in the Reminder Settings window to avoid recalculating a takeoff each time you save it. You can calculate the takeoff at any time, and the takeoff is calculated automatically whenever you open or save a takeoff.
- You can tag rows for follow-up in the Takeoffs grid, and then add a note to remind you, later, why you need to follow up on the item. Right-click the row you want to tag, and then click **Add/Edit Row tag** on the shortcut menu.

About the tabs in 9-5 Takeoffs

There are five tabs in the **9-5 Takeoffs** window:

- **Project Values**
- **Takeoff Details**
- **Recaps**
- **Insurance, Tax and Bonding**
- **Bid Summary**

Each tab provides tools for working with and viewing different aspects of the project's estimates.

Project Values tab.

The **9-5 Takeoffs** window opens with the **Project Values** tab in view. You use the **Project Values** tab to declare the value for project variables, which Sage 100 Contractor then uses throughout the entire takeoff. For example, you might use certain measurements, such as a building's total square footage or exterior perimeter, in formulas throughout a takeoff.

Takeoff Details tab.

Use the **Takeoff Details** tab to set up bid items and phases, followed by enter parts and assemblies into the grid. The columns define the parts and assemblies with **Part#**, **Description**, **Unit**, **Quantity**, **Cost**, and more.

Recaps tab.

Use the buttons at the bottom of the window to break down your takeoff by **Bid Items**, **Phases**, **Assemblies**, **Cost Codes**, **Cost Types**, **Tasks**, **Vendors**, and **Cost Code by Bid Item**.

Insurance, Tax and Bonding tab.

Use this tab to calculate and include costs related to liability, use tax, and bonding.

Bid Summary tab.

Use this tab to adjust the bid summary to your business requirements.

- **Takeoff Summary** shows the calculated totals for the estimate.
- **Apply Margin Override** provides a way for you to apply a gross margin override of a specified percentage.
- **Apply Markup to Ext Price** applies the markup to the extended price.
- This proceeding amount is calculated into the following **Calculated Bid Totals** line.
- The **Bid Amount** can further be adjusted up or down and locked to meet business requirements.

Notes:

- **Apply Margin Override** and **Apply Markup to Ext Price** are mutually exclusive. You can use one or the other, but not both.
- You can set the default properties in many of the text boxes, check boxes, and grid cells to provide security control.

Viewing takeoff recaps

On the **Recaps** tab in **9-5 Takeoffs**, you can display a summary of cost data for a takeoff. This allows you to review costs before exporting the data to create budgets, purchase orders, or subcontracts.

Type	What it displays
Assembly	Sage 100 Contractor breaks down the financial data for each assembly by cost, extended price, combined overhead and profit, and gross margin.
Bid Item	Sage 100 Contractor breaks down the financial data for each bid item by cost, extended price, combined overhead and profit, and gross margin.
Cost Code	Sage 100 Contractor breaks down the financial data for each cost code by cost, extended price, combined overhead and profit, and gross margin.
Cost Type	Sage 100 Contractor breaks down the financial data for each cost type by budget, overhead, percentage of overhead, profit, percentage of profit, extended price, gross margin, and profit margin.
Phase	Sage 100 Contractor breaks down the financial data for each phase by cost, extended price, combined overhead and profit, and gross margin.
Task	**Important!** Sage 100 Contractor breaks down the financial data for each task by cost, extended price, combined overhead and profit, and gross margin.
Vendor	**Important!** Sage 100 Contractor breaks down the financial data for each vendor by cost, extended price, combined overhead and profit, and gross margin.
Cost Code by Bid Item	**Important!** Sage 100 Contractor breaks down the financial data for each cost code by bid item by cost, extended price, combined overhead and profit, and gross margin.

About the Takeoff Launch

When you click the **9-5 Takeoffs** menu, you first see the **Takeoff Launch** window. The window has two sections:

Open an existing takeoff -

Double-click a takeoff in the list to launch it in the **9-5 Takeoffs** window. You can use the **Sort** menu to sort the list by:

- Last Edited Date
- Job Number
- Job Name

Create a new takeoff -

This combo box has several entry points:

- Enter a unique number in the **Job#** text box, and you are prompted to create a new takeoff in **3-5 Jobs (Accounts Receivable)**.
- Click the drop-down arrow to view the job list in the **Accounts Receivable** lookup window. Click a status to located existing takeoffs. Double-click a takeoff to open it.
- Click the **Detail** button to open the **3-5 Jobs (Accounts Receivable)** window to create a new job from which to build a takeoff.

Creating takeoffs

The **9-5 Takeoffs** window offers many possibilities for creating takeoffs for your construction projects. You can create a new takeoff or import an existing ***.takeoff** file to create a new takeoff from an existing takeoff.

To create a takeoff:

1. Open **9-5 Takeoffs**.
2. In the **Takeoff Launch** window that opens, open an existing takeoff or create a new takeoff using a new or existing job.
3. In **9-5 Takeoffs**, do one of the following:
   - To import an existing takeoff file, on the **Import** menu, click **Takeoff File**.
   - In the **Bid Item** list, select the bid item you want to work on.
   - To edit the bid items, click the detail button next to **Bid Item**.
4. Enter the project values.

5. If you want to use a grid file, select the bid item and phase. Then on the **Import** menu, click **Grid File**.
6. In the **Part Cost Default** list, click the part pricing that you want to use.
7. On the **Update** menu, click **Takeoff from Database** to update prices in the takeoff.
8. In each grid:
   a. Select and insert assemblies. Review each assembly to add missing parts, delete unnecessary parts, and edit part quantities as needed.
   b. Select and insert individual parts.
   c. Declare the values for local variables in assembly and part formulas.
   d. Verify that you have entered quantities for assemblies and parts where needed.
   e. Verify the cost codes, cost types, tasks, and vendors.
   f. Enter rough estimate values if you don't have exact values.
   g. Enter the overhead and profit rates.
9. On the menu bar, click **Options**, then **Calculate**, or click the calculate button.
10. On the **File** menu, click **Save**.

Tip: When you receive a quote for materials, you can update part prices in a takeoff by the vendor.

Replace Cost Codes, Vendors, Tasks, or Inventory Locations

A replacement function in the **9-5 Takeoffs** window enables you to replace cost codes, vendors, tasks, or inventory locations in takeoffs quickly and efficiently. For example, if your takeoff template contains “Inactive” cost codes, vendors, tasks, or inventory locations, you can easily replace these codes with active ones.

To replace codes in a takeoff:

1. In the **9-5 Takeoffs** window, click **Update** > **Replace**.
2. In the **Replace Cost Codes, Vendors, Tasks, or Inventory Locations** window:
   a. Select the type of item you want to replace in the takeoff. (You can replace cost codes, vendors, tasks, or inventory locations.)
   b. In the **Original Value** box, select the value that you want to replace.
   c. In the **Replace with** box, select the new value to use or type it.
3. Click [**Replace**].

Caution! You cannot undo this action, although the changes do not affect the database until you save the takeoff. If you close the takeoff without saving, the replacement data is lost.

When you click [**Replace**], the program replaces the specified original values for all takeoff grids for the selected job.

Setting automatic reminders to save takeoffs

You can help safeguard takeoffs from data loss using the **Remind to Save** command, which provides a reminder for you to save work. You can even set the interval when Sage 100 Contractor provides the reminder.

To set an automatic reminder to save takeoffs:

1. Open **9-5 Takeoffs**.
2. On the **Options** menu, click **Remind to Save**.
3. Select the interval for the reminder.
4. If you do not want Sage 100 Contractor to calculate takeoffs automatically whenever you save them, select the **Save without automatic recalculation** check box.(A takeoff is calculated automatically whenever you open it or save the takeoff manually.)
5. Click **OK**.

Note: Once selected, these options are saved as defaults for your company.

Deleting takeoffs

To delete a takeoff:

1. Open a takeoff in **9-5 Takeoffs**.
2. On the **Edit** menu, click **Delete Takeoff**.

Locking takeoff rows

You can use the lock feature to prevent changes to specific rows in a takeoff while updating part costs.

To lock a takeoff row:

1. Open **9-5 Takeoffs**.
2. On the **Takeoff Details** tab, locate the row you want to lock.
3. Double-click the lock cell.

Sorting takeoffs

You can sort existing takeoffs by last edited date, job number, or job name.

To sort a takeoff:

1. Click **9-5 Takeoffs** to open the **Takeoff Launch** dialog box.
2. On the menu bar, click **Sort**.
3. Your selection will be saved as the default sort order.

   Click **Last Edited Date**, **Job Number**, or **Job Name** to select how the list is sorted.

Tagging Rows for follow-up in the 9-5 Takeoff Grid

You can tag rows in the **9-5 Takeoffs** grid, marking them for future follow-up. When you tag a row, you can add a note to remind you why you tagged the line (for example, “Check this number with subcontractor XYZ”).

Headers for rows that you have tagged in the takeoff grid display a red triangle, helping you to identify them.

To tag a row in the 9-5 Takeoffs grid:

1. Right-click any field in the row that you want to tag.
2. On the shortcut menu, click **Add/Edit Row tag**.

   A Row Tag window appears. It identifies the bid item, phase, and row number of the row you are tagging. It also provides space to enter a note.
3. In the **Tag Note** box, type the reason you are tagging this takeoff detail.
4. Click [**OK**].

To view a single tag note later, you can open the Row Tag window for the detail, just as you did to tag the detail.

To view a list of all the tag notes for the entire takeoff, click the [**RowTags**] button at the bottom of the window. In the Takeoff Row Tags for Job# window that opens, you can select a row tag, and then:

- Click [**Go to Row**] to go to that detail in the takeoff grid.
- Click [**Remove**] to remove the note and the tag for one or more selected rows.

Pricing and Quantities

Selecting the part pricing for takeoffs

Before creating a takeoff

Select the part or vendor pricing that you want to use.

To select the part pricing for a takeoff:

1. In the **Takeoff Launch** window, create a new takeoff or select an existing takeoff.
2. In **9-5 Takeoffs**, from the **Part Cost Default** drop-down list, select your preferred pricing.
3. The choices are **Default Cost**, **Billing Amount**, **Average Cost**, **Lowest Vendor**, or **Preferred Vendor**.

Selecting part cost defaults

The **Part Cost Default** list allows you to select the part pricing you want to use.

To select default part cost pricing:

1. Click the drop-down arrow next to the **Part Cost Default** text box to see the list of part cost defaults.
2. Click the default you want to use. It will be automatically saved with your takeoff.

Displaying the manufacturer details

You can include the manufacturer's name and part number in the **Description** column. Sage 100 Contractor only includes the manufacturer's information at the time that you create a takeoff.

To display the manufacturer details:

1. Open **9-5 Takeoffs**.
2. On the **Options** menu, click **Manufacturers Details**.

Using minimum part quantities in takeoffs

Note: This functionality is only available if you have purchased the Estimating Add-On Module.

With the **Minimum Quantities by Takeoff** command selected, Sage 100 Contractor determines the total extended quantity for each part for the entire takeoff when you calculate it.

If the quantity from the takeoff is less than the minimum order quantity, Sage 100 Contractor determines the difference and adds the amount to the extended part quantity where the part first appears in the takeoff.

If the quantity from the takeoff is greater than the minimum order quantity, Sage 100 Contractor determines the quantity necessary to order the next complete package. Sage 100 Contractor then adds the amount to the extended part quantity where the part first appears in the takeoff.

To use minimum part quantities in a takeoff:

On the **Update** menu, point to **Takeoff**, and then click **Minimum Quantities by Takeoff**.

Using minimum part quantities in phases

Note: This functionality is only available if you have purchased the Estimating Add-On Module.

With the **Minimum Quantities by Phase** command selected, Sage 100 Contractor determines the total extended quantity for each part by phase when you calculate it.

If the quantity from the phase is less than the minimum order quantity, Sage 100 Contractor determines the difference and adds the amount to the extended part quantity where the part first appears in the phase.

If the quantity from the phase is greater than the minimum order quantity, Sage 100 Contractor determines the quantity necessary to order the next complete package. Sage 100 Contractor then adds the amount to the extended part quantity where the part first appears in the phase.

To use minimum part quantities in a phase:

On the **Update** menu, point to **Takeoff**, and then click **Minimum Quantities by Phase**.

Updating Parts Information

Updating part information in a takeoff or grid

Important!

- You must type **and** between two numbers in the **Value** text box when using the **between** operator.
- Before saving, review the changes. After you save, you cannot reverse the update.

To update part information in a takeoff or grid:

1. Open a takeoff in **9-5 Takeoffs**.
2. On the **Update** menu, do one of the following:
   - Point to **Grid**, and then click **Grid Parts**.
   - Point to **Takeoff**, and then click **Takeoff Parts**.
3. Under **Search Fields**:

   a. In the **Field** list, click the type of information for which you are searching.
   b. In the **Operator** list, click the math operator.
   c. In the **Value** text box, enter the value for which you are searching.
4. Under **Change Fields**:
   a. In the **Field** list, click the type of information that you want to update.
   b. In the **Type** list, click how you want to update the data.
   c. In the **Value** text box, enter the value that you want to apply.
5. Click **Update**.

Updating part costs

You can update part costs in a takeoff grid or an entire takeoff. When you update by part cost, Sage 100 Contractor updates the costs using the last cost amount from the parts database.

Important! Before saving, review the changes. After you save, you cannot reverse the update.

To update part costs:

1. Open a takeoff in **9-5 Takeoffs**.
2. To update a specific grid, do the following.
   a. In the **Bid Item** list, select the bid item.
   b. In the **Phase** list, select the phase.
3. Do one of the following:
   - On the **Update** menu, point to **Grid**, point to **Prices from Parts Database**, and click **Use Default Cost**.
   - On the **Update** menu, point to **Takeoff**, point to **Prices from Parts Database**, and click **Use Default Cost**.

Updating part costs by average cost

You can update part costs in a takeoff grid or an entire takeoff. When you update, Sage 100 Contractor updates the cost using the average inventory cost from the parts database.

Caution! Always make a backup of your data before you update prices or add parts.

Important! Before saving, review the changes. After you save, you cannot reverse the update.

To update the part cost by average cost:

Open a takeoff in **9-5 Takeoffs**.

To update a specific grid:

1. In the **Bid Item** list, select the bid item.
2. In the **Phase** list, select the phase.
3. Do one of the following:
   - On the **Update** menu, point to **Grid**, point to **Prices from Parts Database**, and click **Average (Inventory) Cost**.
   - On the **Update** menu, point to **Takeoff**, point to **Prices from Parts Database**, and click **Average (Inventory) Cost**.

Updating part costs using the preferred vendor

You can update part costs in a takeoff grid or an entire takeoff. Sage 100 Contractor updates the costs using the preferred vendor.

Important! Before saving, review the changes. After you save, you cannot reverse the update.

To update part costs using the preferred vendor:

Open a takeoff in **9-5 Takeoffs**.

To update a specific grid:

1. In the **Bid Item** list, select the bid item.
2. In the **Phase** list, select the phase.
3. Do one of the following:
   - On the **Update** menu, point to **Grid**, point to **Prices from Parts Database**, and click **Use Preferred Vendor and Cost**.
   - On the **Update** menu, point to **Takeoff**, point to **Prices from Parts Database**, and click **Use Preferred Vendor and Cost**.

Updating part costs using the vendor with the lowest price

You can update part costs in a takeoff grid or an entire takeoff. Sage 100 Contractor updates the costs and vendors from the vendor preference list.

Important! Before saving, review the changes. After you save, you cannot reverse the update.

To update the part cost using the vendor with the lowest price:

Open a takeoff in **9-5 Takeoffs**.

To update a specific grid:

1. In the **Bid Item** list, select the bid item.
2. In the **Phase** list, select the phase.
3. Do one of the following:
   - On the **Update** menu, point to **Grid**, point to **Prices from Parts Database**, and click **Use Lowest Cost Vendor**.
   - On the **Update** menu, point to **Takeoff**, point to **Prices from Parts Database**, and click **Use Lowest Cost Vendor**.

Updating vendor prices in takeoffs

To update vendor prices in a takeoff:

Open a takeoff in **9-5 Takeoffs**.

To update a specific grid:

1. In the **Bid Item** list, select the bid item.
2. In the **Phase** list, select the phase.
3. Do one of the following:
   - On the **Update** menu, point to **Grid** and click **Prices from Vendor (manual)**.
   - On the **Update** menu, point to **Takeoff** and click **Prices from Vendor (manual)**.

   The **Vendor Price Update** window appears.
4. In the **Vendor** drop-down list, select the vendor that you want to update.
5. Do one of the following:
   - In the **Price** column, enter the per part price for each part that you want to update.
   - In the **Extended** column, enter the total price for each part that you want to update.
6. Click **Update**.

Note: Parts for the selected vendor display in part number order.

Updating part costs using the takeoff vendor

You can update part costs in a takeoff grid or an entire takeoff. Sage 100 Contractor updates the costs in the takeoff from the parts database for the vendor assigned to a particular part for that takeoff.

Important! Before saving, review the changes. After you save, you cannot reverse the update.

To update the part cost using the takeoff vendor:

Open a takeoff in **9-5 Takeoffs**.

To update a specific grid:

1. In the **Bid Item** list, select the bid item.
2. In the **Phase** list, select the phase.
3. In the **Update** menu, point to **Grid**, then point to **Prices from Parts Database**, then click **Based on Takeoff Vendors**.
4. To update the entire takeoff, on the **Update menu**, point to **Takeoff**, then point to **Prices from Parts Database**, then click **Based on Takeoff Vendors**.

   A message appears with the following details about the update, prompting you to continue:

   - Part prices for the grid are updated based on the assigned vendor's price for the part.
   - If the part is not found in the database, then no changes are made to that part.
   - If the assigned vendor's price is zero and the part cost default exists for the part, then that cost is used.
   - For all other instances, no changes are made to that part's price.

Updating part costs by billing amount

Caution! Always make a backup of your data before you update prices or add parts.

Important! Before saving, review the changes. After you save, you cannot reverse the update.

To update the part cost by billing amount:

1. Open a takeoff in **9-5 Takeoffs**.
2. To update a specific grid:

a. In the **Bid Item** list, select the bid item.

b. In the **Phase** list, select the phase.

3. Do one of the following:

- On the **Update** menu, point to **Grid**, then point to **Prices from Parts Database**, then click **Use Part Billing Amount**.
- On the **Update** menu, point to **Takeoff**, point to **Prices from Parts Database**, then click **Use Part Billing Amount**.

Change Orders

About takeoffs and change orders

You can estimate change order work without modifying the original takeoff. For each change order, create a new bid item and assign it bid item type **4-Change Order**. In the takeoff, select the new bid item and enter the changes. To reduce a quantity or remove an assembly or part entirely, back out the cost by entering the item with a negative quantity. To add assemblies or parts, enter the necessary items in the change order bid item. After you are finished entering change work, you can export the change orders.

Suppose that you are building a residential home, and the client decides to upgrade the bathtub to a whirlpool bathtub. In the takeoff, you create bid item **3-CO 1 whirlpool tub**. In the takeoff grid for bid item **3-CO 1 whirlpool tub**, you enter the part for the tub and assign it a negative quantity to back out the original cost. You then enter the part for the whirlpool bathtub using a positive quantity.

Entering change orders in takeoffs

To enter change orders in a takeoff:

1. Open a takeoff in **9-5 Takeoffs**.
2. Next to the **Bid Item** list, click the drop-down arrow and select a change order, or create a new change order if necessary.
3. If you are using phases, select the phase from the phase list or click to add a new phase item.
4. Do the following for each assembly or part that you want to reverse from the takeoff:

   a. In the **Assembly** column, enter the assembly that you want to remove.

   b. In the **Part** column, enter the individual parts that you want to remove.

   c. In the **Quantity** column, enter a negative number.

5. Do the following for each assembly or part that you want to add to the takeoff:
   a. In the **Assembly** column, enter the assembly number.
   b. In the **Part** column, enter the part number for each individual part.
   c. In the **Quantity** column, enter the quantity.
   d. On the menu bar, click **Calculate**.
6. On the **File** menu, click **Save**.

Overhead and Profits

About overhead and profit rates

You can choose from three different methods to set up the overhead and profit rates:

- Assign different overhead and profit rates by bid item.
- Assign overhead and profit rates by cost types.
- Assign overhead and profit rates by typing the overhead and profit rate values in the appropriate grid cells.

Note: Sage 100 Contractor only calculates overhead and profit for each item that has an overhead or profit rate in the grid.

Entering overhead and profit rates for bid items

Note: Sage 100 Contractor updates all bid items in the takeoff with the indicated rates.

To enter overhead and profit rates for bid items:

1. Open a takeoff in **9-5 Takeoffs**.
2. Next to the **Bid Item** list, click the detail button.
3. In the **Overhead** column, enter the overhead rate for each cost type.
4. In the **Profit** column, enter the profit rate for each cost type.
5. Click **Save**.

Entering overhead and profit rates for cost types

To enter overhead and profit rates for cost types:

1. Open a takeoff in **9-5 Takeoffs**.
2. Do one of the following:
   - On the **Update** menu, point to **Grid** and click **Overhead/Profit by Cost Type**.
   - On the **Update** menu, point to **Takeoff** and click **Overhead/Profit by Cost Type**.
3. In the **Overhead** text box for each cost type, enter the overhead rate for each cost type.
4. In the **Profit** text box for each cost type, enter the profit rate for each cost type.
5. Click **Update**.

Including bonding costs in 9-5 Takeoffs

In the **9-5 Takeoffs** window, you can use the **Insurance/Tax/Bonding** tab to include the charge for bonding in the final bid amount where the charge is based on the sales price while also being a component of the sales price. You only have to supply the bonding limits and rates. Sage 100 Contractor computes the bonding amounts and adds them to the bid total for you.

Suppose you won a $100,000 contract, which requires 2 percent bonding. That would be an additional $2,000 for a bid amount of $102,000. Because the bonding is considered part of the contract, however, you need to include an additional 2 percent on the $2,000 for an additional $40, resulting in a bonding of $2040.82. The bid total, including the bonding, becomes $102,040.82.

Bonding is usually considered to be overhead. However, you can include the bonding amount in the budget. Select the **Include in budget** check box.

Tip: If you have entries in text boxes that are consistent, you can set up defaults to make the entry more automatic.

To include bonding costs in the final bid amount:

1. In **9-5 Takeoffs**, click the **Insurance/Tax/Bonding** tab.
2. Under **Bonding**, do the following:
   a. In the **Limit Amount** text box for **Limit 1**, enter the limit as a dollar amount of the contract that is subject to bonding.
   b. In the **Rate** text box for **Limit 1**, enter the percentage rate at which you calculate the bonding. Using this rate, Sage 100 Contractor computes the bonding amount up to the limit entered for **Limit 1**.

c. In the **Limit Amount** text box for **Limit 2**, enter the limit as a dollar amount of the contract that is subject to bonding.

d. In the **Rate** text box for **Limit 2**, enter the percentage rate at which you calculate the bonding. Using this rate, Sage 100 Contractor computes the bonding amount from **Limit 1** through **Limit 2**.

e. In the **Rate** text box for **Limit 3**, enter the percentage rate at which you calculate the bonding. Using this rate, Sage 100 Contractor computes the bonding amount from **Limit 2** up.

f. In the **Cost Code** text box, enter the cost code number to which you want to assign the bonding costs.

g. In the **Cost Type** list, click the cost type to which you want to assign the bonding costs.

h. In the **Bid Item** list, click the bid item to which you want to assign the bonding costs.

i. In the **Phase** list, click the phase to which you want to assign the bonding costs.

Including liability insurance costs in 9-5 Takeoffs

In the **9-5 Takeoffs** window, you can use the **Insurance/Tax/Bonding** tab to specify what percentage of the project (contract, labour costs, subcontract costs) is subject to liability insurance and the rate at which it is computed. When you supply the percentage of the contract subject to liability insurance and the rate, Sage 100 Contractor automatically computes the amounts and adds them to the bid total.

Caution!

- Are the overall liability costs already built into the overhead rate? If so, do not use the **Insurance/Tax/Bonding** tab.
- Are liability costs for payroll built into the labour burden? If so, do not use the **Payroll** text boxes on the **Insurance/Tax/Bonding** tab.

Important! There are several ways to compensate for liability insurance costs, and it is important to understand how your company does this.

Also consider the following points:

- Liability insurance is usually considered to be overhead. However, you can include it in the budget. Select the **Include in budget** check box.
- If you have entries in text boxes that are consistent, you can set up defaults to make the entry more automatic.

To include liability insurance costs in the final bid amount:

1. In **9-5 Takeoffs**, click the **Insurance/Tax/Bonding** tab.
2. Under **Liability Insurance**, do the following:

3. In the **Subject** text box for payroll, enter the percentage of the payroll that is subject to liability insurance.
4. In the **Rate** text box for payroll, enter the percentage rate at which you calculate the liability insurance. Using this rate, Sage 100 Contractor only computes insurance costs for all items assigned cost type **2-Labour**.
5. In the **Subject** text box for subcontracts, enter the percentage of the subcontracts that is subject to liability insurance.
6. In the **Rate** text box for subcontracts, enter the percentage rate at which you calculate the liability insurance. Using this rate, Sage 100 Contractor only computes insurance costs for all items assigned cost type **2-Labour**.
7. In the **Subject** text box for the bid, enter the percentage of the contract that is subject to liability insurance.
8. In the **Rate** text box for the bid, enter the percentage rate at which you calculate the liability insurance. Using this rate, Sage 100 Contractor computes the insurance costs for the entire estimate.
9. In the **Cost Code** text box, enter the cost code number to which you want to assign the liability costs.
10. In the **Cost Type** list, click the cost type to which you want to assign the liability costs.
11. In the **Bid Item** list, click the bid item to which you want to assign the liability costs.
12. In the **Phase** list, click the phase to which you want to assign the liability costs.

Bid Totals

About 9-5 Takeoffs and controlling the bid total on estimates

Sage 100 Contractor provides a way for you to override or control the bid total regardless of the changes to the takeoff details, insurance, tax, bonding, or margin/markups.

To reduce errors and speed up the workflow, both the calculated and manual totals appear at the same time on the **Bid Summary** tab. This total is always in view regardless of which tab you are using. Any changes that occur to the **9-5 Takeoffs** tabs, such as **Takeoff Details**, **Insurance/Tax/Bonding**, are reflected in the **Calculated Bid Totals**. This allows you to see what the **Bid Amount** would be if it were not locked.

In the following table representing the window section, the calculated bid amount is 67,828.16. This amount has been overridden and rounded up to 70,000.00. Because the calculated bid amount has been overridden, the **Lock Bid Amount** check box has been automatically selected and the lock icon appears on the **Bid Amount** line.

	Profit	Gross Margin	Bid Amount
Calculated Bid total	2843.80	18.16%	67.828.16
Overridden Bid Total	4787.51	20.38%	70,000.00 **(locked)**
	Bid Amount		$70,000.00

Note: This functionality does not support overriding the totals of individual bid items or phases. It only controls or overrides the final estimate total.

Adjusting bid totals with a bid amount override

You can adjust the bid total with a bid amount override using the **Bid Summary** tab of the **9-5 Takeoffs** window. Using the **Bid Amount** text box on the **Overridden Bid Totals** line, you can enter an amount that overrides the values of the entire bid.

Be aware of the following points:

- Changing the bid amount supersedes additional profit or margin override from the previous section.
- If the **Lock Bid Amount** check box is selected and there are amounts for insurance, use tax, or bonding, the **Calculated Bid Totals** line will not be the total from the preceding numbers because the currently displayed amounts for insurance, use tax, and bonding are based on the “overridden” bid amount, whereas the **Calculated Bid Totals** line is based on the amounts for insurance, use tax, and bonding that would result if the **Bid Amount** was not locked.
- When you modify the **Takeoff Details** grid quantities, the changes do not impact the “overridden” total if locked. However, these changes are reflected in the “calculated” bid total.
- You can clear the **Lock Bid Amount** check box, which resets the **Bid Amount** to the calculated amount.

To adjust bid totals with a Bid Amount override:

1. Open **9-5 Takeoffs**.
2. Using **Takeoff Launch**, launch the takeoff that you want to adjust.
3. Click the **Bid Summary** tab.
4. At the end of the **Overridden Bid Totals** line in the text box, enter a value.
5. When you have entered a value, Sage 100 Contractor automatically selects the **Lock Bid Amount** check box.

Formulas and Variables

About formulas

Formulas let you shorten the steps necessary to complete a takeoff. Suppose you have a concrete assembly that was designed for pouring slabs. The assembly contains the necessary parts including the forming stakes, rebar, forming ties, and concrete. Because the part quantities depend on the size of the slab, figuring out the part quantities each time you use the assembly can create a great deal of work.

Instead of performing all the necessary mathematical calculations by hand, you can enter a formula and have Sage 100 Contractor calculate dimensions, quantities, or prices for individual parts or assemblies, and even account for waste material costs. In the above example, you could include a formula to compute the cubic yards of concrete that you might need to pour.

With each assembly record, you can enter the formula using variables, which replace actual dimensions. A variable acts as a placeholder for the actual information. Each time that you insert an assembly, declare the values of the variables contained in the formula above the assembly. When you calculate the takeoff, Sage 100 Contractor replaces the variables with the declared values and determines the result.

Some assemblies or parts use values that do not change through a takeoff such as the enclosed square footage or exterior building perimeter. In this case, a takeoff uses one value for the variable throughout a takeoff. Rather than declaring the value for each appearance of the variable, declare the value one time on the **Project Values** tab.

You can assign a formula to individual items in an assembly or to the assembly itself. By assigning a formula to the assembly, Sage 100 Contractor calculates the results for the entire assembly. For example, you have an assembly for roofing that uses a formula to calculate the entire square footage, including overhangs and the roof pitch. Individual items in an assembly can also use formulas. In the same roofing assembly, a line item for roofing paper uses a formula to calculate the quantity of paper necessary to complete the work plus waste.

In a takeoff, you can use formulas with individual parts. Unlike assemblies, part records do not allow you to include formulas. As you enter each part in a takeoff, enter the formula that you want to use with it.

About variables

Each time you create a takeoff, the dimensions and prices and quantities of materials change relative to the project specifications, but the formulas generally remain the same. You could rebuild each formula in a takeoff using the information from the plans, but a much quicker way is to build the formulas using variables.

Variables act as placeholders for actual numeric values. The variables allow you to build formulas and save them in the assemblies without having to enter actual figures until you create a takeoff. As you build a takeoff, you assign a numeric value to each variable that you are using. Sage 100 Contractor substitutes the declared values for the variables and computes the results.

Important! Using undeclared variables in takeoffs may result in inconsistent or incorrect calculations in Version 14 and all previous versions. We recommend that you declare all variables in takeoffs in order for the calculations to be correct.

Suppose that you are creating a takeoff for a job to build a shed. As part of the job, you need to pour a cement slab. You can use a formula to calculate the cubic yards of cement necessary for the pour. In the takeoff, enter the variables for the length, width, and depth of the slab and declare the value for each. The plans require a 15 by 20 by 1 foot slab, so you enter **L=15**, **W=20**, and **D=1** in the takeoff grid.

The cement assembly already contains the formula Q = L * W * D / 27, which defaults to the **Formula** column when you enter the assembly in the takeoff. When you calculate the takeoff, Sage 100 Contractor uses the declared values in place of the variables in the cement assembly and inserts the result in the **Quantity** column of the cement assembly.

The declared values for variables are limited to the grid in which they are declared. After you declare a value for a variable, Sage 100 Contractor uses the value with subsequent formulas in that takeoff grid. Suppose that you use phases with the takeoff for the shed, and enter the exterior framing and siding assemblies in a different phase from the concrete slab. Though the exterior framing and siding assemblies use the same dimensions for length and width as the cement assembly, Sage 100 Contractor does not refer to the grid containing the cement assembly to determine values. Rather, you must declare the values for the variables in the phase containing the exterior framing and siding assemblies.

If the declared values for variables are constant across multiple takeoff grids, set them up as project values. Project values allow you to declare the value once for a variable and Sage 100 Contractor uses it throughout the takeoff. Continuing with the example, you could declare the values length, width, and depth in the **Project Values** tab. Sage 100 Contractor would use the declared values in the respective phases for concrete, and framing and siding.

You can always declare new values for variables. In some instances, formulas share variables but require different values. Simply declare the new values in the lines preceding the formula requiring them. Sage 100 Contractor uses those values for the variables through the remainder of the takeoff grid.

About Total Labour Units (TLU)

The formula Q = TLU is used to accumulate the total labour units (TLU) for specific groupings within a takeoff or for the entire takeoff. Placement of the variable will dictate where the accumulated results are displayed in the grid.

The reserved variable for Total Labour Units (TLU) totals the labour units by looking at each line of the takeoff. On each line, Sage 100 Contractor finds parts with **Cost Type = 2-Labour** (based on the **Part#** column) and multiplies the **Labour Unit** (as defined in **9-2 Parts**) by the extended quantity of the takeoff line in the grid. The accumulation of these results is assigned to the TLU variable and displayed in the grid where the formula Q = TLU is next placed. TLU is then reset to 0 and the next accumulation will begin; results will then display at the next occurrence of the variable.

Note: If a part has been assigned a labour part number in addition to labour units, then that particular line of the takeoff does not affect the TLU. When the part was initially added to the takeoff, the labour part was included so the total labour for that part will be accounted for in the takeoff.

Entering project values

You might use certain measurements such as a building's total square footage or exterior perimeter in formulas throughout a takeoff. You do not necessarily have to declare the value for a variable in every takeoff grid. When you declare the value for variables, Sage 100 Contractor uses these values throughout the entire takeoff.

Before entering project values

Consider these points:

- Project values affect only the takeoff in which they are set up.
- Include project values with takeoff files. When you import the file, declare the value of the project values.
- You can declare a new value for a global variable in a grid. Simply declare the new values on the lines preceding the formula that will use them. Sage 100 Contractor will use those values in the takeoff grid until you declare new values again.

To enter project values:

1. Open **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, open a job.
3. Click the **Project Values** tab.
4. In the **Description** cell, enter a brief statement about the variable.
5. In the **Variable Name** cell, enter the variable you want to use.
6. In the **Units** cell, enter the unit of measurement.
7. In the **Quantity** cell, enter the value of the variable.

Declaring the values for variables

Important! The math evaluator requires that you declare all variables. If the math evaluator finds undeclared variables in takeoff formulas, the program proceeds through the calculations using zero for each undeclared variable. Then it displays a message telling you that you have undeclared variables and lists the lines where they are located in the takeoff so that you can declare them.

To solve a formula, assign a value to each variable in each takeoff grid. Suppose that you entered an assembly for cement in the takeoff grid, and it contains a formula to calculate the cubic yards of cement needed for the project. For each variable, enter a description and the units of measurement. In the **Quantity** column, enter the value. Then in the **Formula** column, set the variable equal to the **Quantity** column. The values must precede the formulas; otherwise, Sage 100 Contractor will not use the values.

Row	Assmb#	Dscrpt	Unit	Qty	Formula
1		Length	feet	15	L=Q
2		Width	feet	20	W=Q
3		Depth	feet	1	D=Q
4	3001	Cement	CuYd	11.11	Q=L*W*D/27

You can declare new values for variables in the same takeoff grid. Some formulas might use the same variables but will require different values. Simply declare the new values on the lines preceding the formula that will use them. In a takeoff grid, Sage 100 Contractor uses the assigned values until you declare new values for those same variables.

Important! Using undeclared variables in takeoffs may result in inconsistent or incorrect calculations. We recommend that you declare all variables in takeoffs in order for the calculations to be correct.

About reserved variables

Sage 100 Contractor reserves three variables for specific operations. You can use any of these variables in your part or assembly formulas to determine the total quantity, price, or labour units.

Variable	What it is for
Q	When solving an equation for a quantity, Sage 100 Contractor enters the result in the **Quantity** cell.
P	When solving an equation for a price, Sage 100 Contractor enters the result in the **Cost** cell.
TLU	To solve an equation obtaining totals for labour units.

About solving formulas

Formulas provide the ability to enter mathematical equations that can be used to determine quantities or prices. In a takeoff, you must declare the values of the variables in a line preceding the line that contains the formula.

Important!

- When using bid items or phases, you have to declare the value of each variable in each grid.
- Sage 100 Contractoruses the value that you assign to a variable until you declare a new value.
- If you do not declare a value for a variable, Sage 100 Contractor ignores the variable and does not assign any value to it.

In any equation, first indicate what you are solving, such as a price, quantity, or storage of a value that you will use in a later formula. Suppose that you want to solve for the cubic feet in a cement slab. Q represents the quantity, with L representing the length in feet, W representing the width in feet, and T representing the thickness in feet. The formula should be: Q = L * W * T.

In the above formula, Sage 100 Contractor solves the equation and inserts the result in the **Quantity** cell. Sage 100 Contractor reserves several variables for specific purposes: Q for quantity, P for price, and TLU for total labour units. When solving for a price, Sage 100 Contractor inserts the result in the **Price** cell.

The variable Q = TLU is used to accumulate the total labour units (TLU) for specific groupings within a takeoff, or for the entire takeoff. Placement of the variable will dictate where the accumulated results will be displayed in the grid.

The reserved variable for Total Labour Units (TLU) totals the labour units by looking at each line of the takeoff. On each line, Sage 100 Contractor finds parts with **Cost Type = 2-Labour** (based on the **Part#** column) and multiplies the **Labour Unit** (as defined in **9-2 Parts**) by the extended quantity of the takeoff line in the grid. The accumulation of these results is assigned to the TLU variable and displayed in the grid where the formula Q = TLU is next placed. TLU is then reset to 0 and the next accumulation will begin; results will then display at the next occurrence of the variable.

Always begin an equation with the variable for the solution. In the equation W = Q, the solution W equals the value of quantity Q, which is the value in the **Quantity** cell. Whereas in Q = W, the solution for quantity Q equals the value of W. In this case, Sage 100 Contractor takes the declared value for W and inserts it in the **Quantity** cell.

Types of calculations you can perform in formulas

You can perform the following basic mathematical operations: addition, subtraction, multiplication, division, calculating powers, and calculating square roots. When Sage 100 Contractor calculates a formula, it performs operations in parentheses first. Then Sage 100 Contractor calculates absolute values and square roots and powers, multiplication and division, and finally addition and subtraction.

Use	Function	Expression	Result
+	Add	**21+53**	74
-	Subtract	**45-18**	27

Use	Function	Expression	Result
*	Multiply	**5*8**	40
/	Divide	**72/9**	8
^	Calculate powers	**5^2**	25
( )	Calculate expressions in the parentheses prior to other expressions.	**4*(2+3)**	20
SQR	Calculates the square root of the number enclosed in parentheses.	**SQR(64)**	8
ABS	Determines the absolute value of the number enclosed in parentheses.	**ABS(-4)** **ABS(2)**	4 2

Compensating for materials waste in your takeoffs

Waste materials add to the job costs and impact profitability. By compensating for the costs of waste materials generated during certain job tasks, the accuracy of takeoffs improves. As the estimates become more accurate, jobs become more profitable.

Suppose that in creating a takeoff for the construction of a new home you calculate the number of pounds of nails necessary to complete the job and no more. During the construction, the crew falls short on nails. Consequently, you incur an unforeseen job cost for the purchase of additional nails, which cuts into profits. A single instance such as this might not seriously impact the profitability of a single job. However, consider the effect on profitability when dealing with a variety of materials that generate large amounts of waste.

The following are examples of materials that produce large amounts of waste:

- Concrete and grout
- Concrete reinforcing materials
- Brick and masonry block
- Screws, nails, and other fasteners
- Rough lumber and plywood
- Electrical conduit and wire
- Building wrap and visquene
- Finish lumber
- Roofing materials

Keep your takeoffs simple. Waste factors are not necessary for all materials. To compensate for waste, select from two methods to adjust materials quantities. In the first method, adjust the part quantities in assemblies to include possible waste. This method is faster in its initial setup. However, as you use the assemblies, it is not as easy to go back and refine the part quantities.

With the second method, you can create project values for waste factors. As you build formulas that calculate part quantities, whether for individual parts or parts in assemblies, you can include a variable for waste. Setting up the waste factors as project values allows you to refine waste factors as you use them.

Suppose that 5 percent of the cement you pour always becomes wasted material. To calculate the quantity plus waste, you need to increase the quantity by 5 percent. To do this, multiply the quantity formula by 105 percent (expressed as 1.05). The examples below illustrate how to use project values for waste factors.

Item	Formula	Description
Visquene	Q = “quantity formula” * WCF	WCF (Waste Concrete Film): Declare the value equal to 1.2 to allow for overlapping of adjacent rolls and loss at the edges of the slab due to partial roll width.
Rebar	Q = “quantity formula” * WCR	WCR (Waste Concrete Reinforcing): Declare the value equal to 1.25 to allow 2 foot overlap when bars are spliced together and loss due to unused short pieces of bar.
Concrete	Q = “quantity formula” * WCR	WCR (Waste Concrete): Declare the value equal to 1.2 to allow for spillage.

Security

Hiding bid total amounts in 9-5 Takeoffs

In business situations where certain amounts and totals must be hidden from view, Sage 100 Contractor provides the functionality to make sure that your company bid information is kept private. Pressing the **F7** key when your cursor is in almost any cell, list, check box, grid cell, or column opens the **Field Properties**

window. In the **Field Properties** window, a company administrator can set up the security on the **9-5 Takeoffs** window to hide or reveal bid total amounts.

- The company administrator may want to hide some of these items and reveal others, but to be able to view **9-5 Takeoffs** from a cost-only perspective, all the items should be hidden.
- If a report contains a field that is restricted for a user, then that report is unavailable to that user.

To hide bid total amounts:

1. In the **9-5 Takeoffs** window, click the **Takeoff Details** tab, then:
   a. In the grid, select the **O/H Rate** column, press **F7**, and then set the security.
   b. Select the **Overhead** column, and then press **F7**.
   c. Select the **Profit Rate** column, and then press **F7**.
   d. Select the **Profit** column, and then press **F7**.
   e. Select the **Ext Price** columnl, and then press **F7**.
2. Click the **Insurance/Tax/Bonding** tab, and then:.
   a. Under **Liability Insurance**, in the **Bid** line, place your cursor in the **Amount** cell, press **F7**, and then set the security.
   b. Under **Use Tax**, in the **Bid** line, place your cursor in the **Amount** cell, press **F7**, and then set the security.
   c. Under **Bonding**, in the **Limit 1** line, place your cursor in the **Amount** cell, and then press **F7**.
   d. Under **Bonding**, in the **Limit 2** line, place your cursor in the **Amount** cell, and then press **F7**.
   e. Under **Bonding**, in the **Limit 3** line, place your cursor in the **Amount** cell, and then press **F7**.
3. Click the **Bid Summary** tab, and then:
   a. Place your cursor in the **Gross Margin Override** text box, press **F7**, and then set the security.
   b. Place your cursor in the **Bid Amount** text box, and then press **F7**.
   c. Place your cursor in the **Markup %** text boxl, and then press **F7**.
4. On the menu bar, point to **Update** > **Grid** (or **Takeoff**) > **Overhead/Profit by Cost Type**.
5. In the **Overhead/Profit by Cost Type** window, click in each cell in the **Overhead %** and **Profit %** columns, press **F7**, and set the security.
6. Close the **Overhead/Profit by Cost Type** window. Do not update.
7. In the **Bid Items** window grid:
   a. Click the **Takeoff Details** tab.
   b. Next to the **Bid Items** cell, click the detail button.

c. Select the **Overhead** and **Profit** columns, press F7, and set the security.

Hiding cost total amounts in 9-5 Takeoffs

In business situations where certain amounts and totals must be hidden from view, Sage 100 Contractor provides the functionality to make sure that your company profit and margin information is kept private. Pressing the **F7** key when your cursor is in almost any text box, list, check box, grid cell, or column opens the **Field Properties** window. Using the **Field Properties** window, a company administrator can set up the security in the **9-5 Takeoffs** window to hide or reveal cost total amounts.

- The company administrator may want to hide some of these items and reveal others, but to be able to view **9-5 Takeoffs** from a cost-only perspective, all the items should be hidden.
- If a report contains a field that is restricted for a user, then that report is unavailable to that user.

To hide cost total amounts:

1. In the **9-5 Takeoffs** window, click the **Takeoff Details** tab, and then:
   a. In the grid, select the **Ext Cost** column, press **F7**, and then set the security.
   b. Select the **Cost** column, and then press **F7**.
   c. Select the **Formula** column, and then press **F7**.
   d. Select the **O/H Rate** column, and then press **F7**.
   e. Select the **Overhead** column, and then press **F7**.
   f. Select the **Profit Rate** column, and then press **F7**.
   g. Select the **Profit** column, and then press **F7**.
2. Click the **Insurance/Tax/Bonding** tab, and then under **Liability Insurance**:
   a. Click in the **Subcontract Amount** cell, press **F7**, and then set the security.
   b. Click in the **Payroll Amount** cell, press **F7**, and then set the security.
3. Click the **Bid Summary** tab, click in the **Gross Margin Override** cell, press **F7**, and then set the security.
4. On the menu bar, point to **Update**> **Grid** (or **Takeoff**) > **Overhead/Profit by Cost Type**.
5. In the **Overhead/Profit by Cost Type** window, click in each cell in the **Overhead %** and **Profit %** columns, press **F7**, and then set the security.
6. Close the **Overhead/Profit by Cost Type** window.

   Do not update.

7. In the **Bid Items** window grid:
   a. Click the **Takeoff Details** tab.
   b. Next to the **Bid Items** cell, click the detail button.
   c. Select the **Overhead** and **Profit** columns, press **F7**, and then set the security.

Hiding the labour parts

You can hide labour parts that have been attached to material parts.

To hide the labour parts:

1. Open **9-5 Takeoffs**.
2. Double click to select an existing takeoff.
3. On the **Options** menu, click **Hide Labour Parts**.

Takeoff Details Tab Grid Views and View Menus

About the Takeoff Details tab grid menus

The **9-5 Takeoffs** window provides five tabs for working with estimates. Three of the tabs have grids.

The **Takeoff Details** tab can be constructed from definitions and descriptions of what is needed to complete the work in addition to parts and assemblies. This grid can be built and customized to provide information on specific parts of an estimate by displaying specific views of an estimate.

Four menus interact on the **Takeoff Details** tab grid to provide functionality for customizing the grid into different views and for working with values within the grid.

- The **Grid Views** menu located on the menu bar.
- The **View** drop-down menu located on the window tabs to the right of the **Bid Item** and **Phase** drop-down menus.
- The **grid cell right-click** menu opens when you right-click in any grid cell.
- The **column right-click** menu opens when you select a column heading and right-click it.

Notes:

- The grid on the **Takeoff Details** tab is unique among Sage 100 Contractor grids. It provides more menu options, and therefore more functionality than the grids on other windows and tabs.
- There are two different ways to work with columns on the **Takeoff Details** tab grid using the mouse right-click. The program displays various commands depending on the column header or column cell you right-click.

- For information about creating permanent grid views, see the topic Right-click grid cell menu (Takeoff Details tab).
- The **Recaps** tab does not offer any grid menu functionality.

About the Grid Views menu (Takeoff Details tab)

The **Grid Views** menu is located on the menu bar and provides the following the functionality:

- **Add New View.**Create a new view of the columns you want to see in your estimate.
- **Edit Current View.**Change an existing grid view.
- **Delete Current View.**When you do not need a view, you can delete it from the **Views** list.
- **Restore Default View.**Restore the default views that are built in to the **Takeoff Details** tab.

About the View menu for displaying grid column views (Takeoff Details tab)

The **View** menu is available on the **Takeoff Details** tab. You can select one of nine default column views from the **View** drop-down menu.

The column views are:

- All (displays every column available)
- Material Survey Entry
- Material Survey Full
- Parts
- Assemblies
- Formulas
- Markups
- Cost Code/Type/Task
- Vendors

Right-click grid cell menu (Takeoff Details tab)

When you right-click in a grid cell on the **Takeoff Details** tab, you open a menu of multiple commands. Many of the commands are self-explanatory and are typical Windows commands such as cut, copy, paste, insert:

- **Display Quick List** and/or **Display Detail/Add Record** and/or **Display Picklist Window** or none of them.
- **Cut**, **Copy**, **Paste**
- **Insert Row**, **Cut Row**, **Clear All Rows**

- **Show/Hide Columns...**.Opens the **Grid View** window with which you can select or clear check boxes to show or hide all the existing columns.
- **Save Current Grid View** (temporarily saves the Show/Hide Columns... command)
- **Autofit All Columns**
- **Find...**.Opens the Search Takeoff window with which you can search for terms in the current grid, or in the entire takeoff, including multiple grids, as well as the displayed bid item and phase.
- **Enter Key Moves Right**
- **Enter Key Moves Down**

Important! There are two different ways to work with columns on the **Takeoff Details** tab grid using the mouse right-click. The program displays various commands depending on which column you have selected and right-clicked or which column cell you have right-clicked.

Important! To save selected columns permanently, from the menu bar, select **Grid Views** > **Add New View** or **Edit Current View**.

Right-click grid columns menu (Takeoff Details tab)

When you place your cursor in a column heading and right-click, you open a menu of several commands. These commands vary depending on the column you select. For example, some columns provide commands for displaying a Lookup Window, others for displaying a Quick List, and yet others do display either command.

- **Display Lookup Window** (or) **Display Quick List** (not displayed in every column when selecting a column and right-clicking)
- **Cut, Copy**, **Paste**
- **Hide Selected Column**

Important! There are two different ways to work with columns on the **Takeoff Details** tab grid and both are done using the mouse right-click. The program displays various commands depending on which column you have selected and right-clicked or which column cell you have right-clicked.

Adding new grid views (Takeoff Details tab)

You can create and name your own customized grid views and then add them to the **View** list on the **Takeoff Details** tab.

To add a new grid view:

1. Open **9-5 Takeoffs**, and click the **Takeoff Details** tab.
2. On the **Grid Views** menu, click **Add New View**.
3. On the **Add Grid Views** dialog box, select a check box to add columns, or clear a check boxes to remove columns.
4. In the text box at the top, type a view name, and then click **Save this View**.

Editing the columns displayed in a grid view (Takeoff Details tab)

You can temporarily change which columns display in a specific grid view on the **Takeoff Details** tab.

To edit the columns displayed in a grid view:

1. Open **9-5 Takeoffs**, and click the **Takeoff Details** tab.
2. Right-click in a grid cell.
3. Do the following:
   a. Select the check boxes by columns you want to display.
   b. Clear the check box by the columns you want to hide.
4. Click **OK**.

Deleting the current grid view (Takeoff Details tab)

You can delete custom and default column views in the **View** list on the **Takeoff Details** tab.

Caution! A custom view that has been deleted cannot be restored. You may restore default views by clicking **Restore Default Views**. Remember, restoring defaults will remove all additions and modifications to the grid views that are currently listed.

To delete the current grid view:

1. Open **9-5 Takeoffs**, and click the **Takeoff Details** tab.
2. From the **Grid Views** menu, click **Delete Current View**.
3. When prompted to confirm, click **Yes**.

Restoring default grid views (Takeoff Details tab)

You can restore the default grid views to the **View** list in **9-5 Takeoffs**.

Caution! Restoring defaults will remove all additions and modifications to the grid views that are currently listed.

To restore default grid views:

1. Open **9-5 Takeoffs**, and click the **Takeoff Details** tab.
2. From the **Grid Views** menu, click **Restore Default Views**.
3. When prompted to confirm, click **Yes**.

Showing and hiding grid columns (Takeoff Details tab)

You can temporarily show or hide columns in the grid using the right-click menu to display the **Grid View** window.

To show or hide columns:

1. Open **9-5 Takeoffs**, and click the **Takeoff Details** tab.
2. In the grid, right-click in a cell to display the grid menu and select **Show/Hide Columns**.
3. In the **Grid View** window, select or clear the check boxes beside the column names to select the columns you want to display or hide.
4. Click **OK**.

Saving column widths using the Save Current Grid View command (Takeoff Details tab)

You can resize a column width by clicking and dragging the boundary on the right side of the column heading until the column is the width you want. Then you can save the column width with the **Save Current Grid View** command.

Note: There are two different ways to customize columns on the 9-5 Takeoffs window grid. Both are done using the right-click grid menu, but it is important to remember that the commands displayed on the grid menu vary depending in which column you click and where in the column you click.

To save column widths:

1. Open **9-5 Takeoffs**, and click the **Takeoff Details** tab.
2. Click the right side of a column heading, and drag it to the desired width.
3. Right-click a grid column heading to display the menu, and click **Save Current Grid View**.

Project Values Tab Grid Menus

About the Project Values tab grid menus

The **9-5 Takeoffs** window provides five tabs for working with estimates. Three of the tabs have grids.

You use **Project Values** tab to declare the values for project variables. Sage 100 Contractor then uses these values throughout the entire takeoff. Because it has a different purpose than the **Takeoff Details** tab, the **Project Values** tab grid has slightly different menu commands. For example, you can sort the grid by a specific column.

The **grid cell right-click** menu opens when you right-click in any grid cell.

The **column right-click** menu opens when you select a column heading and right-click it.

Note: The **Takeoff Details–Recaps** tab does not offer any grid menu functionality.

Right-click grid cell menu (Project Values tab)

When you right-click in a **Project Values** tab grid cell, you open a menu of multiple commands. Many of the commands are self-explanatory and are typical Windows commands such as cut, copy, paste, insert:

- **Display Quick List** (or no option)
- **Cut**, **Copy**, **Paste**
- **Insert Row**, **Cut Row**, **Clear All Rows**
- **Show/Hide Columns....**Opens the **Grid View** window with which you can select or clear check boxes to show or hide all the existing columns.
- **Save Current Grid View**
- **Autofit All Columns**
- **Find....**Opens the **Grid Find** window with which you can search for terms in the grid.
- **Enter Key Moves Right**
- **Enter Key Moves Down**

Important! There are two different ways to work with columns on the **Project Values** tab grid and both are done using the mouse right-click. The program displays various commands depending on which column you selected and right-clicked or which column cell you right-clicked.

Right-click grid column heading menu (Project Values tab)

When you place your cursor in a column heading and right-click, you open a menu of several commands. These commands vary depending on the column you select. For example, some columns provide commands for displaying a Lookup Window, others for displaying a Quick List, and yet others do display either command.

- Display **Quick List** (not displayed in every column when selecting a column and right-clicking)
- **Cut, Copy**, **Paste**
- **Hide Selected Column**
- **Sort by** (column name) **Column**

Important! There are two different ways to work with columns on the **Project Values** tab grid and both are done using the mouse right-click. The program displays various commands depending on which column you have selected and right-clicked or which column cell you have right-clicked.

Showing and hiding columns (Project Values tab)

You can temporarily show or hide columns in the grid using the right-click menu to display the **Grid View** window.

To show or hide columns:

1. Open **9-5 Takeoffs**, and click the **Project Values** tab.
2. In the grid, right-click in a cell to display the grid menu and select **Show/Hide Columns**.
3. In the **Grid View** window, select or clear the check boxes beside the column names to select the columns you want to display or hide.
4. Click **OK**.

Exporting Files from 9-5 Takeoffs

About exporting files from 9-5 Takeoffs

Depending on the type of work you perform, you might need a few files or a large library.

Think carefully about how to create each file that you build. A file can include as much or as little information as you want. A good file is one that requires little modification. The more you have to change a file to suit a specific situation, the less time it saves you.

You can either use an existing record as the basis for a file, or build a file from scratch. When using an existing record, most of the work is already completed. Simply recall the record, modify it to meet your needs, then export it as a file.

Various commands are available on the **Export** menu. Many of the menu commands, such as **Change Orders**, **Proposals**, **Purchase Orders**, **Request For Proposal**, **Subcontracts**, **Service Work Order**, and **Takeoff Prices to Part Prices** have submenus with more commands.

Exporting takeoffs to files

Consider the following points before exporting takeoffs to files:

- You can make a file containing most of the assemblies and parts necessary, or you can make one containing a simple outline.
- Instead of using an existing takeoff, you can create a new takeoff for the file.

To export a takeoff to a file:

1. In the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to start a takeoff.
3. For each grid:
   a. Delete any unwanted assemblies or parts.
   b. Delete any unnecessary values for variables.
   c. Delete any unnecessary quantities.
4. On the **Export** menu, click **Takeoff File**.

   The **Save File** window opens.
5. Name the file, and then click **Save**.

Exporting takeoff prices to parts database

1. Select individual vendors whose prices you want to update, or click **Select All Vendors**.
2. Under **Export Options**, make your selections:
   - Select **Update Default Cost** to update the **Default Cost in Parts** in **9-2 Parts**.
   - Select **Update Billing Amount** to update the **Billing Amount** in **9-2 Parts**. This will be calculated by using the **Default Cost** and the **Markup %**. This option is only available if you have selected **Update Default Cost**.
   - Select **Update vendor prices** to update a vendor's price for any given part.
   - Select **Add vendor to part** if not already assigned. Sage 100 Contractor determines if the vendor for the part from the takeoff exists for the given part in the database and adds the vendor and its prices, if necessary.
3. Click the [**Export**] button.

Exporting takeoff grids to files

Important! Sage 100 Contractor does not export bid items and job phases with a grid.

To export a takeoff grid to a file:

1. In the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to start a takeoff.
3. In the **Bid Item** list, click the bid item.
4. In the **Phase** list, click the phase.
5. In the grid:
   a. Delete any unwanted assemblies or parts.
   b. Delete any unnecessary values for variables.
   c. Delete any unnecessary quantities.
6. On the **Export** menu, click **Grid File**.
7. Name the file, and then click **OK**.

Tip: Instead of using an existing takeoff, you can create a new takeoff for the file.

Exporting budgets from 9-5 Takeoffs to 6-2 Budgets

To export budgets:

1. In the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to start a takeoff.
3. On the **Export** menu, click **Budget**.
4. Close **9-5 Takeoffs**.
5. Open **6-2 Budgets**.
6. In the data control box, enter the record number for the budget that you want to view.

Note: Because the budget represents your costs, it does not contain markups.

Exporting proposals from 9-5 Takeoffs to 6-9 Proposals

You can export takeoffs from **9-5 Takeoffs** to a proposal in **6-9 Proposals** either by bid item or by cost code.

If there is an override, markups, or a locked **Bid Amount**, the difference between the **Bid Amount** and the **Ext. Price Total** is spread proportionally among all the proposal lines created in the export.

To export a proposal from 9-5 Takeoffs to 6-9 Proposals:

1. Open **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to start a takeoff.
3. On the **Export** menu, point to **Proposal**, and then select of the following commands:
   - **By Cost Code**.
   - **By Bid Item**.
4. Close **9-5 Takeoffs**.
5. Open **6-9 Proposals**.
6. In the data control box, enter the job number for the proposal that you want to view.

Exporting purchase orders from 9-5 Takeoffs to 6-6-1 Purchase Orders

Sage 100 Contractor creates purchase orders for lines assigned to a Vendor.

If a price and/or quantity adjustment occurs after you export purchase orders, you must also adjust the purchase order in **6-6-1 Purchase Orders**.

In addition, if you exported the purchase order previously, the export amount that is displayed changes to the new amount even though the full amount was not exported. An alternate method for making the adjustment in **6-6-1 Purchase Orders** is to re-export the purchase order with the new amount, and then delete the previously exported purchase order in **6-6-1 Purchase Orders**.

When exporting purchase orders from **9-5 Takeoffs** to **6-6-1 Purchase Orders**, remember that:

- Exporting by **Job** exports the combined Vendor total for all bid items.
- Exporting by **Job/Phase** exports the combined Vendor total for all bid items.
- Exporting by **Change Order** exports the combined Vendor total for all **Type-4** items.
- Exporting by **Task** exports the items with a Vendor and Task. To use this option, a Vendor and Task must be assigned to the item on the takeoff line.
- When Purchase Orders are exported from **9-5 Takeoffs**, the warning that the purchase order exceeds the budget amount plus approved change orders for the job/phase/cost code/ cost type combination is not displayed. After exporting purchase orders, you should run the **6-1-12-21 Committed Costs** report for the correct job to verify that purchase orders have not exceeded the budget.

To export a purchase order:

1. From the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to start a takeoff.

3. On the **Export** menu, point to **Purchase Orders**, and then click one of the following:
   - **Job**
   - **Job/Phase**
   - **Change Order**
   - **Task**
4. Select the purchase orders you want to export, and then click **Export**.
5. Close **9-5 Takeoffs**.
6. Open **6-6-1 Purchase Orders**.
7. In the data control text box, enter the record number for the purchase order that you want to view.

Exporting subcontracts from 9-5 Takeoffs to 6-7-1 Subcontracts

Note: When you export subcontracts from **9-5 Takeoffs**, Sage 100 Contractor does not display the warning that the subcontract exceeds the budget amount plus approved change orders for the job/phase/cost code/ cost type combination. We recommend that, after exporting subcontracts, you should run the **6-1-12-21 Committed Costs** report for the correct job to verify that subcontracts do not exceed the budget.

To export subcontracts:

1. In the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to start a takeoff.
3. On the **Export** menu, point to **Subcontracts**, and then select one of the following commands:
   - **Job**.
   - **Job/Phase**.
4. Select the subcontracts you want to export, and then click **Export**.
5. Close **9-5 Takeoffs**.
6. Open **6-7-1 Subcontracts**.
7. In the data control box, enter the record number for the subcontract that you want to view.

Important! Sage 100 Contractor only uses cost type **4-Subcontracts** to create subcontracts.

Exporting grids from 9-5 Takeoffs to 11-2 Work Orders

You can export individual grids from a takeoff to the **11-2 Work Orders/Invoices/Credits** window. When you export, job and client information are included on the work order record.

To export a grid to a work order:

1. From the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to start a takeoff.
3. Click the **Takeoff Details** tab.
4. From the **Bid Item** list, select a bid item.
5. From the **Phase** list, select a phase.

   If there are no phases in your job, it can remain **0-None**.
6. On the **Export** menu, point to **Service Work Order**, and then click **Current Grid Only**.

   Sage 100 Contractor opens the **11-2 Work Orders/Invoices/Credits** window, with the exported grid in view.
7. In **11-2 Work Orders/Invoices/Credits**, from the **Type** list, select an invoice type.
8. On the File menu, click **Save**.

Important! You must have security access to **11-2 Work Orders/Invoices/Credits** to export work orders. Without rights, the export is blocked.

- When exporting **Current Grid Only**, Sage 100 Contractor exports only the grid that is displayed.
- There may be a small variance between the grid total for the **Ext Price** in **9-5 Takeoffs** and the work order total in **11-2 Work Orders** due to rounding.

Exporting service work orders from 9-5 Takeoffs to 11-2 Work Orders-Invoices-Credits

You can export a single grid from a takeoff or an entire takeoff to the **11-2 Work Orders/Invoices/Credits** window.

When you export a grid, job and client information from the current grid are included on the work order record.

When export a takeoff, Sage 100 Contractor copies all the lines from all the bid items and phases from the **Takeoff Details** grids and inserts them in the **Invoice Details** grid in the **11-2 Work Orders/Invoices/Credits** window, with a blank line separating each bid item or phase section.

Important! Insurance, use tax, and bonding amounts must be zero before you can export a takeoff to **11-2 Work Orders**.

If you have a **Gross Margin Override**, Sage 100 Contractor exports as if the **Bid Amount** is locked. Markup information is inserted directly into the work order as follows:

- **Markup %** goes to either the **Taxable** or **Non-Tax Markup %** text boxes in the **11-2 Work Orders/Invoices/Credits** window.
- **Dollar Markup** goes to either the **Taxable**or **Non-Tax Markup $** text boxes in **11-2 Work Orders/Invoices/Credits**.
- Job and client information are included in the work order record.

  Address and contact information from the job record or the client record are included .

To export a takeoff as a work order:

1. From the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to start a takeoff.
3. If you are exporting the current grid:
   a. From the **Bid Item** list, select a bid item.
   b. From the **Phase** list, select a phase.

   If you are exporting the entire takeoff, skip this step.
4. On the **Export** menu, point to **Service Work Order**, and then select one of the following commands:
   - **Current Grid Only**
   - **Entire Takeoff**

   Sage 100 Contractor opens the **11-2 Work Orders/Invoices/Credits** window.
5. Continue working with the service work order in the **11-2 Work Orders/Invoices/Credits** window.
6. From the **Type** list, select an invoice type.
7. On the **File** menu, click **Save**.

Important! You must have security access to **11-2 Work Orders/Invoices/Credits** to export a takeoff or a grid as a work order. Without rights, the export is blocked.

- If you lock the **Bid Amount** on **9-5 Takeoffs**or have a **Gross Margin Override**, Sage 100 Contractor locks the **Billing Amount** in **11-2 Work Orders**.
- The **11-2 Work Orders** window calculates PST if the **Subject to PST** column is set to **Yes**.

The **11-2 Work Orders** window also calculates GST or HST if it is required for the client's province, independent of PST.

- There may be a small variance between the bid amount in **9-5 Takeoffs** and the work order total in **11-2 Work Orders** due to rounding.
- When exporting **Current Grid Only**, Sage 100 Contractor exports only the grid you displayed.

Exporting change orders from 9-5 Takeoffs to 6-4-1 Change Orders

To export change orders:

1. From the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to start a takeoff.
3. On the **Export** menu, point to **Change Orders**, and then click one of the following commands:
   - **Job**.
   - **Job/Phase**.
4. Select the change orders you want to export, and then click **Export**.

   Sage 100 Contractor automatically selects change orders you have not yet exported.
5. In the **6-4-1 Change Orders** window, review and save each change order.

Exporting RFPs from 9-5 Takeoffs to 6-11-1 Requests for Proposal

To export an RFP:

1. In the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to launch a takeoff.
3. On the **Export** menu, point to **Requests for Proposal**, and then click one of the following commands:
   - **By Job**.
   - **By Job/Phase**.
4. Accept or decline the question about continuing to export an RFP only with parts that have a vendor.
5. Accept or decline the question about including subcontractors in your RFP.

   The **Export RFP** window appears with a list of vendors and vendor amounts.

   If necessary, you can clear any check boxes of vendors that you want to exclude from the RFP.

6. To add the requesting employee to the RFP, click the **Employee#** arrow, and then choose an employee from the list of employees.
7. Click **Export**.
8. Open the **6-11-1 Requests for Proposal** window.
9. In the data control window, click the **Last Record** button.

   The last RFP that you just exported appears.

About Export Notes

Export notes can be created in a takeoff in the **Export Notes** column, located on the far right of the **9-5 Takeoffs** window grid. You can export them to change orders, purchase orders, requests for proposals, subcontracts, and work orders. These notes can be created for each line item in your takeoff and can communicate important job information to vendors, subcontractors, suppliers, and clients.

When you select one of the commands (except **Work Orders**) from the **Export** menu, an export list window opens with the option to export the **Export Notes** selected. If you do not want to export the **Export Notes**, you simply clear the option.

For **Service Work Orders** exports, you are prompted to choose whether to export the notes.

The following table describes the range of **Export Notes** available in Sage 100 Contractor.

Sage 100 Contractor	Exporting
Change Orders	By Job By Job/Phase
Purchase Orders	By Job By Job/Phase By Change Order By Task
Request for Proposal	By Job By Job/Phase
Subcontracts	By Job By Job/Phase
Service Work Orders	Current Grid Only Entire Takeoff

There are no options to use **Export Notes** when exporting a budget, a proposal by cost code, or a proposal by bid item.

You create export notes in the **Export Notes** column of **9-5 Takeoffs**. However, the export notes do not appear in an **Export Notes** column in other windows. For example, when exporting a purchase order that includes some export notes, those notes appear in the **Purchase Order** grid in the **Notes** column.

For change orders that have two grids, the export notes appear in the **Change Order Notes** column of the grid on the **Budget and Sub Change Details** tab.

For work orders that have two **Notes** columns in the grid, the export notes appear in the **Shop Notes** column in the grid on the **Invoice Details** tab.

Sage 100 Contractor provides other “note” tools that you should not confuse with **Export Notes**.

- There is a **Note** button in the **9-5 Takeoff** window toolbar with the descriptive text **Enter notes for the company**.
- There is also a **Note** column with the takeoff grid where you can enter a note for each line item in the takeoff.

You cannot export these notes.

The **Export Notes** column is available to all users depending on their security access.

Importing Files to 9-5 Takeoffs

About importing takeoff files

Always import the file that you want to use before entering any other information because an imported file writes over information that you have already entered in the heading and grid cells. A grid file will only write over information in the displayed grid.

Importing takeoffs in 9-5 Takeoffs

You can import takeoffs that you save as comma delimited (***.cma**), tab delimited (***.tab**), or comma-quote (***.qte**) files.

Takeoff data consists of rows of ordered, tab-delimited fields that end with a carriage return or line feed. The rows are organized into specific sections that begin with one of the following special tags:

- *** Bid Items ***
- *** Job Phases ***
- *** Global Variables ***
- *** Takeoff Lines ***
- *** Summary ***
- *** Notes ***

For a list of the fields that appear in the rows for each section, simply export an existing takeoff that includes the same type of data you want to import, and edit it, preserving the arrangement of sections, rows, and fields.

Important!

- Before you can import a takeoff file, create a compatible comma-delimited or comma-quote-delimited file using a spreadsheet program, word processing program, or other software.
- When you import a file, the file overwrites any data already contained in the window.

To import a takeoff:

1. In the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to launch a takeoff.
3. Select a job.
4. On the **Import** menu, click **Takeoff File**.
5. Select the file you want to import, and then click [**OK**].

Importing takeoffs using Takeoff Launch

Before importing takeoffs

You can import takeoffs that you save as comma delimited (***.cma**), tab delimited (***.tab**), or comma-quote (***.qte**) files.

Takeoff data consists of rows of ordered, tab-delimited fields that end with a carriage return or line feed. The rows are organized into specific sections that begin with one of the following special tags:

- *** Bid Items ***
- *** Job Phases ***
- *** Global Variables ***
- *** Takeoff Lines ***
- *** Summary ***
- *** Notes ***

For a list of the fields that appear in the rows for each section, simply export an existing takeoff that includes the same type of data you want to import, and edit it, preserving the arrangement of sections, rows, and fields.

Important!

- Before you can import a takeoff file, create a compatible comma-delimited or comma-quote-delimited file using a spreadsheet program, word processing program, or other software.
- When you import a file, the file overwrites any data already contained in the window.

To import a takeoff using Takeoff Launch:

1. Open **9-5 Takeoffs**.
2. The **Takeoff Launch** dialog box opens.
3. In the **Job#** text box, enter the job number for which you want to create a takeoff.
4. Click **Open**.

Importing takeoff grid files

You can import takeoff grids that you save as comma delimited (***.cma**), tab delimited (***.tab**), or comma-quote (***.qte**) files.

Important! Before you can import a takeoff grid file, create a compatible comma-delimited or comma-quote-delimited file using a spreadsheet program, word processing program, or other software.

For a list of the fields and the order in which they appear in the import file, simply export an existing takeoff grid that includes the same type of data you want to import, and edit it, preserving the arrangement of rows and fields.

To import a takeoff grid file:

1. In the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to launch a takeoff.
3. In the **Bid Item** list, click the bid item.
4. In the **Phase** list, click the phase.
5. On the **Import** menu, click **Grid File**.
6. Select the grid file that you want to import, and then click [**OK**].

Note: When you import a grid file, the new content is inserted at the cursor, and does not overwrite the existing content.

9-6 Add Parts-Update Prices

About adding parts-updating prices

The **9-6 Add Parts/Update Prices** window provides a way for you to manage your parts file and to build and maintain your parts database. Some materials vendors supply pricing data on disks or make downloads available from the Internet, which you can use to update prices in the parts database. Some companies supply pricing information for a subscription fee.

You can perform the following actions in **9-6 Add Parts/Update Prices**:

- Add parts
- Update prices
- Update prices and add new parts simultaneously

You can create templates to save your selections for the different part/price source files that you use. By opening a specific template, you can perform the desired action without having to reconfigure the window.

More about adding parts-updating prices

You can add parts and update prices, as needed or on a regular basis, from many different vendors or pricing services' databases. Suppose that you receive a disk from a local vendor that contains an electronic file with information on all the parts they can provide to you. Before adding parts or updating prices from this parts database into your company, determine the organization of information within the file. Carefully examine what information it contains and the order and format in which it appears. Usually, each line in the file represents a different part. You can then map the incoming information to existing fields in Sage 100 Contractor.

Important! You should always back up your database before beginning these procedures.

- When adding parts or updating prices, you must complete a number of selections.
- You have the option to assign part numbers to the records that you add.
- When updating prices, you can also specify whether you want to update the default cost and billing amount or the vendor price.
- You can choose to add new parts to your database while updating your part prices from a source file. It is important to understand your existing Sage 100 Contractor parts structure before performing this procedure.
- You must select the appropriate source file.
- Source file fields must be the same alpha/numeric type as required in Sage 100 Contractor. For example, **Part Number**, **Cost Codes**, and **Cost Types** must be numeric.
- Some electronic files contain a heading as the first line (instead of actual parts data) and this information should be ignored as it is imported. Select the option to ignore the first line.

Field Mapping and Destination Fields

Adding parts and updating prices involves field mapping. Suppose that a local vendor has supplied you with their database of parts. In the **9-6 Add Parts/Update Prices** window, you can browse to and select the vendor file you want to import. The minimum amount of information that you must enter is **Part#**, **Description**, and **Unit**.

The example contains the following information in the **Source File Fields** from the source file that you have selected: part number, description, default price, selling price, and unit. Before you can add parts or update the prices, you use the **Destination Fields** to determine what fields in Sage 100 Contractor are to be populated with the information from the vendor's database and where to place it in the Sage 100 Contractor parts database.

By selecting **Source File Fields** and using the arrows to specify the **Destination Fields**, you will create the desired mapping. In some cases, the outside database might contain information that does not directly relate to any of the **Destination Fields**. If you want to include the information, use the **User Def1** and **User Def2** (user-defined fields) as available fields for storing related information.

Note: You can import several different types of files. Be sure to review the vendor's file type before importing.

About file types for adding parts-updating prices

Caution! Attempting to import files of an unsupported type may produce unpredictable results.

Several file types are supported for adding parts and updating prices on the **9-6 Add Parts/Update Prices** window.

- Comma delimited
- Comma/quote delimited
- Tab delimited
- Excel (using one of the following methods)
  - Excel files must be exported as a ***.csv** file before import into Sage 100 Contractor.
  - Excel files can be imported automatically if they contain column headers and the **First Line is Header** option is selected when importing the file with an ***.xls** extension.
- DBF (Xbase)

Saving templates for adding parts-updating prices

Complete functionality is only available if you have purchased the Estimating Add-On Module.

Some functionality is only available if you have purchased the Estimating Add-On Module or the Inventory Add-on Module or the Service Receivables Add-on Module.

Rather than having to configure the **Import/Update Parts** window each time you receive price updates from vendors or pricing services, you can save different import formats and recall them for later use.

To save an import format as a template:

1. Open **9-6 Add Parts/Update Prices**.
2. Set up the template of the database that you want to import by making all your desired selections for that particular source file.
3. On the **File** menu, click **Save As Template**.
4. Enter the template name, and then click **OK**.

Recalling templates for adding parts-updating prices

To recall a template for adding parts/updating prices:

1. Open **9-6 Add Parts/Update Prices**.
2. On the **File** menu, select **Open Template**.
3. Enter the template name, and then click **Save**.

Adding parts

Caution! Always make a backup of your data before you add parts.

To add new parts:

1. Open **9-6 Add Parts/Update Prices**.
2. Select **Add New Parts**.
3. If you want to automatically assign part numbers to the imported parts, select **Assign Part#**.
4. In the **Start#** text box, enter the starting number to assign to the new parts. This must be in numeric form only.
5. Choose **Select Source File**, then browse to and select the database file you want to use for adding parts.
6. The path name for the source file appears.
7. The **Source File Fields** under **Field Mapping** appears.
8. If the source file contains descriptive headers or labels as its first line, select **First Line is Header**.

This line is ignored during the import function.

9. Map which **Destination Fields** from the Sage 100 Contractor database correspond to the imported **Source File Fields**.

   Important! At minimum, you must select **Part#**, **Description** and **Unit** as **Destination Fields** to be mapped.

   a. On the left side of the window, under **Field Mapping**, select the **Source File Fields** row and the **Destination Fields** cell that you want to map.

   b. Under **Destination Fields** on the right side of the window, select the corresponding Sage 100 Contractor field by double-clicking the field. Alternately, select the Sage 100 Contractor field, and then select **ENTER** or the arrow key to map the field.

10. Repeat step 9 until you have mapped all **Source File Fields** with corresponding **Destination Fields** for the parts you want to add to your Sage 100 Contractor parts database.

11. Click **Add/Update**.

12. If any failures occur during the process, review the error log that appears.

Note: You can remove field mapping for a specific row by selecting the **Destination Field** and using the arrow key to move it back to the **Destination Fields** list.

Tip: You can use your selections to save as a template for future use.

Updating Parts and Prices

Updating part prices

Caution! Always make a backup of your data before you add parts or update prices.

Before updating part prices

Consider the following points:

- Updating only requires a **Part#**.
- You can remove field mapping for a specific row by selecting the **Destination Field** and using the right arrow key to move it back to the **Destination Fields** list.
- The part numbers from the vendor's source file must match the **Part#** in Sage 100 Contractor in order for the update to properly occur.

To update part prices:

1. Open **9-6 Add Parts/Update Prices**.
2. Select **Update Part Prices** and complete the following as necessary:
3. If you want Sage 100 Contractor to match parts based on the **Alpha Part#**, select **Match Alpha Part#**.
4. **Default Cost/Billing Amount** is selected by default. Sage 100 Contractor updates the default cost/billing amount for parts in the database.

   Note: Vendor-specific prices will not be applied to new parts but will be applied to **Default Cost/Billing Amount**.

5. If you want Sage 100 Contractor to update the **Vendor Price** instead of the **Default Cost/Billing Amount** of the **9-2 Parts** window, select **Vendor Price**.
6. If you selected **Vendor Price** as your update method, from the dropdown list, select the vendor whose source file you are using.

   The path name for the source file appears in the window.

7. Choose **Select Source File**, browse, and then select the database file to use for adding parts.

   The **Source File Fields** under **Field Mapping** appears.

8. If the source file contains descriptive headers or labels as its first line, select **First Line is Header**.

   This line is ignored during the import function.

9. Map the **Destination Fields** from the Sage 100 Contractor database that correspond to the imported **Source File Fields**.
   a. On the left side of the window, under **Field Mapping**, select the **Source File Fields** row and the **Destination Fields** cell that you want to map.
   b. Under **Destination Fields** on the right side of the window, select the corresponding Sage 100 Contractor field by double-clicking the field. Alternately, select the Sage 100 Contractor field and then select **ENTER** or the arrow key to map the field.

   Repeat step 9 until you have mapped all fields you want to import to Sage 100 Contractor from the external database.

10. Click **Add/Update**.

If any failures occur during the process, an error log appears for your review.

Tip: You can use your selections to save as a template for future use.

Important information about updating prices and adding new parts simultaneously

In the **9-6 Add Parts/Update Prices** window, you can choose to add new parts to your database from a source file while updating your part prices. Because you may be doing this on a regular basis and your vendor may change their file configuration or numbering scheme, it is important to understand your existing Sage 100 Contractor parts structure before performing this procedure.

When performing this procedure, there are several things to be aware of:

- Any parts in the source file that are not currently in your parts database will be added to your parts database. You cannot select specific parts or ranges of parts to add.
- When updating prices and adding parts, all **Destination Fields** are available for mapping, but only **Description**, **Unit**, **Default Cost** and **Billing Amount** (if mapped) are updated. Any new parts are added.

If you have selected **Vendor Price** from the **Update Part Prices** menu, there are additional considerations:

- If you choose to update your part's **Vendor Price** and to add parts at the same time, the prices on the **Vendor** window are updated. However, the update process is not going to attach your selected vendor to any new parts.
- In order for a new added part to have a price entered in the **9-2 Parts** window, you must map an additional field(s) from the **Source File Fields** to the **Default Cost** and/or **Billing Amount Destination Fields** because the **Vendor Price** can only be updated on existing **Vendor** windows.

Note: If this is the first time you are performing this combined process or if you are unsure about what fields in your database are affected, we recommend that you perform these processes individually.

Updating prices and adding new parts simultaneously

Caution! Always make a backup of your data before you update prices or add parts.

To update prices and add new parts simultaneously:

1. Open **9-6 Add Parts/Update Prices**.
2. Select **Add New Parts**.
   a. If you want to automatically assign part numbers to the imported parts, select **Assign Part#**.
   b. In the **Start#** text box, enter the starting number to assign to the new parts. This must be in numeric form only.
3. Select **Update Part Prices** and complete the following as necessary:
   a. If you want Sage 100 Contractor to match parts based on the **Alpha Part#**, select **Match Alpha Part#**.

4. **Default Cost/Billing Amount** is selected by default.

   Note: Vendor-specific prices will not be applied to new parts but will be applied to **Default Cost/Billing Amount**.Sage 100 Contractor updates the default cost/billing amount for parts in the database.

   a. If you want Sage 100 Contractor to update the **Vendor Price** instead of the **Default Cost/Billing Amount** in the **9-2 Parts** window, select **Vendor Price**.

   b. If you have selected **Vendor Price** as your update method, select from the drop-down list the vendor whose source file you are using.

5. Choose **Select Source File**, browse, and then select the database file to use for adding parts. The path name for the source file appears in the window.

   a. The **Source File Fields** under **Field Mapping** appears.

   b. If the source file contains descriptive headers or labels as its first line, select **First Line is Header**.

      This line is ignored during the add/update function.

6. Map which **Destination Fields** from the Sage 100 Contractor database correspond to the imported **Source File Fields**.

   a. On the left side of the window, under **Field Mapping**, select the **Source File Fields** row and the **Destination Fields** cell that you want to map.

   b. Under **Destination Fields** on the right side of the window, select the corresponding Sage 100 Contractor field and click the left arrow key. Alternately, select the Sage 100 Contractor field, and then select **ENTER**. Alternatively, you can double-click the field.

      Important! At minimum, you must select **Part#**, **Description**, and **Unit** as **Destination Fields** to be mapped.

      The part numbers from the vendor's source file must match the **Part#** in Sage 100 Contractor in order for the update to properly occur.

7. Repeat step 6 until you have mapped all fields you want to import to Sage 100 Contractor from the external database.

8. Click **Add/Update**.

   If any failures occur during the process, an error log appears for your review.

Note: You can remove field mapping for a specific row by selecting the **Destination Field** and use the right arrow key to move it back to the **Destination Fields** list.

Tip: You can save your selections as a template for future use.

9-7 Maintain Parts Database

About 9-7 Maintain Parts Database

In the **9-7 Maintain Parts Database** window, you can make changes to the parts database or set up the vendor preference list for part records.

To determine the scope of an update, under **Selection Criteria**, select specific part numbers, part classes, a range of parts, or the entire database. In the **Field** list, click the field on which you want to base the update. Then in the **Operator** list, click the mathematical operator such as equal to or greater than. Then in the **Value** text box, enter the value for which you are searching.

Under **Fields to Change**, specify the information you want to change. Suppose that you add parts from a database that uses cost codes that differ from your own. In the **Maintain Parts Database** window, you set up the selection criteria to choose only those cost codes that you want to change. Then in the **Fields** list you select **Cost Code**, in the **Operator** list you select **Replace With**, and in the new **Value** text box you enter the cost code that you want to use. When you update the database, Sage 100 Contractor automatically replaces the data in the cost code box from the selected part records with the information you entered in the new **Value** text box.

Instead of replacing information, you can factor it. Factoring allows you to increase or decrease values. For example, your lumber supplier has increased prices by 15 percent. You set up the selection criteria to choose only the lumber parts. Then in the **Fields** list you select **Default Cost**, in the **Operator** list you select **Factor by**, and in the new **Value** text box you enter **1.15**, which multiplies the existing amounts by 15 percent.

You can also use the **Maintain Parts Database** window under **Assign Vendor Preferences** to set up vendor preference lists in part records, which allows you to rank the vendors in order of preferred use. Before creating a takeoff, you can elect to use only preferred vendors for parts. Then each time you enter an assembly or part in the takeoff, Sage 100 Contractor uses the price for the preferred vendor.

Caution! To avoid a possible loss of data, always make a backup file before using the **9-7 Maintain Parts Database** window.

Setting up a vendor pricing list

Use the selection criteria to select the range of parts to which you want to assign the vendor list. Enter the vendors and assign each vendor a preference number. The vendor you assign number 1 is the preferred vendor.

To set up a vendor pricing list:

1. Open **9-7 Maintain Parts Database.**
2. Under **Selection Criteria**, specify each criteria you want to use as follows:
   a. In the **Field** list, click the field.
   b. In the **Operator** list, click the operator.
   c. In the **Value** field, enter the value.
3. Under **Assign Vendor Preferences**, for each vendor you want to include:
   a. In the **Preference#** text box, enter the preference number.
   b. In the **Vendor** text box, enter the vendor number.
   c. If there is a discount rate, in the **Disc. Rate** text box, enter the discount rate.
4. Click the **Add Vendors** button.

Tip: You can add to an existing list of vendors using the steps above.

Replacing an existing list of vendors for vendor pricing

To replace an existing list of vendors for vendor pricing:

1. Open **9-7 Maintain Parts Database**.
2. Under **Selection Criteria**, to specify each criteria you want to use:
   a. In the **Field** list, click the field.
   b. In the **Operator** list, click the operator.
   c. In the **Value** field, enter the value.
3. Under **Assign Vendor Preferences**, for each vendor you want to include:
   a. In the **Preference#** text box, enter the preference number.
   b. In the **Vendor** text box, enter the vendor number.
   c. If there is a discount rate, in the **Disc. Rate** text box, enter the discount rate.
4. Click the **Replace Vendor Prices** button.

Updating vendor pricing

Important! To update vendor pricing, you must verify information in the **9-2 Parts** window. There must be a value in **Default Cost** under **Cost/Billing**. In addition, you must verify values in the **Vendors** window

(via **9-2 Parts**) in these columns: **Preference#**, **Vendor**, **Order#**, **Disc. Rate**, and **Price**.

To update vendor pricing:

1. Open **9-7 Maintain Parts Database**.
2. Under **Selection Criteria**:
   a. In the **Field** list, select the field.
   b. In the **Operator** list, select the operator.
   c. In the **Value** field, enter the value.
3. Click the **Update Vendor Prices** button.

Maintaining the parts database

To maintain the parts database:

1. Open **9-7 Maintain Parts Database**.
2. Under **Selection Criteria**, to specify each criteria to use:
   a. In the **Field** list, click the field that you want to update.
   b. In the **Operator** list, click the operator.
   c. In the **Value** text box, enter the value for which you are searching.
3. Under **Fields to Change**, for each field you want to change:
   a. In the **Field** list, click the field that you want to update.
   b. In the **Type** list, click how you want to update the data.
   c. In the **Value** text box, enter the value that you want to apply.
4. Click the **Update** button.

Deleting ranges of parts

Caution! To avoid a possible loss of data, always make a backup file before using the **9-7 Maintain Parts Database** window.

To delete a range of parts:

1. Open **9-7 Maintain Parts Database**.
2. Under **Selection Criteria**, to specify each selection criteria to use:
   a. In the **Field** list, select the field.
   b. In the **Operator** list, select the operator.
   c. In the **Value** text box, enter the value for which you are searching.
3. Click the **Delete** button.

9-8 Board Footage

About board footage

You can update lumber costs for selected part classes in the **9-8 Board Footage** window. To create manageable pricing blocks for lumber, use the part classes to segregate lumber by species, grade, and length. This provides the ability to select part classes for lumber and update the new costs or billing rates per 1000 board feet. Sage 100 Contractor computes the new prices for the cut materials and updates the part records accordingly.

Entering new cost and billing amounts for lumber classes

Before entering costs and billing amounts, consider the following points:

- Sage 100 Contractor updates the new costs in the **Last Cost** box, and the new billing prices in the **Billing Amount** box in the part records.
- When you leave the **Cost** or **Billing** cells blank, Sage 100 Contractor does not change the current prices. This allows you to make changes only to costs or billing amounts for different lumber classes.
- Use the **9-7 Maintain Parts Database** window to make changes to lumber parts based on selection criteria other than part classes.

To enter new cost and billing amounts for lumber classes:

1. Open **9-8 Board Footage**.
2. In the **Part Class** column, right-click a cell, then click **Display Picklist Window**.

   Alternatively, you can click the drop-down arrow to display the **Lookup** window.

3. Create a **Picklist** of part classes, and then insert the list in the **Board Footage** window.
4. In the **Cost/1000Bf** column, enter the new cost per 1000 board feet.
5. In the **Billing/1000Bf** column, enter the new billing amount per 1000 board feet.
6. Click the **Update** button.
7. Click **File** > **Save**.

   Sage 100 Contractor saves the part classes for use in the next update session.

Chapter 10: Scheduling

Working with Scheduling

You can run your schedules and allocate production resources as efficiently as you'd like. The easy-to-use critical path management (CPM) feature integrates with the **Estimating** Add-on Module and other data, enabling you to assign equipment, employees, vendors, and subcontractor to various tasks. You can then generate essential notices and reports.

Sage 100 Contractor has the ability to automatically generate subcontractor and supplier notices that inform them when to perform work and make deliveries, as well as call sheets with phone numbers, dates, schedules, and work descriptions to help you manage every job.

Sage 100 Contractor can automatically email or fax schedules and project documents to your subcontractors and customers at set dates and times that you select.

You can move tasks or extend them as necessary with a few mouse clicks, set task-specific exception days, and create predecessor relationships. You can control float and avoid liquidated damages by comparing the original timetable to actual production. Sage 100 Contractor's scheduling system can document every change as well as indicate when tasks are running too long. You can even produce cash requirement reports that pull from the estimate the dollar amounts for each task, merge it with the schedule, and tell you how much cash you will need for the project by the day, week, or month.

Here are more features found in Sage 100 Contractor **Scheduling**:

- View a graphic display (Gantt chart) of every task.
- Manage tasks across multiple projects by viewing a schedule of all jobs.
- Set milestones, billing, and materials orders for any task.
- Produce call lists and subcontractor notices.
- Adjust the schedule and Gantt chart to reflect change orders.
- Keep project information handy in a central location with the **Project Work Center**.

10-1 Scheduling Reports

See Appendix B for a complete list of 10-1 Scheduling Reports.

10-2 Tasks

About Tasks

In the **10-2 Tasks** window, you can create a master list of tasks. When creating a task list, it is important to tailor the tasks to the type of work your company performs and the level of detail necessary to effectively schedule projects.

In general, create tasks for every event that requires at least one day of work. To help create the task list, review the previous schedules of typical projects completed by your company. As you enter tasks, arrange the tasks in the order they are performed. For example, the tasks **Rough Plumbing** and **Rough Electrical** come before the task **Pour Concrete Slab**.

As you enter tasks, assign each task a task number. The sequence of task numbers should reflect the order in which tasks are performed. To allow for expansion of the task list, provide breaks in the sequence of task numbers as you create the list.

Task lists can vary in length and complexity. A general contractor, for example, might require more than 100 tasks whereas a subcontractor might require only 15 tasks. When creating the task list, consider the following:

Create tasks based on the type of work, not the person performing the work. You can assign resources to specific tasks after the client has approved the schedule.

Separate tasks. Some work is performed in stages and should be scheduled as different tasks. With separate tasks, you can also gain better control over resource allocation.

For example, a drywall subcontractor creates the tasks **Stock Drywall**, **Hang Drywall**, and **Tape and Texture Drywall**. Separate tasks allow the subcontractor to schedule resources needed for each task.

Combine tasks. Sometimes you can group a series of related tasks into a single task. Before combining tasks, consider what impact this will have on scheduling dependent tasks and resource allocation.

Suppose a general contractor is creating a task list for residential home construction. Because the drywall is always contracted out, the contractor creates two tasks: **Stock Drywall** and **Hang/Tape/Texture Drywall**. While the subcontractor has to schedule a variety of resources for the individual tasks, the contractor is only concerned with scheduling the subcontractor as a resource. Therefore, the general contractor can use a single task to schedule the hanging, taping, and texturing for drywall.

Create separate tasks for milestones, inspections, billings, or other important events.

Setting up task types

Each task uses the assigned color when you view the Gantt chart. You can add task types and modify existing types.

To set up task types:

1. Open **10-2 Tasks**.
2. Right-click a **Task Type** cell, and then select **Display Detail/Add Record**.
3. In the **Task Types** window, in the **Task Type#** cell, enter the number for the task type.
4. In the **Description** cell, enter a brief statement about the task type.
5. Double-click the **Task Color** cell.
6. Double-click the color you want to use.
7. Repeat steps 3-6 for each task type.
8. On the **File** menu, click **Save**.

Setting up task lists

You can create your own task types, or modify the existing types.

To set up a task list:

1. Open **10-2 Tasks**.
2. In the **Task#** cell, enter the number you want to assign to the task. You can enter up to 10 digits to the left of the decimal place and three digits to the right.
3. In the **Description** cell, enter a brief statement about the task.
4. In the **Task Type** cell, enter the task number you want to assign to the task.
5. Repeat steps 2-4 for each task.
6. On the **File** menu, click **Save**.

About dependencies in scheduling

A dependency links one task to another task. You can set up predecessors between tasks in a single job, or between different jobs

Relationship	Description
1-Start/Finish	The start of task B relies on the completion of predecessor task A. Most tasks use the start/finish dependency.
2-Start/Start	The start of task B relies on the start of predecessor task A.

Relationship	Description
3-Finish/Start	The finish of task B relies on the start of predecessor task A.
4-Finish/Finish	The finish of task B relies on the finish of predecessor task A.

About lead and lag time in scheduling

With each dependency, you can assign lead time or lag time. Lead or lag allows you to further adjust the starting date of a task in relation to its predecessor.

Lag time

Lag provides a delay between tasks. For example, in the **Predecessor** window for the task **Stripping Forms**, you assign the task **Pouring the Foundation** as its predecessor. Because you cannot strip the forms until the concrete is poured, click **1-Start/Finish** in the **Relation** list. However, the forms cannot be removed until the concrete has cured, so enter **3** in the **Lead/Lag** text box. When looking at the schedule, the **Stripping Forms** task cannot start until three days after the completion of **Pouring the Foundation**. Therefore, you enter lag as a positive value.

Lead time

Lead provides an overlap between tasks. For example, in the **Predecessor** window for the task **Electrical**, you assign the task **Roofing** as its predecessor and enter **1-Start/Finish** in the **Relation** column. An electrician can begin wiring the building a couple of days before the roofing task is completed since the structure is now partially covered by roofing. In the **Lag/Lead** column, enter **-2**. When looking at the schedule, the **Electrical** task can begin two days before the finish of the **Roofing** task. Therefore, you enter lead as a negative value.

Entering dependencies for tasks

If a task has a predecessor in another job, Sage 100 Contractor displays the names of the predecessor job and task when you select the **Predecessor** check box while in Gantt view. Click the detail button next to that information to display the predecessor job.

To enter a dependency for a task:

1. Open **10-3 Schedules**.
2. Select the task for which you want to set up predecessors.
3. On the **Options** menu, click **Predecessors**.
4. In the **Job** cell, enter the job number.

5. In the **Phase** cell, enter the phase number.
6. In the **Predecessors** cell, enter the task number of the task you want to set as the predecessor.
7. In the **Relation** cell, enter the type number for the relationship the task has with its predecessor.
8. In the **Lead/Lag** cell, do one of the following:
   - For lead, enter the number of days you want the task to overlap its preceding task as a negative number.
   - For lag, enter the number of days you want to delay the task as a positive number.
9. On the **File** menu, click **Save**.

Drawing dependencies between tasks

To draw dependencies between tasks:

1. Open **10-3 Schedules**.
2. Using the data control, select an existing schedule and click the **Grid/Gantt** button.
3. On the **Mode** menu, click **Draw Predecessors**.
4. Click the start or finish of a task, and then drag to the start or finish of another task.

Tip:

- Connect a task to a predecessor, moving from the bottom to the top of the Gantt chart.
- You can assign task dependencies between jobs.

About date constraints

In addition to using dependencies, durations, and lag or lead times, you can further constrain when a task begins or ends. In the schedule grid, you can enter dates for a task that restrict when it may begin or end.

Column	Description
Fixed Date	Establishes a permanent date when a task must begin. A fixed date does not move when a schedule is delayed or accelerated. Most tasks do not use a fixed date, and begin or end in relation to the predecessors tasks.
Not Before	Establishes the earliest date when a task can begin. Though a task cannot begin before the indicated date, the task can begin after the date.

Column	Description
	If you provide a date in the **Not Before** column for a critical task, Sage 100 Contractor adjusts the start and finish dates for subsequent tasks.
Not After	Establishes the latest date when a task can begin. If you provide a date in the **Not After** column for a critical task, Sage 100 Contractor adjusts the start and finish dates for subsequent tasks.
Late Start	Displays the last day a non-critical task can begin and remain on schedule.
Late Finish	Displays the last day a non-critical task can end and remain on schedule. Only for tasks with float.

10-3 Schedules

About 10-3 Schedules

With **10-3 Schedules**, you can create a schedule to plan and manage a project, regardless of its size. A schedule allows you to budget time, plan when some tasks begin in relation to other tasks, set milestones, set up tasks for billings or inspections, and identify scheduling conflicts between resources. Moreover, you can analyze the accuracy of time estimates, track the progress of jobs, and adjust tasks or resources to keep projects on schedule.

Each schedule is composed of tasks to accomplish over the course of a project. For each task, you can indicate its duration, predecessor dependency, and any constraints. Sage 100 Contractor then uses the task information and the project start date to determine the start and finish dates for each task and the project's finish date.

In Gantt view, you can use the mouse to move tasks, draw predecessor dependencies, or change the duration of tasks. Changing the duration of a single task in the critical path directly affects the starting times of other tasks and can increase or decrease the overall length of the project.

Resource allocation to individual tasks provides you with another tool for planning and managing a project. After the client approves the schedule, you can allocate the equipment, subcontractors, and employee resources. For example, after scheduling resources for a project, you can compare the resource reports between different projects to determine if any scheduling conflicts exist.

Over the course of the project, you can enter the progress of work by changing the duration of tasks. In Gantt view, you can review the project, see the effects of gains or delays, and determine the best course of action to keep your project on schedule.

Tips for managing a project schedule

It is a good idea to review the schedule each day. The duration of a task can change due to a variety of circumstances such as weather, materials supplier delays, subcontractor delays, or manpower shortages. As delays occur, extend the duration of the affected tasks. Likewise, for tasks completed ahead of scheduled, shorten the duration for affected tasks.

When you change the duration for a task, enter a note explaining why the change was necessary. The notes can provide vital information later if questions or disputes about the schedule arise.

Twice a week, determine which tasks will be performed over the next two weeks. Call the subcontractors and materials suppliers associated with the tasks that are two weeks out to remind them when they are expected to arrive. If the start dates have changed, inform the affected subcontractors and materials suppliers of the changes.

Each week, print and mail update notices to the subcontractors and materials suppliers who are expected on the job site in two weeks.

It is good idea to meet with the clients twice a month to discuss the project's actual progress and how it compares to the schedule. At the meetings, supply the clients with a copy of the revised schedule. The schedule will help clients to see their responsibilities (such as when client decisions need to be made), avoid potential conflicts, and prevent last-minute problems.

Creating starter schedules from takeoffs

If you have a detailed takeoff created for a job, you can create a starter schedule from the takeoff. The following data populates the starter:

- Task
- Task description
- Task type (Each task is assigned **1-Work**.)
- Duration (Each task has a beginning duration of 1.)
- Vendor
- Start and finish relationship

Also, consider the following important points before creating a start schedule from a takeoff:

- You must have detail lines in your takeoff for the selected job in order for the starter schedule to populate.
- Not all scheduled tasks exist in a takeoff. Some tasks that are not associated with parts need to be manually added to the schedule (for example, inspections). After the starter schedule has been created, review the schedule to make any necessary adjustments.

- Before you create the schedule, be sure that the takeoff contains tasks associated with each part. To check, from **9-5 Takeoffs**, click the **Takeoff Details–Recaps** tab, and then at the bottom of the window, click the **Task** button. Review each task.

To create a starter schedule from a takeoff:

1. Open **10-3 Schedules**.
2. In the data control box, enter the job number for the job you want to schedule.
3. In the **Phase** list, click the phase you want to schedule.
4. In the **Options** menu, point to **Import**, then click **Takeoff Tasks**.

The data fills the schedule. For each task, the duration can be adjusted from the default duration of 1 to reflect the estimated duration of the task.

Displaying takeoff hours by job or job phase

Note: This functionality is available only if you have the Estimating Module.

You can view a summary of the labour hours for each task in a job or in different phases of a job. The estimated hours to complete each task with cost type **2-Labour** are summed up in the **Display Takeoff Hours** grid or the **Display Takeoff Hours by Phase** grid. From the estimates, you can calculate the necessary crew sizes for completing a task in a given period and adjust the schedule accordingly.

For example, for a project in which it is estimated to take 100 worker hours to complete the foundation forming and reinforcement, a crew of five would complete the task in 20 hours. However, a crew of 10 could complete the work in 10 hours.

To display takeoff hours by job or job phase:

1. Open **10-3 Schedules**.
2. On the **Options** menu, click **Takeoff Hours**, then click either **Display Takeoff Hours** or **Display Takeoff Hours by Phase**.

Creating schedules

To create a schedule:

1. Open **10-3 Schedules**.
2. In the data control text box, enter the job number for the job you want to schedule.
3. In the **Phase** list, click the phase.

4. Do one of the following:
   - Import a file.
   - Import a list of tasks.
5. For each phase:
   a. In the **Fixed Date** cell of the first task, enter the starting date of the project.
   b. For each task, do the following:
      i. In the **Duration** cell, enter the duration of the task.
      ii. In the **Task Type** list, click the task type.
      iii. Enter the constraints, if any, in the **Not Before**, **Not After**, or **Fixed Date** cells.
      iv. Assign the dependencies.
6. On the **File** menu, click **Save**.
7. Print the schedule.
8. Review and refine the schedule.
9. Print the schedule, and then submit it as part of the proposal package.
10. When you receive a signed contract, do the following for each task:
    a. Assign employee resources.
    b. Assign equipment resources.
    c. Assign subcontractor resources.
    d. Set the original schedule.
11. On the **File** menu, click **Save**.

Display-only text boxes

Important! Four display-only text boxes provide scheduling information after you have created a schedule and are automatically updated as you change the schedule:

- **First Date.** Reflects the **Fixed Date** in the schedule.
- **Last Date.** Reflects the **Finish Date**, which is the last date of the last phase in the schedule.
- **Calendar Days.** The number of calendar days between the **First Date** and the **Last Date**.
- **Work Days.** The number of **Work Days** between the **First Date** and the **Last Date**.

Tip: You can turn on an option to open a job's schedule when the purchase order scheduled date changes.

About scheduling resources to avoid conflicts

By scheduling resources, you can locate scheduling conflicts between resource assignments. You can assign employees, equipment, and subcontractors to the tasks in each phase of a project.

Resource scheduling does not automatically warn you of potential conflicts. With the resource information, you can produce schedules of the resources from **10-1-5 Resource Reports**. From the resource reports, you can compare resources between jobs and determine if any conflicts exist.

You can also produce call sheets and reminder notices for subcontractors using the subcontract resource information. Select **10-1-4 Subcontractor Call Sheet** and **10-1-1 Subcontract Notice**.

Assigning employee resources

To assign employee resources:

1. Open **10-3 Schedules**. In the data control box, enter the job number.
2. In the **Phase** list, click the phase.
3. In the **Task#** column, select the task(s) to which you want to assign employees.
4. On the **Options** menu, click **Employees**.
5. In the **Employee** cell, do one of the following:
   - Enter the employee number.
   - Right-click the cell to open the **Lookup** window, then select the employee.
6. In the **Start Time** cell, enter the time you expect the employee to begin.
7. In the **End Time** cell, enter the time you expect the employee to finish.
8. Repeat steps 5-7 for each employee you want to assign to the task.
9. On the **File** menu, click **Save**.

Assigning equipment resources

To assign equipment resources:

1. Open **10-3 Schedules**. In the data control box, enter the job number.
2. In the **Phase** list, click the phase.
3. In the **Task#** column, select the task(s) to which you want to assign equipment.
4. On the **Options** menu, click **Equipment**.

5. In the **Equipment** cell, do one of the following:
   - Enter the equipment number.
   - Right-click the cell to open the **Lookup** window, then select the equipment.
6. In the **Start Time** cell, enter the time you expect the equipment to begin.
7. In the **End Time** cell, enter the time you expect the equipment to finish.
8. Repeat steps 5-7 for each piece of equipment you want to assign to the task.
9. On the **File** menu, click **Save**.

Assigning subcontractor resources

To assign subcontractor resources:

1. Open **10-3 Schedules**. In the data control box, enter the job number.
2. In the **Phase** list, click the phase.
3. In the **Task#** column, select the task(s) to which you want to assign equipment.
4. On the **Options** menu, click **Subcontractors**.
5. For each subcontractor, do the following:
   a. Click a cell in the **Subcontractor** column, or press **F5** or **F8** to open a **Lookup** or **Picklist** window.
   b. Select a subcontractor.
   c. In the **Start Time** cell, enter the time you expect the subcontractor to begin.
   d. In the **End Time** cell, enter the time you expect the subcontractor to finish.
6. On the **File** menu, click **Save**.

Schedule Views

About Gantt view

The Gantt view provides a visual representation of tasks, such as bar graphics, and shows each task's duration (including non-workdays), start and finish dates, and dependencies. The taskbars show the flow of a project across its timeline. You can resize the Gantt view to display as much or as little of the grid as you want.

After you have created the list of tasks and task durations, you can build a schedule. In the Gantt view, you can move or resize tasks and create dependencies between tasks. After adjusting a taskbar, Sage 100 Contractor automatically enters the changes for you in the grid columns, although you can also edit the

grid while in Gantt view. In Gantt view, you can also display a brief summary of task dates and predecessors for a selected task.

Printing Gantt views

Printing Gantt charts is different than printing other reports. For example, you must select a form design with either portrait or landscape orientation. Paper size and the size of the detail section do not matter because the program resizes the selected form design elements to fit the selected printer page size.

Important!

- If you use any paper size other than Letter, you must use the **Print records** button on the toolbar.
- If you are exporting to PDF or sending the report to Word, you must select the PDF or RTF printer manually. You cannot use the **Create a PDF file of this report** button on the toolbar.

To print a Gantt view:

1. Open **10-1-5 Report Printing**.

   The **Report Printing** window opens, with **21-Gantt Chart** selected on the **Report Criteria** tab.
2. In the **Job#** box, enter the job (for example, **Job# Equal 3-Parking Garage Job**).
3. For a quick test, click the **Preview report on screen** button.
4. Select the printer from the **Printer** list.
5. Select the paper size, tray, and quality (dpi) settings.

   The range of options depends on your printer's capabilities.
6. To print specific pages, enter their numbers in the **Pages** text boxes.
7. Specify the number of copies to print in the **Copies** box.
8. To preview the document, click the **Preview report on screen** button.
9. On the toolbar, click the **Print records** button.

Moving tasks

To move a task:

1. Open **10-3 Schedules**.
2. Using the data control, select an existing schedule and click the **Grid/Gantt** button.
3. In the **Mode** menu, select **Move Tasks**.
4. Drag the task to the desired position.

Resizing tasks in scheduling

To resize a task:

1. Open **10-3 Schedules**.
2. Using the data control, select an existing schedule and click the **Grid/Gantt** button.
3. In the **Mode** menu, select **Resize Tasks**.
4. Drag the right end of the task to the desired position.

Viewing task summaries

In Gantt view, you can display a summary of information related to a particular task.

To view a task summary:

1. Open **10-3 Schedules**.
2. Using the data control, select an existing schedule and click the **Grid/Gantt** button.
3. Position the pointer over a task, then right-click.

Viewing the critical path in schedules

You can view the path of all the critical tasks in your schedule.

To view the critical path in a schedule:

1. Open **10-3 Schedules**.
2. Using the data control, select an existing schedule.
3. On the **Options** menu, select **Grid/Gantt Chart**.

   The window appears with a Gantt chart in the right-hand pane.
4. From the check boxes above the chart, select **Critical Path**.

   The non-critical tasks appear shaded light gray in the chart.

Importing tasks

You can import tasks into your schedules from the **10-2 Tasks** window.

To import tasks into a schedule:

1. Open **10-3 Schedules**.
2. In the **Task#** column, right-click a cell, and then select the importation method.

   Alternatively, you can click the drop-down arrow to display the **Lookup** window.
3. Double-click the tasks you want to import into the schedule.
4. If you are in a **Picklist** window, double-click all the items you want to import, and then click the check mark button.

Automatically assigning the start-finish dependency

When the **Start/Finish** command is selected, you can automatically assign the start/finish dependency to tasks as you import them.

To automatically assign the start/finish dependency:

1. Open **10-3 Schedules**.
2. On the **Options** menu, click **Start/Finish**.
3. Import tasks into your schedule.

Tip: If you do not want to automatically assign the start/finish dependency, click **Start/Finish** on the **Defaults** menu to clear the check mark.

Importing scheduling files

When you import a file, the file writes over any data already contained in the grid.

To import a scheduling file:

1. Open **10-3 Schedules**.
2. In the data control box, enter the job number.
3. In the **Phase** list, select the phase.
4. On the **Options** menu, point to **Import**, then click **Schedule File**.
5. Select the file that you want to import.
6. Click **OK**.

Setting the original schedule

During the life of projects, schedules will change. Maybe bad weather and unshipped materials have delayed one project. Another project is ahead of schedule because certain tasks were completed faster than expected. In both projects, changes to the duration of critical tasks could seriously impact other scheduled tasks or the completion date.

When you set the original schedule, Sage 100 Contractor copies the original duration, start date, finish date, and float data to the **Original Duration**, **Original Start**, **Original Finish**, and **Original Float** columns. By comparing the original schedule with the current schedule, you can determine what impact the changes are having on the project and make any necessary adjustments.

To set the original schedule:

1. Create the project schedule.
2. On the **Options** menu, click **Original Schedule**.

Tip: If you made an error in the original schedule, you can modify the current schedule and reset the original.

Examining schedules

After creating a schedule, carefully re-examine the task list, task durations, and task dependencies. It is best to discover and resolve any omissions, errors, or conflicts before you submit the schedule to a client or begin work. On a daily basis, review the schedule and adjust it to reflect the actual progress of the project.

In general, review how time is budgeted for tasks. If the client has approved the schedule and you have assigned resources, review the resource assignments as well.

- Identify the critical path.
- Determine the project finish date. To meet a specific finish date, you might need to accelerate the schedule.
- Determine if any tasks are missing.
- Determine if any tasks are out of order.
- Make sure that tasks are assigned dependencies. Check the dependency of tasks that start on the first day or continue to the end of the project.
- Remove fixed dates. For most tasks, the start date is determined by the dependency assigned to its predecessor task, not a fixed date.
- Examine the resource allocation for each task. Have you assigned resources to each task? Are adequate resources allocated to complete the task on time?

Accelerating schedules

Occasionally it is necessary to accelerate schedules. Depending on the project, one method to accelerate a schedule might prove more effective than another. It is up to you to determine the most appropriate method.

Consider the following methods:

- Shorten the duration of tasks on the critical path. You could add employees and equipment. You could also create additional workdays.
- Overlap tasks. Overlapping tasks allows for simultaneous work between various tasks.
- Break apart tasks. Dividing large tasks into smaller tasks might allow for simultaneous work between tasks.
- Change the dependency between predecessor tasks. Changing the dependency can allow tasks to begin sooner.
- Add lead to predecessor tasks.

Scheduling and the company calendar

Sage 100 Contractor uses the company calendar as the basis for the project schedule. When you first calculate a schedule, Sage 100 Contractor retrieves the holidays and non-workdays from the company calendar, adds them to the schedule, and adjusts the duration of affected tasks.

After the first calculation of the schedule, subsequent changes to the company calendar do not affect the start or finish dates of tasks in a schedule. Enter any changes such as additional work or non-workdays in the project schedule manually.

Changing workdays and non-workdays

While in Gantt view, you can switch workdays to non-workdays (or vice versa) for a single task or all tasks across a specific date. When you select a day within a task, Sage 100 Contractor switches that day within the task to the opposite status. When you select an entire day, Sage 100 Contractor switches the status of all tasks within that date.

Suppose that you are building the foundation forms for a home and the forms will not be completed until Monday. However, rain is forecast next Tuesday. To avoid penalties for any potential delays further along in the project, you decide to accelerate the schedule to finish building the forms and pour the concrete by Saturday. When the rain comes Tuesday, carpenters can begin the rough framing.

In the schedule, you click the Saturday between the two tasks to change the Saturday status for the tasks **Form & Reinforcing** and **Pour Foundation** from non-workday to workday. Alternately, you can change the status of an entire day by clicking it. In the example, if you change the Saturday from a non-workday to a workday, the status of each task is changed.

To change workday status:

1. Open **10-3 Schedules**.
2. Using the data control, select an existing schedule and click the **Grid/Gantt** button.
3. On the **Mode** menu, click **Workday/Non-Workday**.
4. To change the status of a day within a task, click the day on the taskbar.
5. To change an entire day, click the day at the top of the Gantt view.

Note: When you change the status of a workday or non-workday within a task, that status remains fixed to the day. As you adjust a schedule to reflect the daily changes, tasks may completely move away from an exception day, and the exception will no longer affect the task. However, the colored exception day continues to display in the Gantt view so that if the task moves back, the exception day still applies.

Recalculating the schedule with the company calendar

When you select the **Add off days from company calendar** check box, Sage 100 Contractor reviews the company calendar and updates the schedule when you recalculate.

To recalculate the schedule with the company calendar:

1. Open **10-3 Schedules**.
2. Select a schedule.
3. Select the **Add off days from company calendar** check box.

About displaying schedule recaps

You can display a summary of scheduled jobs by job status **1-Bid**, **3-Contract**, or **4-Current**. The summary provides a Gantt view, allowing you to view the start and finish of jobs in relation to each other.

Displaying schedule recaps

To display a recap:

1. Open **10-3 Schedules**.
2. On the **Options** menu, select **Recap**.
3. Under **View jobs with the following status**, select or clear any of following check boxes:
   - 1-Bid
   - 3-Contract

- 4-Current

4. From the options **Week**, **Month**, **Quarter**, or **Year**, select the period you want to view.

Exporting scheduling grid files

Important!

- Scheduling files cannot contain job numbers or phases.
- Files are specific to the company in which you save them.

To export a scheduling grid file:

1. Open **10-3 Schedules**.
2. To create a file from a phase in an existing schedule, do the following:
3. In the data control box, enter the job number.
4. In the **Phase** list, click the phase.
5. Edit the content of the phase.

   Important! Instead of using a schedule from an existing job, you can create a new schedule.

6. On the **Options** menu, point to **Export 10-3**, then click **Grid File**.
7. Name the file, then click [**OK**].

Deleting schedules

The notes in a schedule about project delays can prove useful if disputes arise. It is a good idea to retain a job's schedule with the other job records. When the books are closed for the fiscal year, job records assigned status **6-Closed**, and the associated records, including the schedule, are deleted.

To delete a schedule:

1. Open **10-3 Schedules**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Schedule**.
4. Under **Removal Method**, select what you want to delete.
5. Click **OK**.

Chapter 11: Service Receivables

Working with Service Receivables

Note: Service Receivables features are available only if you have purchased the Service Receivables Add-On Module.

The Sage 100 Contractor **Service Receivables** add-on module handles service contracts, service routes, service dispatch, on-call work orders, quotes, and point-of-sale and billing-of-service work materials. Because **Service Receivables** fully integrates with the **Inventory** add-on module, you can keep inventory up-to-date based on service work completed.

Using **Service Receivables**, you can review information about equipment installed at multiple client sites and track how the equipment is used. You can use service truck inventory to assign parts to trucks or warehouses. In addition, you can turn your estimates into service work orders.

Here are more features found in Sage 100 Contractor **Service Receivables**:

- Estimates can be turned into single or multiple work orders.
- Billing can be done during or at the end of a job.
- Payroll hours can be imported from service work orders to payroll.
- Service dispatch can be displayed in 15-minute, hourly, or daily increments.
- Work orders can be displayed with user-defined color codes showing client, priority, and Postal code.

11-1 Service Reports

See Appendix B for a complete list of 11-1 Service Reports.

11-2 Work Orders, Invoices, & Credits

You use the **11-2 Work Orders/Invoices/Credits** window to enter transactions that affect service receivable accounts. You can create quotes, work orders, invoices, credits, and service routes and contracts. You can also view many different summaries, such as service contracts for clients, client equipment, equipment by location, quotes, work orders, and open invoices.

As you create records, you can schedule the service call and provide the location of the work and the parts and assemblies necessary to complete the work. When performing service work for insurance recovery, you can also supply the necessary policy details.

Tip: Using the grid in the **11-2 Work Orders/Invoices/Credits** window to add a location for a client can be slow, especially if there are many existing locations. To add a new service location quickly, use the separate **Add Service Location** window.

About 11-2 Work Orders-Invoices-Credits

The **11-2 Work Orders/Invoices/Credits** window lets you enter transactions that affect service receivable accounts. You can create quotes, work orders, invoices, credits, and service routes and contracts. You can also view many different summaries such as service contracts for clients, client equipment, equipment by location, quotes, work orders, and open invoices.

As you create records, you can schedule the service call and provide the location of the work and the parts and assemblies necessary to complete the work. When performing service work for insurance recovery, you can also supply the necessary policy details.

Use the **Remove Paid/Void/Completed Records** option to service invoices that meet the following criteria:

- The status is **Paid**, **Completed**, or **Void**.
- The service invoice and associated payments has been posted prior to the current year.

About setting up service jobs

For service jobs, you need to include a job number on each record. When you post a direct expense, Sage 100 Contractor creates a cost record using the job number.

It is not necessary to create a job for each quote, work order, or invoice. Instead, create a dummy job that is assigned to all service records.

For companies with up to 2,000 completed work orders a year, create a single dummy job. After several years, remove the dummy job when closing the books for the fiscal year. Then create a new dummy job.

Tip: To make the dummy job identifiable, give it a name such as Service Work.

For companies with up to 10,000 completed work orders a year, create a new dummy job each fiscal year. After keeping a dummy job for two years, remove the dummy job when closing the books for the fiscal year.

Tip: To make the dummy job identifiable, give it a name that includes the year. For example, Service 2001, Service 2002, Service 2003, and so on.

For companies with over 10,000 completed, work orders a year, create a new dummy job each fiscal quarter.

Tip: To make the dummy job identifiable, give it a name that includes the year and fiscal quarter. For example, **Service 2002 Q1**, **Service 2002 Q2**, **Service 2002 Q3**, and so on.

There is no correlation between the job number and work order number. You can run job cost reports for a specific work order.

About entering service receivable items at initial setup

Post the service receivable items against the same clearing account used earlier to enter the service receivable balances. The process transfers the balances into the **Service Receivables** ledger account.

When entering the receivable items, post the records to the appropriate posting periods. Post any open items from the prior year to period 0.

It is not necessary to enter the individual parts as line items in the grid. A single line containing a description, quantity, price, and ledger account number is all that is necessary.

About setting up service jobs

For service jobs, you need to include a job number on each record. When you post a direct expense, Sage 100 Contractor creates a cost record using the job number.

It is not necessary to create a job for each quote, work order, or invoice. Instead, create a dummy job that is assigned to all service records.

For companies with up to 2,000 completed work orders a year, create a single dummy job. After several years, remove the dummy job when closing the books for the fiscal year. Then create a new dummy job.

To make the dummy job identifiable, give it a name such as **Service Work**.

For companies with up to 10,000 completed work orders a year, create a new dummy job each fiscal year. After keeping a dummy job for two years, remove the dummy job when closing the books for the fiscal year.

To make the dummy job identifiable, give it a name that includes the year. For example, **Service 2001**,**Service 2002**,**Service 2003**, and so on.

For companies with over 10,000 completed, work orders a year, create a new dummy job each fiscal quarter.

To make the dummy job identifiable, give it a name that includes the year and fiscal quarter. For example, **Service 2002 Q1**, **Service 2002 Q2**, **Service 2002 Q3**, and so on.

There is no correlation between the job number and work order number. You can run job cost reports for a specific work order.

Service Receivables Startup

Methods for entering historical service receivable records

When entering service receivable invoices and credits, you can choose from three methods of entry. Each successive method provides more detail for reports than the previous method, and requires more time to enter data.

Regardless of which method you select, you must post the transaction to the period before the current posting period. For example, if you are setting up during period 7, post the records to period 6.

Method 1

For each client, enter a single and separate record for the total outstanding balance. While this method is the quickest, it has numerous limitations:

- The statements do not list the invoices.
- The agings do not reflect the invoices entered during startup because the balance is entered as a single amount.
- The detail for prime contract audits is limited.

Method 2

For each client, enter a record for the outstanding balance of each unpaid or partially paid item. When entering a partially paid invoice, make two separate entries. When using method 2, you will be entering a significant amount of information with each item.

Method 3

For each client, enter a record for each receivable invoice or credit. Not only are you entering the outstanding balances for unpaid and partially paid items, but you are also entering fully paid invoices and credits. When entering a partially paid invoice, make two separate entries. Then assign paid records status **4-Paid**, and assign open records status **1-Open**.

Enter all items in chronological order so that statement and contract audits display the invoices in sequence.

Entering service receivable items at initial setup

Post the service receivable items against the same clearing account used earlier to enter the service receivable balances. The process transfers the balances into the **Service Receivables** ledger account.

When entering the receivable items, post the records to the appropriate posting periods. Post any open items from the prior year to period 0.

It is not necessary to enter the individual parts as line items in the grid. A single line containing a description, quantity, price, and ledger account number is all that is necessary.

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Service Quotes, Work Orders, and Invoices

About service invoice types

Service invoice types let you categorize transactions and control to which ledger accounts you post. For each type, indicate the cash, taxable income, non-taxable income, discounts given, and cost of goods accounts as well as the cost code and cost type. In addition, you can include a department.

On the **Invoice Details** tab, Sage 100 Contractor inserts the appropriate income account for the selected service invoice type. For taxable items, Sage 100 Contractor suggests the taxable income account. For non-taxable items, Sage 100 Contractor suggests the non-taxable income account. You can change the account if needed.

When you post the work order or invoice, Sage 100 Contractor creates the journal transaction, debiting the service receivables account and crediting the appropriate taxable or non-taxable accounts for each item. Under certain circumstances, Sage 100 Contractor also posts to the cash, discounts given, or cost of goods accounts indicated in the service invoice type.

- **Cash Account.** When a client or customer pays cash for an over-the-counter sale, enter the invoice and assign it status **4-Paid**. When you post the transaction, Sage 100 Contractor creates additional lines in the journal transaction-debiting the cash account and crediting the service receivables account.
- **Cost of Goods.** When the items come from inventory, Sage 100 Contractor creates additional lines in the journal transaction-debiting the cost of goods account and crediting the inventory account.

You can set up service invoice types to classify the types of work you perform, and provide suggested ledger accounts for posting transactions. If there are a large number of startup invoices, create a service invoice type designed to post to the service receivables clearing account.

Example of service invoice types for a plumbing company

Invoice Type #	Type Name
1	Over-the-counter
2	Faucet repair
3	Grease/drain clean out
4	Leak detection

Invoice Type #	Type Name
5	Back flow test
6	Plumbing repair
7	Old debt

Example of service invoice types for an electrical company

Invoice Type #	Type Name
1	New fixture
2	Fixture replacement
3	Rewire
4	New meter/service
5	Upgrade meter/service
6	Troubleshooting
7	Old debt

About service invoice status

The status of a service record indicates its location in the process.

Important! You can change the status of records assigned status **1-Open**, **2-Review**, or **3-Dispute** to another of the first three status settings. However, you cannot assign status **4-Paid** or **5-Void**.

Status	Description
1-Open	Indicates you have invoiced the customer. Sage 100 Contractor posts the record to the general ledger.
2-Review	Indicates the management or bookkeeping staff should review the record.
3-Dispute	Indicates a record disputed by the client.
4-Paid	Indicates a record paid in full.

Status	Description
5-Void	Indicates a void record.
6-Quote	Indicates a quote has been provided to a potential customer. A service call has not been scheduled. You cannot hold stock for a service record assigned this status.
7-Work Order	Indicates a service call is scheduled. You cannot hold stock for a service record assigned this status. When you post a work order, Sage 100 Contractor assigns the record status **1-Open**.
8-Complete	Indicates the service work is complete, but you will not bill the customer for the work.
9-Route	Indicates the work order is for a service route. You cannot use serialized part numbers in the record. However, you can enter parts without serial numbers.
10-Contract	Indicates a service provided on a regular basis. You cannot use serialized part numbers in the record. However, you can enter parts without serial numbers.

Note: When an invoice or credit is fully paid, Sage 100 Contractor automatically assigns status **4-Paid**. If you void the record, Sage 100 Contractor automatically assigns status **5-Void**.

Entering quotes or work orders or invoices

Consider the following points before entering quotes, work order, or invoices:

- To create a quote or work order, you only need to provide the information required in the header.
- To create an invoice, you must include a price and quantity on the **Invoice Details** tab; otherwise, Sage 100 Contractor cannot calculate the invoice amount.
- When you save a record assigned status **1-Open**, **2-Review**, or **3-Dispute**, Sage 100 Contractor posts an invoice to the general ledger.
- The work order shows up on the **Dispatch Board** when the **Scheduled** and **Priority** text boxes on the **Dispatch** tab are filled in.
- You can use markups and overrides when entering a new quote, work order, or invoice.

To locate an existing client's records, you can make an entry in the **Phone#**, or **Address 1**, on the **Location** tab when **F9** is used. Sage 100 Contractor searches the client and client locations and displays the record when it finds an exact match. When you enter client records, be consistent in how the information is formatted.

Suppose a client's address appears in the client record as 555 Main St. When entering a work order for the client, you enter 555 Main Street in the **Address 1** text box on the **Location** tab. Because the address does not precisely match what is given in the client record, Sage 100 Contractor is unable to find the client record.

Some companies provide technicians with preprinted numbered invoices, which you can track on the service record. After a technician has provided the customer with an invoice, select the service record and enter the invoice number in the **Invoice#** text box. If you leave the **Invoice#** box blank, Sage 100 Contractor inserts the work order number.

Tip: With the cursor in the **Order#** text box, you can have Sage 100 Contractor auto-populate the **Order#** and the **Invoice#** text boxes by setting the **Default Entry to Next** in the **Field Properties** (F7). Alternatively, on saving a record, if no **Invoice#** is assigned, Sage 100 Contractor copies the order number to the invoice number.

To enter a quote, work order, or invoice

1. Open **11-2 Work Orders/Invoices/Credits**.
2. On the first tab:
   a. In the **Order#** text box, enter the work order number.
   b. In the **Invoice#** text box, enter the invoice number.
   c. In the **Date** text box, enter the work order date.
   d. In the **Client#** text box, enter a client number.
   e. In the **Description** text box, enter a brief statement about the transaction.
   f. In the **Job** text box, enter the job number.
   g. In the **Status** list, click the invoice status.
   h. In the **Type** list, click the invoice type.
3. If you want to enter the customer or client location, enter the data on the **Location** tab.
4. If you want to schedule the service call, enter the data on the **Dispatch** tab.
5. If you want to enter the billing information, enter the data on the **Billing** tab.
6. If you want to enter the parts or assemblies necessary to complete the work, enter the data on the **Invoice Details** tab.
7. If you want to enter the insurance information, enter the data on the **Insurance** tab.
8. On the **File** menu, click **Save**.

About prioritizing work orders and employees

You can assign a priority number to each work order and to each employee assigned to that work order. The priority lets a dispatcher assess how important a work order is, or how important it is for an employee to go out on a particular job.

Important! If the priority of the employee is different from the priority of the work order, the **Dispatch Board** displays the employee's priority.

You can customize the 8 selections in the priority dropdown list in **11-2 Work Orders/Invoices/Credits** to make it applicable to your workflow. When you look at the appointment on the **Dispatch Board**, its priority appears as a color in the upper right corner.

Following are some examples of priorities and their corresponding colors.

Example 1: Default priority levels and colors

Priority	Color
1-Emergency	Red
2-Urgent	Orange
3-Prompt	Yellow
4-Low	Green
5-Hold	Gray

Example 2: Priority levels by service level agreement

Priority	Color
1-4 Hour Response Time	Red
2-Same Day Response	Orange
3-8 Hour Response Time	Yellow
4-24 Hour Response Time	Green
5-48 Hour Response Time	Gray

Entering quotes or work orders or invoices

Consider the following points before entering quotes, work order, or invoices:

- To create a quote or work order, you need to provide only the information required in the header.
- To create an invoice, you must include a price and quantity on the **Invoice Details** tab. Otherwise, Sage 100 Contractor cannot calculate the invoice amount.
- When you save a record assigned status **1-Open**, **2-Review**, or **3-Dispute**, Sage 100 Contractor posts an invoice to the general ledger.
- The work order shows up on the **Dispatch Board** when the **Scheduled** and **Priority** text boxes on the **Dispatch** tab are filled in.

To locate an existing client's records, you can make an entry in the **Phone#**, or **Address 1**, on the **Location** tab when **F9** is used. Sage 100 Contractor searches the client and client locations and displays the record when it finds an exact match. When you enter client records, be consistent in how the information is formatted.

Suppose a client's address appears in the client record as 555 Main St. When entering a work order for the client, you enter 555 Main Street in the **Address 1** text box on the **Location** tab. Because the address does not precisely match what is given in the client record, Sage 100 Contractor is unable to find the client record.

Some companies provide technicians with preprinted numbered invoices, which you can track on the service record. After a technician has provided the customer with an invoice, select the service record and enter the invoice number in the **Invoice#** text box. If you leave the **Invoice#** box blank, Sage 100 Contractor inserts the work order number.

Tip: With the cursor in the **Order#** text box, you can have Sage 100 Contractor auto-populate the **Order#** and the **Invoice#** text boxes by setting the **Default Entry to Next** in the **Field Properties** (F7). Alternatively, on saving a record, if no **Invoice#** is assigned, Sage 100 Contractor copies the order number to the invoice number.

To enter a quote, work order, or invoice

1. Open **11-2 Work Orders/Invoices/Credits**.
2. In the **Order#** text box, enter the work order number.
3. In the **Invoice#** text box, enter the invoice number.
4. In the **Date** text box, enter the work order date.
5. In the **Client#** text box, enter a client number.
6. In the **Description** text box, enter a brief statement about the transaction.
7. In the **Job** text box, enter the job number.

8. In the **Status** list, click the invoice status.
9. In the **Type** list, click the invoice type.
10. If you want to enter the customer or client location, enter the data on the **Location** tab.
11. If you want to schedule the service call, enter the data on the **Dispatch** tab.
12. If you want to enter the billing information, enter the data on the **Billing** tab.
13. If you want to enter the parts or assemblies necessary to complete the work, enter the data on the **Invoice Details** tab.
14. If you want to enter the insurance information, enter the data on the **Insurance** tab.
15. On the **File** menu, click **Save**.

About insurance information

This functionality performing service work for insurance recovery, you can supply the necessary policy details on the **Insurance Information** tab of **11-2 Work Orders/Invoices/Credits.**

Entering insurance information

To enter insurance information:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. On the **Insurance Information** tab:
   a. In the **Policyholder** text box, enter the name of the policy holder.
   b. In the **Policy Address 1**, **Policy Address 2**, **City**, Province, and **Postal** text boxes, enter the address of the policyholder.
   c. In the **Policy Phone** text box, enter the telephone number of the policyholder.
   d. In the **Policy Type** text box, enter the kind of policy.
   e. In the **Deductible** text box, enter the deductible amount.
   f. In the **Company** text box, enter the name of the insurance company.
   g. In the **Adjuster Name** text box, enter the name of the insurance adjuster.
   h. In the **Adjuster Address 1**, **Adjuster Address 2**, **City**, Province, and **Postal** text boxes, enter the address of the adjuster.
   i. In the **Adjuster Phone** text box, enter the telephone number of the insurance adjuster.

Entering locations on a work order

To enter a location on a work order:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. On the **Location** tab:
   a. In the **Location** text box, enter the location.
   b. In the **Address 1**, **Address 2**, **City**, Province, and **Postal** text boxes, enter the address.
   c. In the **Contact** text box, enter the name of the person to contact at the location.
   d. In the **Cross** text box, enter the nearest cross street.
   e. In the **Map** text box, enter the map coordinates.
   f. In the **Phone#** text box, enter the telephone number of the location.
   g. In the **Priority** list, click the priority you want to assign the record.
   h. In the **Service Area** text box, enter the service area.
   i. In the **Salesperson** text box, enter the employee managing the sale.
   j. In the **Technician** text box, enter the technician performing or managing the work.
   k. If the work is part of a route, in the **Route** text box, enter the route number to which you are assigning the work.
   l. If the record is part of a service contract or route:
      i. In the **Contract** text boxes, enter the beginning and ending dates.
      ii. In the **Next Bill** text box, enter the date when to next bill the client.
      iii. In the **Cycle** list, click the billing cycle you want.

      In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

      - **30DY** means due every 30 days.
      - **02MO** means due every two months.
      - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor

m. Under **Date/Time**:

   i. In the **First Call** text box, enter the **date** when you received the call. In the **Second Call** text box, enter the **time** when you received the call.

   ii. In the first **Dispatch** text box, enter the **date** when you dispatched the call. In the second **Dispatch** text box, enter the **time** when you dispatched the call.

   iii. In the first **Scheduled** text box, enter the **date** when the work is to be performed. In the second **Scheduled** text box, enter the **time** when the work is to be performed.

   iv. In the first **Start** text box, enter the **date** when the actual work begins. In the second **Start** text box, enter the **time** when the actual work begins.

   v. In the first **Finish** text box, enter the **date** when the actual work is completed. In the second **Finish** text box, enter the **time** when the actual work is completed.

   vi. In the **Estimated Hours** text box, enter the estimated number of hours necessary to complete the work.

   vii. In the **Actual Hours** text box, enter the actual number of hours necessary to complete the work.

n. In the grid, for each employee, for each day worked:

   i. In the **Employee** cell, enter the employee number.

   ii. In the **Equipment** cell, enter the equipment number of equipment used on the service call.

   iii. In the **Priority** cell, enter the priority number reflecting the need for the employee.

   iv. In the **Scheduled Date** cell, enter the **date** when the employee is scheduled to begin.

   v. In the **Scheduled Start** cell, enter the **time** when the employee is scheduled to begin.

   vi. In the **Scheduled Finish** cell, enter the **time** when the employee is scheduled to finish.

   vii. In the **Scheduled Hours** cell, enter the estimated number of hours necessary to complete the work.

   viii. In the **Completed Date** cell, enter the **date** when the work is completed.

   ix. In the **Actual Start** cell, enter the **time** when the actual work begins.

   x. In the **Actual Finish** cell, enter the **time** when the actual work is completed.

   xi. In the **Actual Hours** cell, enter the actual number of hours necessary to complete the work.

o. In the **Billed Date** cell, enter the **date** when you billed for the work.

Tip: The **Payroll Records** window uses service orders to create timecards. Sage 100 Contractor looks at the grid on the **Dispatch** tab for the date work is completed and the actual number of hours worked.

Creating multiple work orders and invoices

When you repeat a record, Sage 100 Contractor creates additional copies of the work order or invoice and schedules them for you.

Example: Scheduling a maintenance call once a month for a year

Suppose you want to schedule a maintenance call for a client once a month for the next year. After entering the initial work order, you can have Sage 100 Contractor repeat the record once a month for an additional 11 times. Sage 100 Contractor then schedules them at the same time each month for the next 11 months.

To schedule a monthly maintenance call for a year

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Using the data control, select the record.
3. On the **Options** menu, click **Copy or Repeat this Record**.
4. Select the **Repeat this record every** option, and do the following:
5. Enter **1** in the first number field.
6. Select **Month(s)** from the dropdown.
7. Enter **11** in the second number field for the amount of times to repeat.
8. Click **[Repeat]**.

To create multiple work orders and invoices

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Using the data control, select the record.
3. On the **Options** menu, click **Copy or Repeat this Record**.
4. Select the **Repeat this record every** option, and do one the following:
   - **Days**: Enter the number of days in the first number, select **Day(s)** from the dropdown, and enter the number of times to repeat in the second number field.
   - **Weeks**: Enter the number of weeks in the first number field, select **Week(s)** from the dropdown, and enter the number of time to repeat in the second number field.
   - **Months**: Enter the number of months in the first number field, select **Month(s)** from the dropdown, and enter the number of times to repeat in the second number field.
   - **Years**: Enter the number of months in the first number field, select **Year(s)** from the dropdown, and enter the number of times to repeat in the second number field.
5. Click **[Repeat]**.

Copying and repeating records

In **11-2 Work Orders/Invoices/Credits** window, you now have the ability to copy or repeat a work order. Instead of using the copy and paste function, this option allows you to designate how often to copy and does not copy information such as the work order number.

There are two options:

- Copy this record one time only
- Repeat this record

Both options copy and create a new work order, but the repeat option allows you set up how often to copy and repeat this work order.

When copying the record, the new record has the following features:

- Status is set to what it was in the original record
- Order# and Invoice# advance to the next number, based on your settings
- The Order Date and Entered fields are set to today's date
- Several fields are cleared: Call, Dispatch, Scheduled, Start, Finish, and Actual Hours

Creating purchase orders from work orders or invoices

In the **11-2 Work Orders/Invoices/Credits** window, you can create a purchase order for the material contained in a work order or invoice.

To create a purchase order from a work order or invoice, on the **Options** menu, click **Create Purchase Order**.

Deleting service records

You can delete a service record assigned status **6-Quote**, **7-Work Order**, **8-Completed**, **9-Route**, or **10-Contract**.

To delete a service record:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Delete Record**.

Managing bad debts in service receivables

Sometimes there are situations where you have billed for work, but might never receive full payment. You can post a credit invoice to the job, crediting the **Bad Debt Expense** account, for the uncollected amount. By not applying the credit to the open invoice, the credit invoice creates a $0 job balance but the invoice remains open. If you eventually collect the remaining contract balance, you can still post the payment to the invoice and void the credit.

For service receivables, create a service invoice type for posting bad debts. When setting up the type, enter the usual cash, discounts given, and cost of goods accounts. In place of the taxable and non-taxable income accounts, enter the account number for bad debt expense.

With a type for bad debt, you can generate reports detailing your bad debts for only the service work, and even create reports on a client by client basis.

Customizing the priority dropdown list

You can customize the eight selections in the priority dropdown list in **11-2 Work Orders/Invoices/Credits** to make it applicable to your workflow. When you look at the appointment on the **Dispatch Board**, its priority appears as a color in the upper right corner.

Example #1: Priority by Service Level Agreement

For example, if you want to assign priority by service level agreement, you can do the following:

Priority	Color
1-4 Hour Response Time	Red
2-Same Day Response	Orange
3-8 Hour Response Time	Yellow
4-24 Hour Response Time	Green
5-48 Hour Response Time	Gray

Example #2: Priority by County

Priority	Color
West County	Red

Priority	Color
North County	Yellow
East County	Green
South County	Blue

To customize the priority dropdown list

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Click the **Dispatch** tab.
3. Click the up arrow to the right of the priority dropdown list.
4. In the **Label and Prompt** tab:
   a. Type a name for the Priority label in the User Description field. Use only letters or numbers, up to 19 characters, spaces included.
   b. Type a prompt to help you identify what information the User Description field. This information displays in the status bar.
5. In the **Item Names and Colors** tab:
   a. Type text in the fields to customize your section names.
   b. To change the color for the section name, click the lookup button to the right.
6. If you need to remove a section or insert a section:
   a. Click the [**Advanced Options**] link.

      Note: You must be a company administrator to access the Advanced Options area.

   b. Delete the unneeded sections.

      If a section name is assigned to a record, you cannot delete that section.
7. Click [**OK**].

The changes are reflected in the Section Name and dropdown menu.

More about Work Orders

About work order deposits

In working with your clients, you might have to enter a deposit on a work order. Suppose a client provides a prepayment of $30 on a work order for $160. This amount has to be reflected in the client's invoice or statement and deducted from the total.

When you save a work order with a deposit, Sage 100 Contractor enters the deposit amount in the general ledger as a credit to the client. In other words, you have been paid for work that you have not performed. When you print an invoice or statement, however, the deposit is deducted from the invoice or statement total.

Tips:

- You can modify service invoice and statement report forms so that they show work order deposits and deduct them from the total amount due. (Your business partner can help you to modify these forms if you are unsure how to do so.)
- Refunding a service receivables credit uses the same procedure as refunding an accounts receivable cheque.

Posting single work orders

To post a single work order:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Using the data control, select the work order.
3. On the **Post** menu, click **[This Record Only]**.

Posting multiple work orders

Sage 100 Contractor provides a list of work orders you can post using the following criteria: Sage 100 Contractor looks at each work order for a date in the **Finish** text box. If a date is not found, Sage 100 Contractor then looks for a date in the **Scheduled** text box, and finally the **Dispatch** text box. The date found must be the same as today's date or earlier. Otherwise, Sage 100 Contractor does not include the work order in the list of work orders you can post.

To post multiple work orders:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. On the **Post** menu, click **[Multiple Records]**.
3. Select the work orders you want to post.
4. Click **[Post]**.

Posting options for work orders

You can handle posting options for work orders three different ways.

- When you use the **Use the current date as the Invoice Date** option, due dates and discount dates will calculate from the current date according to the client's terms.
- When you use the **Use each record's existing Invoice Date** option, existing invoice dates, due dates, and discount dates will not be adjusted. Missing dates will be calculated.
- When you use the **Enter desired Invoice Date when posting** option, due dates and discount dates will calculate from the entered invoice date according to the client's terms.

Note: If you are logged in as Administrator, you can choose one of the three options, and then select the **Always use the option selected above** check box to make it the default posting option.

Deleting work orders

When you delete an appointment from the **Dispatch Board**, Sage 100 Contractor deletes the work order.

To delete a work order:

1. Open **11-3 Dispatch Board**.
2. Right-click the appointment, and then click **[Delete]**.

Invoice Service Calls

Entering invoice details for service calls

Consider the following points before entering the invoice details for a service call:

- You can use markups and overrides when entering invoice details for a service call.
- You can enter an initial deposit for part of the total invoice in the **Paid** box when the invoice has a status setting of 1 through 4. After you have saved the record, the **Paid** box is inaccessible.
- You can enter an initial deposit for part of the total invoice in the **Deposit** box when the invoice has a status of **7-Work Order**. After you have saved the record, the **Deposit** box is inaccessible.
- You can enter a specified discount available to the customer in the **Disc.** box.
- You can control the billing of individual items. By using a work order as a master record, you can create partial invoices.

To enter the invoice details for a service call:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Click the **Invoice Details** tab.

3. In the grid:
   a. In the **Assembly#** cell, enter an assembly number. Review each assembly to add missing parts, delete unnecessary parts, and edit part quantities as needed.
   b. In the **Part#** cell, enter a part number.
   c. In the **Description** cell, enter a brief description.
   d. In the **Quantity** cell, enter the number of assemblies or parts necessary to complete the work.
   e. In the **Price** column, enter the price per unit.
   f. In the **Ticket#** cell, enter the load ticket number or purchase order number.
   g. In the **Cost Type** cell, enter the type.
   h. In the **Account** cell, enter the ledger account number to be used for posting the invoice.
   i. In the **Subaccount** cell, enter the subaccount.
   j. In the **Inv. Location** cell, enter the inventory location number.
   k. If the part has a serial number, enter the serial number in the **Serial#** cell.
   l. In the **Site Location** cell, enter the location where the equipment is installed.
   m. In the **Equipment** cell, enter the equipment number of the client's equipment that was serviced.
   n. You can also enter information into the remaining columns, **User Defined**, **Shop Notes**, and **Owner Notes**.
4. Repeat step 3 for each item you want to include.

Entering billing information for work orders and invoices

Caution! To avoid any non-compliance with PCI DSS, we recommend against storing credit card information in Sage 100 Contractor. Such storage does not comply with the PCI DSS, and thus it creates a possible risk for your business.

To enter the invoice details for a service call:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Click the **Billing** tab.
3. Do any of the following:
   - In the **Invoice Date** text box, enter the date when you created the invoice.
   - In the **Due Date** text box, enter the invoice due date.

- In the **Disc Date** text box, enter the due date by which the payment must be received for the discount to apply.
- In the **Reference#** text box, enter the reference number.
- In the **Source** list, click the source of the lead.
- In the **Client PO#** text box, enter the client's purchase order number.
- In the **Resale#** text box, enter the customer's resale number.
- In the **Salesperson** text box, enter the employee number.
- In the **Payment** list, click the drop-down button and select the method of payment.
- In the **Card/Cheque#** text box, enter the credit card or cheque number.
- In the **Cardholder** text box, enter the name on the credit card.
- In the **Exp Date** text box, enter the expiration date of the credit card.

About the Discount Available box

Some service invoices may have discounts. You can include the discount by entering the amount in the **Discount Available** box.

Creating partial invoices

With large projects, you can create a single work order. The work order acts as a master, and contains all the assemblies and parts needed to complete the work. Over the course of the job, you can then create smaller invoices. For example, you can stagger invoicing for a job based on the work completed.

On the work order, Sage 100 Contractor tracks the total quantity invoiced in the **Billed to Date** column. In addition, it displays the number of the last invoice created for each item in the **Ticket Number** column.

To create a partial invoice:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Using the data control, select the work order.
3. Click the **Invoice Details** tab.
4. In the **Current** cell of each item to be invoiced, enter the quantity.
5. On the **Options** menu, click **Create Partial Invoice**.
6. Using the data control, select the last record to review the invoice.

Note: Markups and overridden billing amounts are not included when creating partial invoices.

About service invoice types

Service invoice types let you categorize transactions and control to which ledger accounts you post. For each type, indicate the cash, taxable income, non-taxable income, discounts given, and cost of goods accounts as well as the cost code and cost type. In addition, you can include a department.

On the **Invoice Details** tab, Sage 100 Contractor inserts the appropriate income account based on the service invoice type selected. For taxable items, Sage 100 Contractor suggests the taxable income account. For non-taxable items, Sage 100 Contractor suggests the non-taxable income account. You can change the suggested account if needed.

When you post the work order or invoice, Sage 100 Contractor creates the journal transaction, debiting the service receivables account and crediting the appropriate taxable or non-taxable accounts for each item. Under certain circumstances, Sage 100 Contractor also posts to the cash, discounts given, or cost of goods accounts indicated in the service invoice type.

- **Cash Account:** When a client or customer pays cash for an over-the-counter sale, enter the invoice and assign it status **4-Paid**. When you post the transaction, Sage 100 Contractor creates additional lines in the journal transaction-debiting the cash account and crediting the service receivables account.
- **Cost of Goods:** When the items come from inventory, Sage 100 Contractor creates additional lines in the journal transaction-debiting the cost of goods account and crediting the inventory account.

You can set up service invoice types to classify the types of work you perform, and provide suggested ledger accounts for posting transactions. If there are a large number of startup invoices, create a service invoice type designed to post to the service receivables clearing account.

Example of service invoice types for a plumbing company

Invoice Type #	Type Name
1	Over-the-counter
2	Faucet repair
3	Grease/drain clean out
4	Leak detection
5	Back flow test
6	Plumbing repair
7	Old debt

Example of service invoice types for an electrical company

Invoice Type #	Type Name
1	New fixture
2	Fixture replacement
3	Rewire
4	New meter/service
5	Upgrade meter/service
6	Troubleshooting
7	Old debt

Setting up service invoice types

Note that the cost code and cost type enable Sage 100 Contractor to create job cost records for service work. When you include parts from inventory on the service record, Sage 100 Contractor creates the cost record for the cost of the parts from inventory only. Sage 100 Contractor gets the average cost amount from the part(s) and uses that amount times the number of parts to post to the **Cost of Goods** account and create a job cost to match.

To set up service invoice types:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Next to the **Type** list, click the detail button.
3. In the **Invoice Type#** cell, enter the invoice type number.
4. In the **Type Name** cell, enter the name of the service invoice type.
5. In the **Dispatch Color** cell, double click to select a color other than the default Peach Puff color.

   If you departmentalize transactions, enter the department number in the **Department** cell.
6. In the **Cash Acct** cell, enter the account number to which you want to post cash transactions.
7. In the **Taxable Income Acct** cell, enter the account number to which you want to post taxable income.
8. In the **Non-Tax Income Acct** cell, enter the account number to which you want to post non-taxable income.
9. In the **Disc Given Acct** cell, enter the account number to which you want to post discounts.

10. In the **Cost of Goods Acct** cell, enter the account number to which you want to post the cost of goods.
11. In the **Cost Code** cell, enter a cost code.
12. In the **Cost Type** cell, enter **1-Material**.
13. Repeat steps 3-12 for each invoice type.
14. On the **File** menu, click **[Save]**.

Tip: You can create a service invoice type for old debts for which you do not expect payment.

About service invoice status

The status of a service record indicates its location in the process.

Important! You can change the status of records assigned status **1-Open**, **2-Review**, or **3-Dispute** to another of the first three status settings. However, you cannot assign status **4-Paid** or **5-Void**.

Status	Description
1-Open	Indicates you have invoiced the customer. Sage 100 Contractor posts the record to the general ledger.
2-Review	Indicates the management or bookkeeping staff should review the record.
3-Dispute	Indicates a record disputed by the client.
4-Paid	Indicates a record paid in full.
5-Void	Indicates a void record.
6-Quote	Indicates a quote has been provided to a potential customer. A service call has not been scheduled. You cannot hold stock for a service record assigned this status.
7-Work Order	Indicates a service call is scheduled. You cannot hold stock for a service record assigned this status. When you post a work order, Sage 100 Contractor assigns the record status **1-Open**.
8-Complete	Indicates the service work is complete, but you will

Status	Description
	not bill the customer for the work.
9-Route	Indicates the work order is for a service route. You cannot use serialized part numbers in the record. However, you can enter parts without serial numbers.
10-Contract	Indicates a service provided on a regular basis. You cannot use serialized part numbers in the record. However, you can enter parts without serial numbers.

Note: When an invoice or credit is fully paid, Sage 100 Contractor automatically assigns status **4-Paid**. If you void the record, Sage 100 Contractor automatically assigns status **5-Void**.

Recalculating invoices

When you make changes to an invoice, you can view the new totals by recalculating the invoice.

To recalculate an invoice, on the **Options** menu click **Calculate**.

Setting up finance charges for service work

To apply a finance rate, Sage 100 Contractor application needs to know the account to which to post the finance charge.

To set up finance charges for service work:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. In the upper right section of the window, next to the **Type** list, click the detail button.

   The **Service Invoice Types** window appears.
3. In the **Invoice Type#** cell, enter the invoice type number.
4. In the **Type Name** cell, type **Finance Charge**.
5. If you departmentalize transactions, enter the department number in the **Department** cell.
6. In the **Cash Acct** cell, enter the account number to which you want to post cash transactions.
7. In the **Non-Tax Income Acct** cell, enter the account number to which you want to post non-taxable income.

8. In the **Disc Given Acct** cell, enter the account number to which you want to post discounts.
9. In the **Cost of Goods Acct** cell, enter the account number to which you want to post the cost of goods.
10. In the **Cost Code** cell, enter a cost code.
11. In the **Cost Type** cell, enter a cost type.
12. On the **File** menu, click **[Save]**.

About voiding service invoices

If you discover a work order or invoice was entered incorrectly, determine the best method to correct the error. For example, if the error is in the header information, you can edit the information contained in any of the text boxes, except in the **Client Number** text box.

When the invoice contains an incorrect client number, ledger account, or amount, you can void the invoice and then re-enter it with the correct information. By voiding and re-entering the invoice, you create a clear audit trail.

There are also circumstances when you cannot void the original record. For example, you cannot void a credit invoice that has been applied in full. Because you cannot void these types of transactions, it is necessary to enter an adjusting invoice.

Before voiding an invoice, reverse all the payments posted to it. You can then enter the invoice correctly and reapply the payments.

Voiding service invoices

You can void a service invoice with an assigned status **1-Open**, **2-Review**, or **3-Dispute**.

Note that when voiding an invoice that contains discretionary taxes, Sage 100 Contractor also voids the tax amount. If the voided invoice reduces the discretionary taxes below the billing maximum, Sage 100 Contractor continues to calculate the discretionary taxes until the tax maximum is met.

To void a service invoice:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Using the data control, select the record.
3. If an amount appears in the **Paid** text box, reverse the payments.
4. On the **Edit** menu, click **Void Record**.

More about Service Credits

About service credits

Caution! You cannot reverse a credit invoice after applying it to an invoice. If you have applied a credit invoice to the wrong invoice, make adjusting invoice entries to correct the error.

There are reasons why you might have to enter a credit invoice. For example, suppose a client provides a prepayment on a service call or overpays an invoice. In either case, it is necessary to reduce the service receivable account.

When you save a credit invoice, Sage 100 Contractor reduces the client balance. However, the credit invoice retains status **1-Open** until you apply it against other invoices in the **3-3-1 Cash Receipts** window. After you have applied the credit balance to other invoices, Sage 100 Contractor assigns the credit invoice status **4-Paid**.

You can also apply a credit invoice to an invoice at the time you save the record. If the invoice is fully paid by means of the credit invoice, Sage 100 Contractor changes the status of the invoice to **4-Paid**. If the invoice still has a balance after applying the credit, the invoice status is not changed. Likewise, if the entire amount of the credit is applied, the status of the credit invoice changes to **4-Paid**. If a credit invoice still has a balance after applying it to an invoice, the status of the credit invoice remains unchanged. You can then apply the remaining credit invoice balance to other invoices in the **3-3-1 Cash Receipts** window.

Entering credit invoices or credits

When you apply a credit, Sage 100 Contractor adjusts the invoice and job balance. If the credit has a balance after applying it to an invoice, Sage 100 Contractor assigns the credit status **1-Open**, but if the entire amount of the credit is applied, Sage 100 Contractor assigns it status **4-Paid**.

Consider the following before entering a credit invoice or credit:

- When entering cash receipts, you can apply the credit invoice.
- You can use markups and overrides when entering a new invoice or credit. (See links)(See related topics)
- You can review the record totals before saving the credit invoice or credit. On the **Options** menu, click **Calculate**.
- You can provide part numbers on an credit invoice. Sage 100 Contractor only includes the parts on the credit invoice, and does not use the part information elsewhere.
- You can select which items to tax when you enter Yes in the **Subject to PST** text box in the **9-5 Takeoffs** window.

To enter a credit invoice or credit:

1. Open **11-2 Work Orders/Invoices/Credits**, and then:
   a. In the **Order#** text box, enter the order number.
   b. In the **Date** text box, enter the date of the client invoice.
   c. In the **Client#** text box, enter a client number.
   d. In the **Description** text box, enter a brief statement about the transaction.
   e. In the **Job** text box, enter the job number.
   f. In the **Status** list, click the invoice status.
   g. In the **Type** list, click the invoice type.
2. Click the **Invoice Details** tab.
3. In the grid, for each item:
   a. In the **Description** cell, enter a brief statement about the item.
   b. In the **Quantity** cell, enter the quantity of items as a negative amount.
   c. In the **Price** cell, enter the price for a single item.
4. On the **File** menu, click **Save**.

Entering a credit invoice and applying it to an invoice in 11-2 Work Orders

When you apply a credit, Sage 100 Contractor adjusts the invoice and client balance. If the credit has a balance after applying it to an invoice, Sage 100 Contractor assigns the credit status **1-Open**, but if the entire amount of the credit is applied, Sage 100 Contractor assigns it status **4-Paid**.

Consider the following when entering credit invoices:

- When entering cash receipts, you can apply the credit invoice.
- You can use markups and overrides when entering a new invoice or credit. (See links)
- You can review the record totals before saving the credit invoice or credit. On the **Options** menu, click **Calculate**.
- You can provide part numbers on the credit invoice. Sage 100 Contractor only includes the parts on the credit invoice, and does not use the part information elsewhere.
- You can select which items to tax when you enter Yes in the **Subject to PST** text box in the **9-5 Takeoffs** window.

To enter a credit invoice and apply it to an invoice:

1. Open **11-2 Work Orders/Invoices/Credits**, and then:
   a. In the **Order#** text box, enter the order number.
   b. In the **Date** text box, enter the date of the client invoice.
   c. In the **Client#** text box, enter a client number.
   d. In the **Description** text box, enter a brief statement about the transaction.
   e. In the **Job** text box, enter the job number, if this credit is for a job.
   f. In the **Status** list, click the invoice status.
   g. In the **Type** list, click the invoice type.
2. Click the **Invoice Details** tab.
3. In the **Reference#** text box, enter the receivable invoice number to which you want to apply the credit invoice.

   Note: If you don't reference an existing invoice, the credit can still be applied in **3-3-1 Cash Receipts**. You cannot apply credits using the **3-3-2 Electronic Receipts**

4. In the grid, for each item:
   a. In the **Description** cell, enter a brief statement about the item.
   b. In the **Quantity** cell, enter the quantity of items as a negative amount.
   c. In the **Price** cell, enter the price for a single item.
5. On the **File** menu, click **[Save]**.

About service receivables and cash receipts

The **3-3-1 Cash Receipts** window lets you enter cash payments for receivable invoices, service invoices, discounts for early payment of invoices, and over-payments. You can also apply credit invoices to invoices, or reverse payments.

How you enter the cash receipts determines how many ledger transactions Sage 100 Contractor posts to the general ledger. Some offices enter the payments at the end of the day, while others enter the payments over the course of the workday.

When you enter cash receipts at the end of the day, you enter all the payments and save your work. Sage 100 Contractor posts a single transaction to the general ledger. The transaction represents the day's cash deposit made to the bank, and that total is what the bank prints on your statement. Reconciling the deposit against the statement is easy because Sage 100 Contractor and your bank show one deposit for that day.

To make reconciliation easier, create a clearing account for cash deposits. In the **3-3-1 Cash Receipts** window, enter the cash clearing account in the **Account** box in place of the cash account. At the end of the day, enter a single transaction in the **1-2 Deposits and Interest** window to transfer the day's balance from the cash clearing account to the bank account. You can verify the clearing account balance returns to 0 each day. When you receive the bank statement, you then only need to clear one transaction instead of many.

About entering cash transactions

In addition to performing service work, some companies sell parts or supplies to customers. For such point-of-sale transactions, it is not necessary to keep records of the customers making the purchases. Because Sage 100 Contractor requires a client number on every service record, use a dummy client to track the sales. Create a client record titled **Over-the-Counter Sales**.

Important! If a known client makes a purchase for which you will bill later on, do not use the **Over-the-counter Sales** client. Be sure to use the correct client number.

When a customer makes an over-the-counter purchase, you can enter an invoice and assign it to the **Over-the-Counter Sales** client. At the end of the day, count out the till and determine the deposit.

In the **3-3-1 Cash Receipts** window, you can limit the receipts to the **Over-the-Counter Sales** client. Your deposit from the till should match the amount displayed in the **Deposit Total** text box.

Tip: You can use markups and overrides when entering a new cash transaction.

Displaying payment history on service work

Each time you post a payment to an invoice, Sage 100 Contractor creates a separate record of the payment. To review the individual payments made to a particular invoice, you can select the invoice and display its payment history.

To display payment history on service work:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Using the data control, select the record.
3. On the **View** menu, click **[Payments]**.

Note: When you reverse a cash receipt, Sage 100 Contractor creates an additional record in the payment history for a negative amount.

Tip: You can use the payment history to reconstruct account balances for aging reports. To do this, first determine the fiscal period for which you want to recreate the aging. Then subtract the payments made

after that fiscal period from the ending balance.

Service Routes and Contracts

Regularly scheduled work, determined in the terms of the contract, is referred to a service route. A route might entail routine inspection, maintenance, or performance of work.

For instance, a street sweeping company sweeps the parking lots for local shopping centers every week. On Mondays and Tuesdays, the company sweeps lots on the north side of town. On Wednesdays and Thursdays, the company sweeps lots on the west side of town. And on Fridays, the company sweeps lots on the south side of town. The lots swept on each day represent a different route.

You can:

- Create service routes
- Enter service routes
- Post service routes

To create service routes:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Click the **View/Add records** button next to the Route field in the Location and Dispatch tab, and then.
   - In the **Service Route#** cell, enter the route number.
   - In the **Route Name** cell, enter a brief statement about the route.
3. Repeat step 2 for each route.
4. On the **File** menu, click **Save**.

Setting up service areas

Some service companies dispatch technicians based on geographic regions. You can assign a service area to a record. On **11-3 Dispatch Board**, Sage 100 Contractor uses the color of the service area assigned to the record.

To set up service areas:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Click the **Location** tab.
3. On the right side of the window, next to the **Service Area** drop-down list box, click the detail button.
4. In the **Area#** cell, enter the area number.
5. In the **Description** cell, enter a brief statement about the area.

6. Double-click the **Dispatch Color** cell.
7. Double-click the color you want to use.
8. Repeat steps 4-7 for each service area.
9. On the **File** menu, click **[Save]**.

Note: Both client records and service receivable records use the same table of service areas.

Setting up service routes

Regularly scheduled work, determined in the terms of the contract, is referred to a service route. A route might entail routine inspection, maintenance, or performance of work.

For example, a street sweeping company sweeps the parking lots for local shopping centers every week. On Mondays and Tuesdays, the company sweeps lots on the north side of town. On Wednesdays and Thursdays, the company sweeps lots on the west side of town. And on Fridays, the company sweeps lots on the south side of town. The lots swept on each day represent a different route.

To set up service routes:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. On the Location and Dispatch tab, click the **View/Add records** button next to the Route field, and then:
   - In the **Service Route#** cell, enter the route number.
   - In the **Route Name** cell, enter a brief statement about the route.
3. Repeat step 2 for each route.
4. On the **File** menu, click **Save**.

Entering routes

To enter a service route:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. In the **Order#** text box, enter the order number.
3. In the **Date** text box, enter the date of the invoice.
4. In the **Client#** text box, enter a dummy client number.
5. In the **Description** text box, enter a brief statement about the transaction.
6. In the **Job** text box, enter the job number.
7. In the **Status** list, click **9-Route**.

8. In the **Type** list, click the invoice type.
9. If you want to enter the customer or client location, or schedule the service call, enter the data on the **Location** and **Dispatch** tab.
10. If you want to enter the parts or assemblies necessary to complete the work, enter the data on the **Invoice Details** tab.
11. Click **File** > **[Save]**.

Tip: You can use markups and overrides when entering a new route.

Entering contracts

To enter a service contract:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. In the **Order#** text box, enter the order number.
3. In the **Date** text box, enter the date of the **invoice**.
4. In the **Client#** text box, enter a dummy client number.
5. In the **Description** text box, enter a brief statement about the transaction.
6. In the **Job** text box, enter the job number.
7. In the **Status** list, click **10-Contract**.
8. In the **Type** list, click the invoice type.
9. You may also do the following, if applicable:
   - If you want to enter the customer or client location, enter the data on the **Location** tab.
   - If you want to schedule the service call, enter the data on the **Dispatch** tab.
   - If you want to enter the parts or assemblies necessary to complete the work, enter the data on the **Invoice Details** tab.
10. On the **File** menu, click **Save**.

Tip: You can use markups and overrides when entering a new contract.

Entering locations on a work order

To enter a location on a work order:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. On the **Location** tab:
   a. In the **Location** text box, enter the location.
   b. In the **Address 1**, **Address 2**, **City**, Province, and **Postal** text boxes, enter the address.
   c. In the **Contact** text box, enter the name of the person to contact at the location.
   d. In the **Cross** text box, enter the nearest cross street.
   e. In the **Map** text box, enter the map coordinates.
   f. In the **Phone#** text box, enter the telephone number of the location.
   g. In the **Priority** list, click the priority you want to assign the record.
   h. In the **Service Area** text box, enter the service area.
   i. In the **Salesperson** text box, enter the employee managing the sale.
   j. In the **Technician** text box, enter the technician performing or managing the work.
   k. If the work is part of a route, in the **Route** text box, enter the route number to which you are assigning the work.
   l. If the record is part of a service contract or route:
      i. In the **Contract** text boxes, enter the beginning and ending dates.
      ii. In the **Next Bill** text box, enter the date when to next bill the client.
      iii. In the **Cycle** list, click the billing cycle you want.

      In Sage 100 Contractor, a cycle is represented by **##DY** (a number of days), **##MO** (a number of months), and **##TH** (a specified day every month). You replace the **##** symbols with the number of days or months, or the day of the month for the processing cycle. For example:

      - **30DY** means due every 30 days.
      - **02MO** means due every two months.
      - **25TH** means due on the 25th day of each month. Sage 100 Contractor displays the 25th of the month following the invoice date when you enter a new invoice for a vendor

m. Under **Date/Time**:

   i. In the **First Call** text box, enter the **date** when you received the call. In the **Second Call** text box, enter the **time** when you received the call.

   ii. In the first **Dispatch** text box, enter the **date** when you dispatched the call. In the second **Dispatch** text box, enter the **time** when you dispatched the call.

   iii. In the first **Scheduled** text box, enter the **date** when the work is to be performed. In the second **Scheduled** text box, enter the **time** when the work is to be performed.

   iv. In the first **Start** text box, enter the **date** when the actual work begins. In the second **Start** text box, enter the **time** when the actual work begins.

   v. In the first **Finish** text box, enter the **date** when the actual work is completed. In the second **Finish** text box, enter the **time** when the actual work is completed.

   vi. In the **Estimated Hours** text box, enter the estimated number of hours necessary to complete the work.

   vii. In the **Actual Hours** text box, enter the actual number of hours necessary to complete the work.

n. In the grid, for each employee, for each day worked:

   i. In the **Employee** cell, enter the employee number.

   ii. In the **Equipment** cell, enter the equipment number of equipment used on the service call.

   iii. In the **Priority** cell, enter the priority number reflecting the need for the employee.

   iv. In the **Scheduled Date** cell, enter the **date** when the employee is scheduled to begin.

   v. In the **Scheduled Start** cell, enter the **time** when the employee is scheduled to begin.

   vi. In the **Scheduled Finish** cell, enter the **time** when the employee is scheduled to finish.

   vii. In the **Scheduled Hours** cell, enter the estimated number of hours necessary to complete the work.

   viii. In the **Completed Date** cell, enter the **date** when the work is completed.

   ix. In the **Actual Start** cell, enter the **time** when the actual work begins.

   x. In the **Actual Finish** cell, enter the **time** when the actual work is completed.

   xi. In the **Actual Hours** cell, enter the actual number of hours necessary to complete the work.

o. In the **Billed Date** cell, enter the **date** when you billed for the work.

Tip: The **Payroll Records** window uses service orders to create timecards. Sage 100 Contractor looks at the grid on the **Dispatch** tab for the date work is completed and the actual number of hours worked.

About shop notes and owner notes

You can compose notes for the technicians. The shop notes let you include specific instructions or other information on the work order you provide the technician.

You can also compose notes for the client. The owner notes let you enter notes that you want to include on the printed invoice.

Like notes elsewhere in Sage 100 Contractor, you can save notes with individual records, as well as with individual rows in a grid.

Posting service routes

You can post a specific route or a range of routes. To post an invoice, the route record must contain at least one scheduled date for service in the **Scheduled Date** column on the **Dispatch** tab. When a scheduled date is posted and invoiced, Sage 100 Contractor inserts the invoice date in the **Billed Date** cell.

- Note that when posting a route that has overridden billing amounts, Sage 100 Contractor adjusts the **Billing Amount** by multiplying the billing amount from the route by the number of visits in the route posting criteria. If there are no overrides of the billing amount but additional dollar markup amounts are applied, then those amounts are also multiplied by the number of visits in the route posting criteria.
- When you select the **Verify Completion** check box, Sage 100 Contractor only posts routes that contain a date in the Completed Date column on the **Dispatch** tab.

To post a service route

1. Open **11-2 Work Orders/Invoices/Credits**.
2. On the **Post** menu, click **[Service Routes]**.
3. In the **Dates** text boxes, do the following:
   a. In the first text box, enter the date to start posting.
   b. In the second text box, enter the last date through which you want to post.
4. In the **Routes** text boxes, do the following:
   a. In the first text box, enter the first route.
   b. In the second text box, enter the last route in the range you want to post.
5. Click the **[Post]** button.

Posting service contracts

When you post service contracts, Sage 100 Contractor creates the invoices and assigns each invoice status **1-Open**. To post, the service contract must have a date in the **Next Bill** text box. Sage 100

Contractor advances the billing date based on the selection in the **Cycle** list.

To post a service contract:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. On the **Post** menu, click **[Service Contracts]**.
3. In the **Dates** text boxes:
   a. In the first text box, enter the date from which you want to start posting.
   b. In the second text box, enter the last date through which you want to post.
   c. Select one of the posting contract options:
      - Always post contracts that have billing dates that are past their expiration date.
      - Show the contracts that have billing dates past their expiration date so I can decide what to do.
      - Never post contracts that have billing dates that are past their expiration date.
4. Click **[Post]**.

Appointments

Assigning appointments to technicians

You can display basic information about the work order.

To display the properties of an appointment

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. Right-click the appointment, then click **Properties**.

To adjust appointment duration

1. Open **11-2 Work Orders/Invoices/Credits**.
2. On the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. In the column of the technician, drag the bottom of the appointment down to set the duration of the appointment.

To assign an appointment to a technician

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. In the **Unassigned** column, find the work order.
5. Drag the work order to the time and employee that you want.

You can copy and paste appointments to other technicians.

To assign a work order to multiple employees

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. Right-click the appointment, and then select **Copy**.
5. In the column of the technician to whom you want to assign the work order, click the time, and then click **Paste Dispatch**.

You can move an appointment to a different day.

To reschedule an appointment

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. Right-click the appointment you want to move.
5. Click **Move to**.
6. In the **Calendar**, double-click the date to which you want to assign the appointment.

In the **Dispatch Board**, you can remove a dispatch assigned to a technician. If the dispatch is the only one for a work order, it moves to the **Unassigned** column.

To remove a dispatch assigned to a technician

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. Right-click on the work order in the technician's column and select Remove this Dispatch.

5. If no other technicians are assigned to this work order, the dispatch moves to the **Unassigned** column.
6. If other technicians are also assigned to the work order, only the technician that you clicked on will be removed.

To create a new work order from the Dispatch Board

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. In the column of the technician to whom you want to assign the work order, drag your cursor to select the duration of the appointment.
5. Click **New Work Order**.
6. Enter the work order.
7. On the **File** menu, click **Save**.

The **Dispatch Board** not only displays work order appointments, but also includes any appointments you have entered in the company calendar for technicians. You can also add in any other time off for the technician.

To assign time off in the Dispatch Board

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. In the column of the technician, drag the pointer down to set the duration of the appointment.
5. Click **Time off**.

Assigning appointments to technicians

To assign an appointment to a technician:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. In the **Unassigned** column, find the work order.
5. Drag the work order to the time and employee that you want.

Assigning work orders to multiple employees

You can copy and paste appointments to other technicians.

To assign a work order to multiple employees:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. Right-click the appointment, and then select **Copy**.
5. In the column of the technician to whom you want to assign the work order, click the time, and then click **Paste Dispatch**.

Displaying appointment properties

You can display basic information about the work order.

To display the properties of an appointment:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. Right-click the appointment, then click **Properties**.

Adjusting appointment duration

To adjust appointment duration:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. On the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. In the column of the technician, drag the bottom of the appointment down to set the duration of the appointment.

Rescheduling appointments

You can move an appointment to a different day.

To reschedule an appointment:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. Right-click the appointment you want to move.
5. Click **Move to**.
6. In the **Calendar**, double-click the date to which you want to assign the appointment.

Removing a dispatch assigned to a specific technician

In the **Dispatch Board**, you can remove a dispatch assigned to a technician. If the dispatch is the only one for a work order, it moves to the **Unassigned** column.

To remove a dispatch assigned to a technician:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. Right-click on the work order in the technician's column, and then select **Remove this Dispatch**.

Note:

If no other technicians are assigned to this work order, the dispatch moves to the **Unassigned** column.

If other technicians are also assigned to the work order, only the technician that you clicked on will be removed.

Creating new work orders from the Dispatch Board

To create a new work order from the Dispatch Board:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. In the column of the technician to whom you want to assign the work order, drag your cursor to select the duration of the appointment.
5. Click **New Work Order**.

6. Enter the work order.
7. On the **File** menu, click **Save**.

Emailing work orders to technicians

There are several ways to email work orders to technicians.

To email all technicians:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. In the **Dispatch Board** window, click **Options > Email All Technicians**, and then select one of the following options:
   - Select [**All Dispatches for the Day**] to send all currently scheduled dispatches for each technician.
   - Select [**First Dispatch of the Day**] to send just the first scheduled dispatch for each technician.

To email a single work order to a technician:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Right-click on the work order and select **Email to Technician**.

To email all daily work orders to a technician:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**
3. Left-click on the technician's name in the column header, and select **Email All**.

Notes:

- If you have chosen to email the technician the duration of the job, if the duration changes on the Dispatch Board after emailing to a technician (and preference is set up to warn of changes), you will get a dialog box to update the email to the technician. Also, if the dispatch is moved to a new time, date, deleted or unassigned, you will also be notified to send an updated or cancellation email to the technician.
- You must make the changes to a dispatch on the Dispatch Board with a previously emailed dispatch to send the technician an email about the updated dispatch. If you make these changes in the work order, the dispatch moves to the correct time or date, but no email is

sent to the technician and no warning symbol is displayed.

- If the preference for warning is not selected, and information that was emailed changes, you'll see a warning icon in the work order box.

Tip: You must set the **Warn me when previously sent information becomes invalid** check box in the Dispatch Board, by going to Settings, then selecting Email Setup.

Assigning time off in the Dispatch Board

The **Dispatch Board** not only displays work order appointments, but also includes any appointments you have entered in the company calendar for technicians. You can also add in any other time off for the technician.

To assign time off in the Dispatch Board:

1. Open **11-2 Work Orders/Invoices/Credits**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.
4. In the column of the technician, drag the pointer down to set the duration of the appointment.
5. Click **Time off**.

11-3 Dispatch Board

In the **11-3 Dispatch Board** window, you can view appointments in the calendar, view the travel time, view the properties of a work order, add new employees to the employee list, set preferences, add email addresses to technicians in the employee list, and configure the email setup information.

If you enter work orders in the **11-2 Work Orders/Invoices/Credits** window without assigning technicians, the **Dispatch Board** displays those work orders in the **Unassigned** column. You can then assign the appointments to technicians by moving them to the appropriate times and technicians, and Sage 100 Contractor adds that information to the records for you.

Zoom In or Out

The zoom slider is by default set at 100%. If you have a lot of technicians scheduled for the day, you can zoom out by using the slider and going to the left, or by clicking the **[Ctrl]** button and clicking the **[-]** button. The white area in the grid is the regular working hours (start and finish times) set by selecting Preferences in the Settings menu.

Note: Note that grid lines will draw in the grid beyond midnight, but that time is not available to schedule.

Viewing appointments in the schedule

You can view appointments in a **1 Day** view or a **5 Days** view.

1 Day view. In the **1 Day** view, the time is shown in hour blocks. The amount of information displayed in the hour block, as well as column size and width, are set by selecting **Preferences** in the **Settings** menu.

5 Days view. At a quick glance, you can see the availability of a technician for today and the next four days by clicking **[5 Days]**. To see one technician's schedule in an expanded view in the **5 Days** view, click the double arrow icon centered under the technician's name. Clicking on it when the arrows point to the right expands the column and clicking on it when the arrows point to the left collapses the column.

To adjust appointment duration

1. Open **11-3 Dispatch Board**.
2. Using the data control, select the day you want to view.
3. In the column of the technician, drag the bottom of the appointment down to set the duration of the appointment.

To adjust travel time

1. In **11-3 Dispatch Board**, you can add or edit the travel time for an appointment. Travel time appears as a light green block above the appointment.
2. To adjust travel time, drag the top of the appointment up to set the travel time.

You can move an appointment to a different day.

To reschedule an appointment

1. Open **11-3 Dispatch Board**.
2. Using the data control, select the day you want to view.
3. Right-click the appointment you want to move.
4. Click **Move to**.
5. In the **Calendar**, double-click the date to which you want to assign the appointment.

To display the properties of an appointment

1. Open **11-3 Dispatch Board**.
2. From the **Options** menu, select **Dispatch Board**.
3. Using the data control, select the day you want to view.

4. Right-click the appointment, then click **Properties**.

When you click **Refresh** on the menu bar, Sage 100 Contractor updates the **Dispatch Board** to reflect all recent changes made to appointments.

To refresh the Dispatch Board

1. Open **11-3 Dispatch Board**.
2. On the menu bar, select **Refresh**.

Creating new work orders from the Dispatch Board

To create a new work order from the Dispatch Board:

1. Open **11-3 Dispatch Board**.
2. Using the data control, select the day you want to view.
3. In the column of the technician to whom you want to assign the work order, drag your cursor to select the duration of the appointment.
4. Click **New Work Order**.
5. Enter the work order.
6. On the **File** menu, click **Save**.

Setting up employees and vendors for the Dispatch Board

To display a list of service technicians (employees and subcontractors) in the **Dispatch** tab, you must set up the dispatch list.

To set up a dispatch list

1. Open **11-3 Dispatch Board**.
2. On the **Settings** menu, click **Column Setup**.
3. In the **Record Type** cell, enter **E** for Employee or **V** for Vendor.
4. In the **Employee/Vendor** cell, click to open **Display lookup window**, and then enter an employee number.
5. In the **Display As** cell, enter the name you want to appear.
6. In the **Technician's Email Address** cell, enter the email address for the technician.
7. On the **File** menu, click the **[Save]** button.

Configuring the Dispatch Board email settings

To set the field list options for each company

Note: The information sent in the email message will be based upon the field selections you make here. Every email sent for the Dispatch Board will use this list.

1. Select the fields you want to see displayed in the email messages.
2. To add a field, click on the field name in the **Available fields** box and then click on the **[Add]** button.
3. To remove a field, click on the field name in the **Show these fields in this order** box and then click the **[Remove]** button.
4. To change the order of fields displayed, click on the field name and then click the **[Move Up]** or **[Move Down]** button.
5. (Optional) Select the checkbox for "Warn me when previously sent information becomes invalid" if you would like a dialog box to pop up when previously emailed information changes in the Dispatch Board.

To set the email options

1. Open **11-3 Dispatch Board**.
2. From the **Settings** menu, select **Email Setup**.
3. Click **[Email Settings]**.
4. Select one of the following options for how you would like your emails to be sent:
5. Select **Send email using Microsoft Outlook** to use Outlook to send your emails.
6. Enter an email address.
7. Select **Send email using the company's default SMTP connection**.
8. Enter the email address.
9. Enter the password.

   Note: You set up the mail server using the **Email/Fax Configuration** tab in the **7-1 Company Information** window. How? If you have not set up an email server, the Mail Server field is blank. If you have set up an email server, the IP address is shown here, but is not editable.

10. Select **Send email using this alternate SMTP connection** to configure the email server setup.
11. Enter the mail server information and select whether it Requires authentication and/or Uses SSL.
12. Enter the Port #.
13. Enter the email address.

14. (Optional) Enter the password.
15. Click [**OK**].
16. Verify that the Email from field has the correct email address.
17. Click [**OK**].

Emailing work orders to technicians

Note: Service Receivables features are available only if you have purchased the Service Receivables Add-On Module.

There are several ways to email work orders to technicians.

To email all technicians

1. Open **11-3 Dispatch Board**.
2. In the **Dispatch Board** window, click **Options**, then click Email All Technicians and select one of the following options:
3. Select **[All Dispatches for the Day]** to send all currently scheduled dispatches for each technician.
4. Select **[First Dispatch of the Day]** to send just the first scheduled dispatch for each technician.

To email a single work order to a technician

1. Open **11-3 Dispatch Board**.
2. Right-click on the work order and select **Email to Technician**.

To email all daily work orders to a technician

1. Open **11-3 Dispatch Board**.
2. Left-click on the technician's name in the column header and select **Email All**.

Note:

- If you have chosen to email the technician the duration of the job, if the duration changes on the Dispatch Board after emailing to a technician (and preference is set up to warn of changes), you will get a dialog box to update the email to the technician. Also, if the dispatch is moved to a new time, date, deleted or unassigned, you will also be notified to send an updated or cancellation email to the technician.
- You must make the changes to a dispatch on the Dispatch Board with a previously emailed dispatch to send the technician an email about the updated dispatch. If you make these changes in the work order, the dispatch moves to the correct time or date, but no email is sent to the technician and no warning symbol is displayed.

- If the preference for warning is not selected, and information that was emailed changes, you'll see a warning icon in the work order box.

Tip: You must set the **Warn me when previously sent information becomes invalid** checkbox in the Dispatch Board, by going to Settings, then selecting Email Setup. How?

About prioritizing work orders and employees

You can assign a priority number to each work order and to each employee assigned to that work order. The priority lets a dispatcher assess how important a work order is, or how important it is for an employee to go out on a particular job.

Important! If the priority of the employee is different from the priority of the work order, the **Dispatch Board** displays the employee's priority.

Customizing the priority dropdown list

You can customize the 8 selections in the priority dropdown list in **11-2 Work Orders/Invoices/Credits** to make it applicable to your workflow. When you look at the appointment on the **Dispatch Board**, its priority appears as a color in the upper right corner.

Example #1: Priority by Service Level Agreement

For example, if you want to assign priority by service level agreement, you can do the following:

Priority	Color
1-4 Hour Response Time	Red
2-Same Day Response	Orange
3-8 Hour Response Time	Yellow
4-24 Hour Response Time	Green
5-48 Hour Response Time	Gray

Example #2: Priority by County

Priority	Color
West County	Red

Priority	Color
North County	Yellow
East County	Green
South County	Blue

To customize the priority dropdown list

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Click the **Dispatch** tab.
3. Click the up arrow to the right of the priority dropdown list.
4. In the Label and Prompt tab:
5. Type a name for the Priority label in the User Description field. Use only letters or numbers, up to 19 characters, spaces included.
6. Type a prompt to help you identify what information the User Description field. This information displays in the status bar.
7. In the Item Names and Colors tab:
   a. Type text in the fields to customize your section names.
   b. To change the color for the section name, click the lookup button to the right.
8. If you need to remove a section or insert a section, do the following:
   a. Click the **[Advanced Options]** link.

      Note: You must be logged in as Administrator to use the Advanced Options area.

   b. Delete the unneeded sections. If a section name is assigned to a record, you cannot delete that section.
9. Click **[OK]**.

The changes are reflected in the Section Name and dropdown menu.

About the Dispatch Board

Note: If you open the **11-3 Dispatch Board** window, you have opened the **Dispatch Board** in view-only mode. In this window, you can view appointments in the calendar, view the travel time, view the properties of a work order, and add new employees to the employee list. Because this window is view-only, some options are not available.

All **Dispatch Board** options are available through **11-2 Work Orders/Invoices/Credits** by clicking **Dispatch Board** in the **Options** menu, including setting preferences, adding email addresses to technicians in the Employee List, and configuring the Email Setup information.

If you enter work orders in the **11-2 Work Orders/Invoices/Credits** window without assigning technicians, the **Dispatch Board** displays those work orders in the **Unassigned** column. You can then assign the appointments to technicians by moving them to the appropriate times and technicians, and Sage 100 Contractor adds that information to the records for you.

Zoom In or Out

The zoom slider is by default set at 100%. If you have a lot of technicians scheduled for the day, you can zoom out by using the slider and going to the left, or by clicking the [**Ctrl**] button and clicking the [**-**] button. The white area in the grid is the regular working hours (start and finish times) set by selecting Preferences in the Settings menu.

> **Note:** Grid lines will draw in the grid beyond midnight, but that time is not available to schedule.

Viewing appointments in the schedule

You can view appointments in a **1 Day** view or a **5 Days** view.

- **1 Day view.** In the **1 Day** view, the time is shown in hour blocks. The amount of information displayed in the hour block, as well as column size and width, are set by selecting Preferences in the Settings menu.
- **5 Days view.** At a quick glance, you can see the availability of a technician for today and the next four days by clicking [**5 Days**]. To see one technician's schedule in an expanded view in the **5 Days** view, click the double arrow icon centered under the technician's name. Clicking on it when the arrows point to the right expands the column and clicking on it when the arrows point to the left collapses the column.

Filtering unassigned work orders

If you have a large number of unassigned work orders, excluding old orders and orders that are too far in the future enables the program to display and process work orders more efficiently, and it makes the Unassigned Column easier for you to work with.

Setting the Dispatch Board preferences

> **Note:** Service Receivables features are available only if you have purchased the Service Receivables Add-On Module.

You can now select which pieces of information are displayed on the graphic that represents the work order on the Dispatch Board. You can also set regular business hours so that non-standard work hours are grayed out, and have a dialog box warn when previously emailed (sent) information is changed.

- Preferences are saved for the individual user.
- To restore the original system settings, click the [**Restore**] button, then click [**Save**].

To set up the preferences:

1. In the Dispatch Board, from the **Settings** menu, select **Preferences**.
2. In the **General** tab, do the following:
   a. Click to enable or disable real-time dispatch board updates. If this option is enabled, the Dispatch Board automatically updates with changes from other users in real-time to prevent overbooking.

      Note: Real-time dispatch board updates are not available on a computer with a checked out license.

   b. Click to enable or disable warnings when schedule conflicts are created. If this option is enabled, the Dispatch Board displays a warning every time a schedule conflict is created. If this option is disabled, no warning is displayed.
   c. Select the default appointment duration for new schedule items: 15 minutes, 30 minutes, 45 minutes, 60 minutes, 90 minutes, or 120 minutes. The default appointment duration is 30 minutes, when you right click in an empty space in the Dispatch Board. Selecting a new time from the list changes the default appointment duration.
3. In the **Unassigned Column** tab:
   a. Select how many unassigned items are included in the Unassigned column.
   b. Select which work items are also displayed in the Unassigned column, in addition to Work Orders.

      Note: Work Orders are always included.

4. In the **Board Layout** tab, do the following:
   a. Set the size of the one-hour time blocks by click and dragging on the resize handles.

      Note: Adjusting the width of the time blocks also adjusts the width of the technician columns in the Dispatch Board.

   b. Set the regular business hours by selecting the **Begin the day at** and **End the day at** times using the drop-down menu.

5. In the **Work Order Display** tab, select the fields you want to see displayed in work orders.
   a. To add a field, click on the field name in the Available fields box and then click on the [**Add**] button.
   b. To remove a field, click on the field name in the Show these fields in this order box and then click the [**Remove**] button.
   c. To change the order of fields displayed, click on the field name and then click the [**Move Up**] or [**Move Down**] button.
6. Click [**Save**].

Configuring the Dispatch Board email settings

Note: Service Receivables features are available only if you have purchased the Service Receivables Add-On Module.

To set the field list options for each company:

Note: The information sent in the email message is based upon the field selections you make here. Every email sent for the Dispatch Board uses this list.

1. Select the fields you want to see displayed in the email messages.
2. To add a field, click on the field name in the **Available fields** box and then click the [**Add**] button.
3. To remove a field, click on the field name in the **Show these fields in this order** box and then click the [**Remove**] button.
4. To change the order of fields displayed, click the field name, and then click the [**Move Up**] or [**Move Down**] button.
5. (Optional) Select the check box for "Warn me when previously sent information becomes invalid" if you would like a dialog box to pop up when previously emailed information changes in the Dispatch Board.

To set the email options:

1. Open **11-3 Dispatch Board**.
2. From the **Settings** menu, select **Email Setup**.
3. Click [**Email Settings**].

4. Select one of the following options for how you would like your emails to be sent:
   - Select **Send email using Microsoft Outlook** to use Outlook to send your emails.

     Enter an email address.
   - Select **Send email using the company's default SMTP connection**.
     a. Enter the email address.
     b. Enter the password.

     > **Note:** You set up the mail server using the **Email/Fax Configuration** tab in the **7-1 Company Information** window. How? If you have not set up an email server, the Mail Server field is blank. If you have set up an email server, the IP address is shown here, but is not editable.
   - Select **Send email using this alternate SMTP connection** to configure the email server setup.
   - Enter the mail server information and select whether it Requires authentication and/or Uses SSL.
     a. Enter the Port #.
     b. Enter the email address.
     c. (Optional) Enter the password.
5. Click [**OK**].
6. Verify that the Email from field has the correct email address.
7. Click [**OK**].

Setting up employees and vendors for the Dispatch Board

To display a list of service technicians (employees and subcontractors) in the **Dispatch** tab, you must set up the dispatch list.

To set up a dispatch list:

1. Open **11-3 Dispatch Board**.
2. On the **Settings** menu, click **Column Setup**.
3. In the **Record Type** cell, enter **E** for Employee or **V** for Vendor.
4. In the **Employee/Vendor** cell, click to open **Display lookup window**, and then enter an employee number.
5. In the **Display As** cell, enter the name you want to appear.

6. In the **Technician's Email Address** cell, enter the email address for the technician.
7. On the **File** menu, click the **[Save]** button.

About prioritizing work orders and employees

You can assign a priority number to each work order and to each employee assigned to that work order. The priority lets a dispatcher assess how important a work order is, or how important it is for an employee to go out on a particular job.

Important! If the priority of the employee is different from the priority of the work order, the **Dispatch Board** displays the employee's priority.

You can customize the 8 selections in the priority dropdown list in **11-2 Work Orders/Invoices/Credits** to make it applicable to your workflow. When you look at the appointment on the **Dispatch Board**, its priority appears as a color in the upper right corner.

Following are some examples of priorities and their corresponding colors.

Example 1: Default priority levels and colors

Priority	Color
1-Emergency	Red
2-Urgent	Orange
3-Prompt	Yellow
4-Low	Green
5-Hold	Gray

Example 2: Priority levels by service level agreement

Priority	Color
1-4 Hour Response Time	Red
2-Same Day Response	Orange
3-8 Hour Response Time	Yellow
4-24 Hour Response Time	Green

Priority	Color
5-48 Hour Response Time	Gray

Customizing the priority dropdown list

You can customize the eight selections in the priority dropdown list in **11-2 Work Orders/Invoices/Credits** to make it applicable to your workflow. When you look at the appointment on the **Dispatch Board**, its priority appears as a color in the upper right corner.

Example #1: Priority by Service Level Agreement

For example, if you want to assign priority by service level agreement, you can do the following:

Priority	Color
1-4 Hour Response Time	Red
2-Same Day Response	Orange
3-8 Hour Response Time	Yellow
4-24 Hour Response Time	Green
5-48 Hour Response Time	Gray

Example #2: Priority by County

Priority	Color
West County	Red
North County	Yellow
East County	Green
South County	Blue

To customize the priority dropdown list

1. Open **11-2 Work Orders/Invoices/Credits**.
2. Click the **Dispatch** tab.
3. Click the up arrow to the right of the priority dropdown list.

4. In the **Label and Prompt** tab:
   a. Type a name for the Priority label in the User Description field. Use only letters or numbers, up to 19 characters, spaces included.
   b. Type a prompt to help you identify what information the User Description field. This information displays in the status bar.
5. In the **Item Names and Colors** tab:
   a. Type text in the fields to customize your section names.
   b. To change the color for the section name, click the lookup button to the right.
6. If you need to remove a section or insert a section:
   a. Click the [**Advanced Options**] link.

      Note: You must be a company administrator to access the Advanced Options area.

   b. Delete the unneeded sections.

      If a section name is assigned to a record, you cannot delete that section.
7. Click [**OK**].

The changes are reflected in the Section Name and dropdown menu.

Adjusting travel time

In **11-3 Dispatch Board**, you can add or edit the travel time for an appointment. Travel time appears as a light green block above the appointment.

To adjust travel time, drag the top of the appointment up to set the travel time.

Refreshing the Dispatch Board

When you click **Refresh** on the menu bar, Sage 100 Contractor updates the **Dispatch Board** to reflect all recent changes made to appointments.

To refresh the Dispatch Board:

1. Open **11-3 Dispatch Board**.
2. On the menu bar, select **Refresh**.

Overbooking and Partial Invoices Created from Work Orders

The Dispatch board now displays work orders which are assigned to the same technician at the same time on the same day (overbookings). Additionally, partial invoices created from work orders which are

assigned to a technician at the same time on the same day will displayed on the Dispatch Board.

Chapter 12: Inventory

Working with Inventory

Note: This functionality is available only if you have the Inventory Add-On Module.

You can track inventory, whether for a central warehouse or numerous locations and service trucks, with a system fully integrated with the Estimating and Service Receivables add-on modules and the purchase order, accounts payable, and job cost features. You can manage basic stock and serialized items for all locations, bin numbers, Material Safety Data Numbers (MSDN), and manufacturing identifications. Sage 100 Contractor Inventory also supports Last in-First-out (LIFO), First in-First out (FIFO), or weighted average cost (WAC) accounting practices for inventory management.

Here are more features found in Sage 100 Contractor Inventory:

- Restock trucks with automated restocking reports.
- Use material order reports to create purchase orders to vendors.
- Track inventory by location and serial number.
- Plan upcoming purchases using resource reports from service work orders.

12-1 Inventory Reports

See Appendix B for a complete list of 12-1 Inventory Reports.

Inventory Startup

About inventory

The Sage 100 Contractor inventory control system lets you keep track of your inventory flow from the time of receipt to the time of consumption. Inventory control helps track how much of a particular item you have in stock, where it is located, what quantities are committed to jobs, and even how many to reorder when stock is low.

If you have a variety of places where you store inventory, you can create inventory locations. From the moment you receive inventory, you can track where it is and who is responsible for it.

The value of your inventory is calculated using the valuation method that you designate in the **1-8 General Ledger Setup** window. Sage 100 Contractor supports the following valuation methods:

- Weighted Average Cost
- LIFO
- FIFO

> **Note:** We recommend that you work with your tax accountant and/or advisor to determine which valuation to use.

The inventory control system is integrated with the rest of Sage 100 Contractor. When you enter payable invoices, service receivables credits, or purchase order receipts, Sage 100 Contractor moves the parts into inventory—even individually serialized parts. In the **Parts** window, you can select a part and view how much stock is on hand, how much is available, and to which locations the stock has been assigned. When you create service invoices, Sage 100 Contractor automatically removes the parts from inventory.

Additional activity that adds inventory includes:

- Voiding accounts payable credits.
- Entering service receivables credits.
- Voiding service receivables invoices.
- Additional activity that removes inventory includes:
- Entering accounts payable credits.
- Voiding accounts payable invoices.
- Voiding service receivables credits.

The **12-2 Inventory Allocation** window provides an additional way to add and record inventory. You can enter any other inventory-related transactions, record the movement of stock among locations, the consumption of stock by your company, the loss of inventory, and the revaluation of stock.

> **Note:** Inventory allocations always use the weighted average cost for items, regardless of the inventory valuation method specified for the general ledger. If you use the LIFO or FIFO valuation method for general ledger, you can print the General Ledger Cost Comparison report (using the 2-3 Income Statement menu) to view inventory variances created by allocations. For more information, see About inventory variance reconciliation.

Entering startup inventory

When you enter inventory into the system for the first time, post the balance to the general ledger using the account for startup inventory. Later when you allocate your actual inventory parts, you use this inventory

startup account on the grid lines. This process transfers the balance to the regular inventory account in general ledger, leaving a zero balance in the inventory startup account.

To enter startup inventory:

1. Set up the inventory accounts, valuation method, and offset account in **1-8 General Ledger Setup**.
2. Set up the parts in **9-2 Parts**.
3. Set up **12-3 Inventory Locations**.
4. Post individual part inventory amounts in **12-2 Inventory Allocation** by entering the part numbers, quantity of each part, unit cost, serial number, and the startup inventory account number and the destination (location).
5. On the **File** menu, click **Save**.

About the inventory offset account

There are several special circumstances that require posting to a special account to keep the balance of the inventory account in agreement with the actual value of inventory in stock.

> You must set up an offset account for your company in order to use the inventory functionality.
>
> The offset account must fall in the overhead account range. At year-end, the account activity rolls up with the other overhead accounts.

The offset account accumulates any differences recorded in the system when the item's invoice price is compared to the item's value based on your accounting valuation method during the following actions:

- Processing an accounts payable credit (negative quantity) in the **4-2 Payable Invoices/Credits** window.
- Processing a purchase order receipt (negative quantity) in the **12-4 Purchase Order Receipts** window.
- The inventory offset account accumulates dollar amounts that represent differences between the original cost of an item and the item's cost at the time of one of the following actions:
- Adjusting valuation through an inventory audit in the **12-5 Inventory Audit** window.
- Adjustment inventory removal from a previous accounting year (period 0).

12-2 Inventory Allocation

About inventory allocation

Inventory moves into the control system through payable invoices, service receivables credits, inventory allocation, or purchase order receipts. After the inventory is entered into the system, you can use the **12-2**

Inventory Allocation window to track movement among locations and to place stock on hold. You can also post transactions to the general ledger for the consumption of stock items by your company, the loss or shrinkage of stock items, and the revaluation of stock.

The grid contains **Source** and **Destination** columns.

- **Source** specifies the location inventory was moved from
- **Destination** specifies the location inventory is moved to

The grid also contains an **Account** column. If the transaction affects the general ledger, you must enter the account number.

On a single grid line, you can provide information in only two of these three columns and the type of transaction determines which columns to use. For example, to move inventory to a different location, enter where the inventory is coming from in the **Source** cell and where the inventory is moving to in the **Destination** cell. Or if you want to adjust the quantity for a particular item for shrinkage, enter the quantity lost to shrinkage in the **Quantity** cell, the location of the quantity that was lost in the **Source** cell, and then enter the overhead expense account in the **Account** cell.

Note: Inventory allocations always use the weighted average cost for items, regardless of the inventory valuation method specified for the general ledger. If you use the LIFO or FIFO valuation method for general ledger, you can print the General Ledger Cost Comparison report (using the 2-3 Income Statement menu) to view inventory variances created by allocations. For more information, see About inventory variance reconciliation.

About inventory variance reconciliation

When inventory is removed, it can be sold or expensed to accounts including the job costs, equipment, and work in progress (WIP) account ranges. When this occurs, the cost of the inventory is calculated using the weighted average cost (WAC) in order to provide the most accuracy when job costing. If you use either the LIFO or FIFO valuation methods, it has accounting implications because your inventory general ledger account is reduced by LIFO or FIFO calculations and not by WAC. As a result, a variance develops between the job costs, equipment and WIP accounts, and the inventory general ledger account.

Job cost reconciliation is critical in construction accounting. Sage 100 Contractor audits the job and equipment costs and general ledger values to ensure that they are equal. To do this, you use the **Reconcile** command on the **Options** menu in **6-3 Job Costs**.

Because LIFO and FIFO dictate that the values will not be equal, this process must accommodate variances between the general ledger and the job and equipment costs that can be explained by the inventory variance. If the difference between the general ledger and the job and equipment cost values is the variance, there is no discrepancy between the accounts and the audit should not report those occurrences.

Additionally, two reports provide a way to track and verify the discrepancy among job costs, equipment, and WIP accounts caused by the LIFO or FIFO inventory variance.

- The **12-1-3-61 Inventory Variance** report reconciles the job, equipment, and WIP costs with the general ledger costs on individual transactions.
- The **2-3-61 General Ledger Cost Comparison** report reconciles the total balance of job, equipment, and WIP costs with the general ledger costs in a summary.

About inventory status

The status of an inventory record indicates where it is in the process.

Status	Description
1-Open	Indicates the inventory is available.
2-Review	Indicates the management or bookkeeping staff should review the record before shipping.
3-Hold Stock	Indicates inventory reserved for a job or work order. When you assign an inventory record this status, Sage 100 Contractor reduces the quantity of stock that is available.
4-Shipped	Indicates that the inventory was sent to a job or reserved for a work order. When you assign an inventory record this status, Sage 100 Contractor reduces the quantity of stock that is available and the quantity of stock on hand.

Inventory Valuation

About inventory valuation methods

Important! We recommend that you consult with your accountant and tax advisor before selecting an inventory valuation method in Sage 100 Contractor.

Inventory valuation methods handle the accounting aspects of an inventory account. Your inventory valuation method determines the value of used inventory, which impacts the inventory general ledger account. The actual physical movement of inventory is not dictated by your inventory valuation method selection. In other words, inventory parts can be used in any order regardless of the valuation method used.

Sage 100 Contractor provides three different inventory valuation methods:

- Weighted Average Cost (WAC)
- Last-in First-out (LIFO)
- First-in First-out (FIFO)

Note: Inventory allocations always use the weighted average cost for items, regardless of the inventory valuation method specified for the general ledger. If you use the LIFO or FIFO valuation method for general ledger, you can print the General Ledger Cost Comparison report (using the 2-3 Income Statement menu) to view inventory variances created by allocations. For more information, see About inventory variance reconciliation.

Setting up an inventory valuation method and offset account

Before you start

- To use the inventory functionality, you must designate the inventory valuation method and set up an offset account for your company.

  Caution! After you make this selection, you cannot change the method unless there are no inventory transactions posted to the system.

- You must select your inventory valuation method before you can specify a part to be included in your inventory system in **9-2 Parts**.

  Important!

  - The inventory valuation designation is made at the company level and can differ between companies depending on your business needs.
  - We recommend that you consult with your accountant and tax advisor before selecting an inventory valuation method in Sage 100 Contractor.

To set up an inventory valuation method and offset account:

1. Open **1-8 General Ledger Setup**.
2. On the **Inventory** tab, select the valuation method that you want to designate for the company.
3. In the **Offset Account** text box, enter the general ledger account that you want to use for the offset account.
4. On the **File** menu, click **Save**.

Weighted Average Cost (WAC) valuation method

The weighted average cost (WAC) method assumes that when items are removed from inventory, the general ledger inventory account is reduced by the average cost of all items existing in inventory. This generates an average cost of goods sold, net income, and an average tax liability of the specific part being removed.

Last-in First-out (LIFO) valuation method

The last-in first-out (LIFO) valuation method assumes that when items are removed from inventory, the inventory account is reduced by the cost of the most recently acquired item existing in inventory. Assuming that the costs to acquire inventory are subject to inflation, a LIFO cost flow assumption results in higher cost of goods sold, lower net income, and thus a lower tax liability.

First-in First-out (FIFO) valuation method

The first-in first-out (FIFO) method assumes that when items are removed from inventory, the inventory account is reduced by the cost of the first item acquired in inventory. This method more closely mirrors the actual physical inventory process. Assuming that the costs to acquire inventory are subject to inflation, a FIFO cost flow assumption results in lower cost of goods sold, higher net income, and thus a higher tax liability.

Placing stock on hold

After entering a work order, you can reserve the stock for that job. Placing stock on hold reduces the quantity available, but does not reduce the quantity on hand.

When you enter stock into inventory, Sage 100 Contractor adjusts the quantity of stock available.

To place stock on hold:

1. Open **12-2 Inventory Allocation**.
2. In the **Ticket#** text box, enter the tag or ticket numbers and letters.
3. In the **Job** text box, enter the job number.
4. If the job uses phases, enter the phase number in the **Phase** text box.
5. In the **Order Number** text box, enter the order number.
6. In the **Date** text box, enter the date of the transfer.
7. In the **Status** list, click **3-Hold Stock**.
8. In the **Description** text box, enter a brief statement about the transaction.

9. In the grid, for each item you want to place on hold:
   a. In the **Part** cell, enter the part number.
   b. In the **Quantity** cell, enter the quantity of parts.
   c. In the **Cost** cell, enter the cost of the part.
   d. In the **Source** cell, enter the location where the part is coming from.
   e. In the **Account** cell, enter the location where the part is going.
10. On the **File** menu, click **Save**.

Note: When ready to use the stock you have reserved, change the status of the inventory record from **3-On Hold** to **4-Shipped**.

Verifying stock availability

Important! Selecting this command in the **11-2 Work Orders/Invoices/Credits** window does not verify stock for status **7-Work Order**.

When you select the **Verify Stock on Save** command, Sage 100 Contractor makes certain that you have enough stock in the specified inventory location. If there is not enough stock available, Sage 100 Contractor warns you.

To activate the verify stock on save feature, on the **Options** menu, click **Verify Stock on Save**.

Inventory Allocation Records

Entering records for internal consumption

Suppose you repair a broken toilet handle in your office and to do it you pull the handle from your parts stock. The inventory was consumed by and for the company itself, not for another job or contract. The transaction records the consumption of inventory as an overhead expense.

To enter a record for internal consumption:

1. Open **12-2 Inventory Allocation**.
2. In the **Ticket#** text box, enter the ticket number.
3. In the **Date** text box, enter the date of the transfer.
4. In the **Status** list, click the record status.
5. In the **Description** text box, enter a brief statement about the transaction.

6. In the grid, for each item:
   a. In the **Part** cell, enter the part number.
   b. In the **Quantity** cell, enter the quantity of parts.
   c. In the **Source** cell, enter the location where the part is coming from.
   d. In the **Account** cell, enter the overhead expense account number.
   e. In the **Subaccount** cell, enter the subsidiary account you want.
7. On the **File** menu, click **Save**.

Tip: You can verify the availability of stock when you save an inventory record.

Entering records for inventory shrinkage

Over time inventory can be lost, misplaced, or used without any records having been made. After a physical inventory count, determine how much inventory has been lost to shrinkage. To maintain an accurate count in the inventory system, enter an adjustment to the quantity on hand for the affected items.

To enter a record for inventory shrinkage:

1. Open **12-2 Inventory Allocation**.
2. In the **Ticket#** text box, enter the tag or ticket number/letters.
3. In the **Date** text box, enter the date of the transfer.
4. In the **Status** list, click the record status.
5. In the **Description** text box, enter a brief statement about the transaction.
6. In the grid, for each item:
   a. In the **Part** cell, enter the part number.
   b. In the **Quantity** cell, enter the quantity of parts.
   c. In the **Cost** cell, enter the cost of the part.
   d. In the **Source** cell, enter the location where the part is coming from.
   e. In the **Account** cell, enter the overhead expense account number.
   f. In the **Subaccount** cell, enter the subsidiary account you want.
7. On the **File** menu, click **Save**.

Entering records for inventory sold to customers

Some companies sell stock items directly to clients. The stock does not relate to a service call, route, or contract. Entering the sale in **11-2 Work Orders/Invoices/Credits** not only creates an invoice but also records the movement of stock.

If you enter the sale on an accounts receivable invoice, however, Sage 100 Contractor cannot record the movement in **12-2 Inventory Allocation**. A separate transaction is necessary.

To enter a record for inventory sold to a customer:

1. Open **12-2 Inventory Allocation**.
2. In the **Ticket#** text box, enter the tag or ticket number.
3. In the **Date** text box, enter the date of the transfer.
4. In the **Status** list, click the record status.
5. In the **Description** text box, enter a brief statement about the transaction.
6. In the grid, for each item:
   a. In the **Part** cell, enter the part number.
   b. In the **Quantity** cell, enter the quantity of parts.
   c. In the **Source** cell, enter the location where the part is coming from.
   d. In the **Account** cell, enter the cost of goods account number.
   e. In the **Subaccount** cell, enter the subsidiary account you want.
7. On the **File** menu, click **Save**.

Entering records for inventory used on contracts

When you use inventory on a contract, you can enter a transaction to record its consumption.

To enter a record for inventory used on a contract:

1. Open **12-2 Inventory Allocation**.
2. In the **Ticket#** text box, enter the tag or ticket number.
3. In the **Job** text box, enter the job number.
4. If the job uses phases, enter the phase number in the **Phase** text box.
5. In the **Order#** text box, enter the order number.
6. In the **Date** text box, enter the date of the transfer.

7. In the **Status** list, click the record status.
8. In the **Description** text box, enter a brief statement about the transaction.
9. In the grid, for each item:
   a. In the **Part** cell, enter the part number.
   b. In the **Quantity** cell, enter the quantity of parts.
   c. In the **Source** cell, enter the location where the part is coming from.
   d. In the **Account** cell, enter the job expense account number.
   e. In the **Subaccount** cell, enter the subsidiary account you want.
10. On the **File** menu, click **Save**.

Tip: You can verify the availability of stock when you save an inventory record.

Entering records to re-value existing inventory

There are several reasons why you re-value stock. Items lose value over time, are damaged, or need to be re-valued due to an incorrect entry.

You can re-value the entire quantity of a stock item by entering two lines in a single inventory transaction. In the first line, enter the source location of the stock items, the current average cost, and the overhead revaluation account. This removes the items from inventory at the current cost. Then in the second line, enter the new cost of the stock items, the same overhead revaluation account, and the destination location. This moves the items back into inventory at the re-valued cost. The balance remaining in the overhead revaluation account is the difference in value.

Re-valuing a damaged item is similar to the steps outlined above. Suppose you find that you have a water heater with cosmetic damage. Because a client will not pay full price for it, you need to re-value it. Create a part for a damaged water heater in the **Parts** window. Then in the **Inventory Allocation** window, make the adjusting entry. In the first line, enter the source location of the water heater, its cost, and the overhead revaluation account. Then in the second line, enter the new part for damaged water heaters, its adjusted cost, the same overhead revaluation account, and the destination location for the re-valued stock items. The transaction leaves the average cost for undamaged items unchanged, and sets the new value for the damaged item.

To enter a record to re-value existing inventory:

1. Open **12-2 Inventory Allocation**.
2. In the **Ticket#** text box, enter the tag or ticket number/letters.
3. In the **Date** text box, enter the date of the transfer.
4. In the **Status** list, click the record status.

5. In the **Description** text box, enter a brief statement about the transaction.
6. Enter the original item in the grid:
   a. In the **Part** cell, enter the part number.
   b. In the **Quantity** cell, enter the quantity of parts.
   c. In the **Cost** cell, enter the cost of the part.
   d. In the **Source** cell, enter the location where the part is coming from.
   e. In the **Account** cell, enter the overhead revaluation account number.
   f. In the **Subaccount** cell, if applicable, enter the appropriate subsidiary account.
7. Repeat step 6 for each item you want to re-value.
8. On the **File** menu, click **Save**.

12-3 Inventory Locations

Setting up inventory locations

If you have a variety of places where you store inventory, you can create inventory locations. From the moment you receive inventory, you can track where it is and who is responsible for it.

To set up inventory locations:

1. Open **12-3 Inventory Locations**.
2. In the **Inv. Location#** cell, enter the location number.
3. In the **Location Name**, enter the location name.
4. In the **Employee** cell, enter the employee number of the employee assigned to this location.
5. Repeat steps 2-4 for each location.
6. On the **File** menu, click **Save**.

Note: Because many companies assign employees to specific service trucks, you can include the employee number with the inventory location.

Tip: You can verify the availability of stock when you save a record.

Moving inventory among locations

Companies that have a number of different locations frequently move inventory among them. Moving inventory among locations does not affect the accounting.

To record inventory transferred to a new location:

1. Open **12-2 Inventory Allocation**.
2. In the **Ticket#** text box, enter the tag or ticket number.
3. In the **Date** text box, enter the date of the transfer.
4. In the **Status** list, click the record status.
5. In the **Description** text box, enter a brief statement about the transaction.
6. In the grid, for each item:
   a. In the **Part** cell, enter the part number.
   b. In the **Quantity** cell, enter the quantity of parts.
   c. In the **Cost** cell, enter the cost of the part.
   d. In the **Source** cell, enter the location where the part is coming from.
   e. In the **Destination** cell, enter the location where the part is going.
7. On the **File** menu, click **Save**.

Tip: You can verify the availability of stock when you save a record.

12-4 Purchase Order Receipts

About purchase order receipts

Vendors often ship materials and send an invoice later. In **12-4 Purchase Order Receipts**, you can immediately enter materials and serialized parts, and distribute them to various inventory locations or jobs while waiting for the invoice to arrive.

The **12-4 Purchase Order Receipts** window only allows you to enter the quantity of parts, and serial numbers for serialized parts. On saving the record, Sage 100 Contractor creates a payable invoice (with status **2-Review** or **3-Dispute**) and posts it to the general ledger using the accounts indicated on the purchase order.

If the purchase order references a job number, Sage 100 Contractor creates job cost records for the materials.

If the materials are for inventory, Sage 100 Contractor assigns the materials to the inventory location indicated on the purchase order.

After receiving the invoice, you can recall the payable invoice record and enter any changes due to freight charges or cost variances.

Entering the receipt of materials

To enter the receipt of materials:

1. Open **12-4 Purchase Order Receipts**.
2. In the **Order#** text box, enter the purchase order number.
3. In the **Shipping#** text box, enter the shipping order number provided by the vendor.
4. In the **Description** text box, enter a brief statement about the order.
5. In the **Status** list, click the status you want to assign the invoice created from this record.

   Important! The status must be either **2-Review** or **3-Dispute**.

6. In the grid, do the following:
   a. In the **Quantity** cell, enter the quantity of each part received.
   b. If you receive serialized parts, enter the individual serial number for each item in the **Serial#** cell.

   Important! You can only enter the quantity of parts and serial numbers for serialized parts. You cannot add or delete parts.

7. Repeat step 6 for each item received.
8. On the **File** menu, click **Save**.

12-5 Inventory Audit

About auditing inventory

The inventory audit performs several checks to verify the following:

- The inventory general ledger account balances with all journal transactions.
- All inventory part quantities are correct.
- The inventory general ledger account balances with the valuation of all parts in inventory.

This audit can be performed at any time and verifies that all parts in inventory and all ledger transactions are valid, helping you maintain solid accounting practices.

If the audit does not detect any errors, the message **Audit Completed!** appears. If errors are detected, you can view and print the **Inventory Audit Report**.

If the audit detects discrepancies between the inventory general ledger account and the total valuation of all parts, a message appears giving you the option of having Sage 100 Contractor write an automatic journal entry adjustment. The adjustments are made to both the general ledger and inventory offset accounts.

Auditing inventory

To audit inventory:

1. Open **12-5 Inventory Audit**.
2. Click **Audit**.
3. When the audit is complete, print any applicable **Inventory Audit** reports. \

   If the audit finds discrepancies between the general ledger account balances and inventory valuation, you can have the system write an automatic journal entry adjustment.

Chapter 13: Review and Reporting

Working with Review and Reporting

Sage 100 Contractor includes over 1,200 reports, providing you with many ways to understand your business and to communicate with your clients.

Many sections of Sage 100 Contractor have menu links to reports. For example, in **3-Accounts Receivable**, you find **3-1 Receivable Reports** and **3-1-1 Receivable List** reports. On the **Report Criteria** tab in the **3-1-1 Report Printing** window, you see a list of 17 reports. With a report selected, you can click the **Samples** tab to view a sample of that report.

For a comprehensive list of Sage 100 Contractor reports, see Appendix B: Sage 100 Contractor Reports.

Common report features

Standard reports include selection criteria that you can save as personal defaults for repeated use.

For quick access to reports that you use often, you can drag them to the **Sage 100 Contractor Desktop** to create an icon.

You can drill down from special **Dashboard** reports to the underlying record. This feature makes getting to the source of financial data just one mouse-click away.

You can also drill down from any of the 1,200 program-wide reports by running a report in Preview mode (available via the **Preview report on screen** button). With your cursor appearing as a magnifying glass with a red lens, simply double-click rows or fields to drill down to report details and records.

Report scheduling

From any window with report scheduling functionality, you can schedule the automatic delivery of reports to customers, subcontractors, and suppliers via fax and email.

Customizing reports

You can use **13-3 Report Writer** to create your own reports. As a starting point, you can modify many of the standard reports to suit your own needs.

Using the tools in **13-5 Form/Report Page Design**, you can also customize the reports to meet your company's design requirements. You can change the look of any document, so you do not have to purchase expensive, pre-printed forms.

You can create and modify reports and forms for a specific company that are accessible to all users when they print reports for that company. Company-specific reports and forms are located in the **Sage100Con > Company > *[company]* > Files > Custom Reports** or the **Sage100Con > Company > *[company]* > Files > Custom Report Forms** folder, respectively.

Note: If you create or revise reports using a third-party tool, such as Crystal Reports, we recommend that you use the report views instead of pointing directly to the database tables. (Report views are located in the Views folder in your company database.) Using report views rather than pointing to the tables reduces the chance that future database changes will "break" your reports.

Selecting and Creating Reports

Sage 100 Contractor comes with over 1,200 reports, providing you with many ways to understand your business and to communicate with your clients. Standard reports include selection criteria that allow you to save your personal defaults for repeated use. For quick access to reports that you use often, you can drag them to the **Sage 100 Contractor Desktop** to create an icon.

You can drill down into special **Dashboard** reports and from there to the record source. This feature makes getting to the source of financial data just one mouse-click away.

You can also drill down into the 1,200 program-wide reports by running a report in print preview, which is available via the **Preview report on screen** button. With your pointer appearing as a magnifying glass with a red lens, double-clicking rows or fields drills down to report details and records.

Notes:

- When viewing a report, if there is no magnifying glass pointer on that page, then there are no drillable rows or fields on that page. For example, the first page of a report may contain design elements and no data, which are not drillable. The second page may contain drillable data.
- If your pointer becomes an hourglass when closing a report, be aware that long reports containing a hundred or more pages may take a few seconds to close.
- Running large reports may take several minutes. You can disable drilling down from any **Report Printing** window for that instance by choosing **Options > Disable print preview drill down** to speed up running the report.

To drill down into report information

1. Open a record window (for example, **3-5 Jobs (Accounts Receivable**).
2. Select a record (for example, 186).
3. Click the [**Print records**] button.
4. Select a report.

5. Click the **Preview report on screen** button.

The report appears in “print preview” mode.

Examples of Drilling Down into Report Information

In the following examples, Sage 100 Contractor is running the Sample Company, menu **3-1-3 Receivable Aging**, and the **31-Current Job Aging** report. The report was run without selection criteria.

Drilling down into rows

A single click on the information reveals whether you are drilling to information contained in a row (notice the arrows at each end of the row) or an individual field. In this case, the first line contains a drillable row in addition to two drillable fields, **Job#** and **Current Holdback**.

Job#	Description	Current + Holdback
186	Williams Post Office	149,696.25
201	Trappen Motel	156,053.48
207	Wood Elementary School	

Double-clicking the row drills down to the job record **186.Williams Post Office** in the **3-5 Jobs (Accounts Receivable)** window.

Drilling down into fields

Drillable information contained in a single field is depicted differently. In a drillable field, you see arrows at each end of the field.Double-clicking the field opens a grid window that shows the details of the value, as shown in the **31–Job Current Aging~Current + Holdback** window.

Notice that the grid window displays the value in addition to the values that have been added together to create the drillable field value. At the bottom left corner of the grid window is a **Drill Down** button. By selecting a grid cell in the **A/R Invoices Balance** column (9,569.34) and clicking **Drill Down**, you can drill to the invoice.

From that invoice, you can continue to drill down to information through other reports. In addition, the status bar below the grid displays the selection criteria of the cell when the query selection criteria contains a “Where” clause.

This information can help you understand why certain information is in a grid and (equally as important) why certain information is not in the grid. For example, if you are expecting to see an important invoice on a grid but it’s not showing up, the information in the status bar can show information revealing that the invoice has incorrect status. This allows you to locate the invoice and correct its status.

Basic Rules for Drilling Down into Reports

Note: We recommend that you try drilling down into your own business's reports. Hands-on practice with familiar reports is the best way to understand how drilling down into reports actually works.

- To be drillable, a row or field must have a "non-zero" value.
- Only fields that are located within a detail section of a report may be drillable. Fields on the form design portion of the report are not drillable. Headings, totals, and no print fields are not drillable.
- Screen review of grid printing is not drillable.
- To be drillable, fields must be placed in a "Group," "Detail," or "Subtotal" row type.

About report selection criteria

You can use the selection criteria to limit the scope of documents. However, many reports do not require you to use selection criteria. If a criterion is left blank, Sage 100 Contractor does not use the criterion when creating the document.

Specific criteria is required to print cheques. You must provide the first cheque form number, cheque date, and ledger account number of the chequing account.

If a document does not include information that you were expecting, examine the selection criteria. If all the criteria are correct, the scope of the criteria might be too narrow. Try removing some of the criteria.

GAAP-standard reports

Sage 100 Contractor provides several reports to reflect generally accepted accounting principles, or GAAP. These reports include the following:

- **2-2-0-21 Balance Sheet**
- **2-2-0-31 Balance Sheet~This Year/Last Year Comparison**
- **2-3-0-21 Income Statement**
- **2-3-0-31 Income Statement~Period and YTD**
- **2-3-0-32 Income Statement~This Year/Last Year Comparison**
- **2-3-0-33 Income Statement~Actual/Budget Comparison**
- **2-3-0-41 Dept. Income Statement**
- **2-3-0-51 Dept. Income Statement~Period/Year**
- **2-3-0-53 Dept. Income Statement~Actual/Budget Comparison**
- **2-3-0-71 Income Summary~With Subaccount Detail Period and YTD**

- **2-8-0-21 Financial Report**
- **2-9-0-21 Statement of Cash Flows**

Viewing reports

You can view a list of reports in three ways:

To view a list of available reports

> **Note:** You can view the list of available reports for a particular function or print window from the **Report Printing** window. Some reports are editable; if so, a **Modify Report** button appears.

1. Open a Sage 100 Contractor window, for example **3-2 Receivable Invoices/Credits**.
2. Select the record you want to view in the data control.
3. In the toolbar, click the **Print Records** button.
4. In the **Report Printing** window, click the **Report Criteria** tab.
5. Double-click the report you want to view or print.

To view a list of all reports by menu command

> **Note:** You can only edit a calculated field on an existing report containing an existing calculated field.

1. Open **13-6 Report/Query Lists**.

   The **13-6 Report/Query Lists** window opens.
2. If it is not already selected, select **21-Report List~by Menu**.
3. On the toolbar, click **Preview report on screen** to view the report.

   Alternatively, select other printing and export options.

To view the list of all reports by menu option

> **Note:** You can only edit a calculated field on an existing report containing an existing calculated field.

1. Open **13-6 Report/Query Lists**.

   The **13-6 Report/Query Lists** window opens.
2. If not already selected, select **26-Report List~by Menu Option**.
3. On the toolbar, click **Preview report on screen** to view the report.

   Alternatively, select other printing and export options.

Viewing sample reports

Sage 100 Contractor provides representative samples of most reports that the system produces. These samples are not generated from the sample data, but are images for you to view. By viewing sample reports, you can get an idea of the report's content without having to actually generate the report.

To view a sample report

1. Open a Sage 100 Contractor window, for example **4-2 Payable Invoices/Credits**.
2. On the toolbar, click the **Print Records** button.
3. In the **Report Printing** window, click the **Samples** tab.
4. In the report list, click a report.

The sample appears in the right pane.

> **Note:** Not all reports have a sample. If there is no sample, a message appears: **There is no example available for this report**.

Working with Quick Reports

Sage 100 Contractor's Quick Reports feature lets you create simple reports for review. When you view a Quick Report, Sage 100 Contractor displays the report information in a grid.

For example, here are some of the windows in which you can create Quick Reports:

- **1-9 Departments**
- **6-5 Cost Codes**
- **7-2-1 Security Groups**
- **7-2-2 User List**
- **9-8 Board Footage**
- **10-2 Task List**
- **12-3 Inventory Locations**

You can change the font styles in individual cells or for the entire grid. In addition, you can hide columns of information. When you print the report, any information hidden in the **Quick Report** window will not appear on the printed report.

Although you can change the formatting of a Quick Report, the changes are not saved. They are only used for printing a Quick Report. For example, open **6-5 Cost Codes**, and using the **B**, **I**, and **U** buttons located under the menu bar, apply bold, italic, or underline formatting to the contents of cells.

You can hide the columns by right-clicking the column heading and selecting the **Hide Selected Column** command from the drop-down menu. Then click the **Print Records** button. When the **Grid Printing** window opens, click the **Preview report on screen** button to view a preview of your changes.

In some cases, a grid may display too many columns for the report to fit on a standard-sized piece of paper even in landscape orientation. In such cases, we recommend that you export the quick report to Microsoft Excel, which has the capability to capture all the data on any grid in Sage 100 Contractor.

Setting up a shortcut from a report printing window

To create a shortcut to a specific report:

1. Open any **Report Printing** window.
2. Click the **Report Criteria** tab.
3. Select a report.
4. In the lower left of the window, click **Create a Shortcut to Selected Report**.

13-1 Financial Review

At times, financial information is easier to understand when presented in the form of a chart. Sage 100 Contractor can generate charts for you from data in the ledger accounts of the active company. You can then use the charts to review and analyze trends in your company.

You can generate charts on financial data from the current fiscal year, or as a comparison between the current and last fiscal year, for 12 rolling months, or as a comparison between the budgeted costs and actual costs. In addition, you can create line, area, 2-dimensional bar charts, and 3-dimensional bar charts.

After generating a chart, you can print it, save it to file, or copy it to the clipboard so that you can paste the chart in another report or document.

Note: On **13-1 Financial Review**, when viewing charts, be aware that **Mean**, **Standard Deviation**, and **Best Fit** do not display with bar charts. The statistical methods display as expected only with line and area charts. When working with these statistical methods, select **Format > Line** or **Area**, and then select **Statistics > Mean, Standard Deviation, or Best Fit**.

Financial review—Ratios

Sage 100 Contractor uses the ledger account balances to create the ratio for a fiscal period. Use the ratios to identify long term trends or potential problems.

Note: The list uses standard math symbols, plus (+), minus (-), multiplied by (*), and divided by (/).

The following list provides definitions of menu items under **13-1 Financial Review > Ratio**:

- **Current Ratio.**Measures the relationship between the current assets and current liabilities.

  Definition of **Current Ratio**: Current Assets/Current Liabilities by fiscal period.

- **Quick Ratio.**Measures the relationship of liquid assets to current liabilities, indicating the short-term debt paying ability.

  Definition of **Quick Ratio**: (Current Assets – Inventory)/Current Liabilities by fiscal period.

- **Gross Profit/Sales.**Measures the relationship between gross profit and sales dollars.

  Definition of **Gross Profit/Sales**: (Gross Profit + Other Income)/(Total Operating Income +Other Income) by fiscal period)

- **Net Profit/Sales** - Measures the relationship between net profit and sales dollars.

  Definition of **Net Profit/Sales**: Net Income Before Tax/ (Total Operating Income + Other Income) by fiscal period.

- **Net Profit/Equity.**Measures the amount of income earned for each dollar invested.

  Definition of **Net Profit**: (Operating Income + Other Income) – (Direct Expense + Equip/Shop Expense + Overhead Expense + Admin Expense).
  Definition of **Equity**: (Equity + Operating Income + Other Income) – (Direct Expense + Equip/Shop Expense + Overhead Expense + Admin Expense). Note: The Equity amount excludes Owner's Draw accounts.

- **Current Assets/Total Assets.**Measures the relationship between the short-term assets and long-term assets.

  Definition of **Current Assets**: Cash + Current Assets + WIP.

  Definition of **Total Assets**: Cash + Current Assets + Wip + Other Assets + Fixed Assets – Accum.Depreciation.

- **Return on Assets.**Measures the earning power or the profitability of a company's assets.

  Definition of **Return on Assets**: Total Income—Direct + Shop/Equip + Overhead + Admin Expense / Cash + Current Assets + Wip—Accum. Depreciation.

- **Debt/Worth** - Measures the relationship of debt financing to equity financing, or how much a company is leveraged.

  Definition of **Debt**: Total liabilities.

  Definition of **Worth**: Equity + Total Income—(Direct + Shop/Equip + Overhead + Admin Expense).

- **Debt/Assets.**Measures the percentage of total assets represented by liabilities.

Definition of **Debt**: Total liabilities.
Definition of **Assets**: Cash + Current Assets + Wip + Other Assets + Fixed Assets–Accum. Depreciation.

- **Overhead/Direct Expense.**Measures the relationship of overhead expenses to job expenses. Total Indirect Expense/Total Direct Expense.

  Definition of **Indirect Expense**: Overhead + Administrative Expenses.

  Definition of **Direct Expense**: Direct +Equipment + Shop Expenses

Financial Review–Trends

Sage 100 Contractor uses the ledger account balances to graph financial trends.

> **Note:** The list uses standard math symbols, plus (+), minus (-), multiplied by (*), and divided by (/).

The following list provides definitions of menu items under **13-1 Financial Review > Trends**:

- **Cash–**Charts the balances for all accounts in the cash range by fiscal period.

  Compares to the **2-4-21 General Ledger** report by cash account range and period.

- **A/R.** Charts the Accounts Receivable balance by fiscal period.

  Compares to the dedicated Accounts Receivable account in **1-7 General Ledger Accounts**.

- **A/P.** Charts the Trade Accounts Payable balance by fiscal period.

  Compares to the dedicated Accounts Payable account in **1-7 General Ledger Accounts**.

- **Sales.** Charts the total income.

  Compare to the Income Statement by period for the Operating Income balance + Other Income balance.
  Budget numbers by period: compare to menu 1-7 General Ledger Accounts income accounts budgets.

- **Gross Profit.** Charts the Gross Profit + Other Income by fiscal period.

  Compare to the Gross Profit + Other Income from Income Statement by period.

  Definition of **Gross Profit:** Operating Income - (Direct Expense + Equip/Shop Expense).

- **Net Profit.** Charts the Net Income before Tax by fiscal period.
  Compare to the Net Income Before Tax on the Income Statement by period.
  Definition of **Net Income**: Operating Income + Other Income - Direct & Indirect Expenses.

- **Breakeven Point.** Charts all Expenses by fiscal period.

Compare to the Total Direct & Equip/Shop Expenses + Total Indirect Expenses on the Income Statement by period.

- **Working Capital.** Charts Current Assets - Current Liabilities by fiscal period. This trend is often used to secure a line of credit.

  Compare to the Balance Sheet by fiscal period.

  Budget comes from all current assets and liabilities accounts in menu **1-7 General Ledger Accounts**.

Financial Review—Statistics

When generating charts, you can use one of the statistical methods provided:

- **Mean.** Calculation derived from the sum of a list of numbers divided by the total number of numbers in a list.
- **Standard Deviation.** Calculation indicating how spread out numbers are from the mean.
- **Best Fit.** Calculation showing a trend line indicated by the values in a series.

Note: On **13-1 Financial Review**, when viewing charts, be aware that **Mean**, **Standard Deviation**, and **Best Fit** do not display with bar charts. The statistical methods display as expected only with line and area charts. When working with these statistical methods, select **Format > Line** or **Area**, and then select **Statistics > Mean, Standard Deviation, or Best Fit**.

13-2 Project Review

At times, project information is easier to understand when presented in the form of a chart. Sage 100 Contractor can generate charts for you from several sources. You can then use the charts to review and analyze trends in your company. You can create several different types of graphs, such as line, area, 2-dimensional bar charts, and 3-dimensional bar charts. After generating a chart, you can print it, save it to file, or copy it to the clipboard so that you can paste the chart in another report or document.

Using the **Graph** option in **13-2 Project Review**, you can generate graphs to analyze the following:

- **Cost/Budget by Type**
  Budget = Job budget + approved budget change orders by cost type.
  Cost = Job costs by cost type. (Note that you use the job cost journal by cost type).
- **Cost/Budget by Code** displays job budget + approved budget change orders by cost code.
  Budget = Job budget plus approved budget change orders by cost code.
  Cost = Job costs by cost code (Note that you use the job cost journal by cost code).
- **Over/Under by Code**
  Over = Over budget amount by code with positive number above zero.
  Under = Under budget amount by code with negative number below zero.

- **Gross Profit % by Job** displays (A/R invoices - job costs) / A/R invoices.
- **Gross Profit $ by Job** displays A/R invoices - job costs.
- **Cash Flow** displays A/R invoices - job costs by week. (Note that one week = 7 days).

13-3 Report Writer

13-3 Report Writer provides tools that help you create custom reports of your Sage 100 Contractor data. With **13-3 Report Writer**, you can modify existing reports or create entirely new reports to suit your company's needs.

You can create new reports from scratch, or you can use existing reports as the basis for new reports. When you display a Sage 100 Contractor report, Sage 100 Contractor copies the report and displays the copy in the **13-3 Report Writer** window. You can then edit, rename, and save the new report.

Before creating a report

You need to understand how **13-3 Report Writer** and **13-5 Form/Report Page Design** work together.

- You use **13-5 Form/Report Page Design** to create the page layout for a single page form or a multi-page form that includes text, fields, and calculated fields.

  Most form designs also have a detail box that indicates to Sage 100 Contractor where the report details will be placed.

- You use **13-3 Report Writer** to create the body of the report, which appears in the detail box of the form design. In the design of the report details, you can include text, fields, and calculated fields. In addition, you can control when the report prints on a new page or on an entirely new form.

  You also use **13-3 Report Writer** to associate a specific form design with a report. When you select the report for printing, Sage 100 Contractor automatically selects the associated form design. In addition, you can determine the location of the report in Sage 100 Contractor. You can assign custom reports to **13-4 Report Printing**, or to another window that contains reports similar to the custom report.

Creating new reports

Note: Sometimes it is quicker to create a new report by editing an existing report that needs only a few changes or additions.

To create a new report:

1. Open **13-3 Report Writer**.
2. On the **New Report Launch** window, select one of the following options:
   - **Create a new report using the wizard...**
   - **Start with a blank report**
3. Click [**OK**].

Modifying existing reports to create new reports

Before you start, locate the report you want to modify, and write down its name.

To identify the report, use its file name, which is a combination of:

- The menu option where the report is located.
- The number of the report.

These two items are combined to form an eight-character file name. For example, **04010221.RPF** is the report for **4-1-2 Payable Invoice**, report 21.

To create a new report by modifying an existing report

1. Open **13-3 Report Writer**.
2. In the New Report Launch wizard, select **Browse for an existing report...**, and then click [**OK**].
3. Click [**Display System Reports**].

   If you want to modify a report that you have already customized, select [**Display Private Custom Reports**] or [**Display Shared Custom Reports**].

   > **Note:** Alternatively, you can open the report that you want to modify by selecting it on a Report Printing window, and then clicking [**Modify Report**].

4. On the list, locate and then double-click the report you want to open–for example, 04010221.RPF (AP Invoice List).
5. In the **Report Title** text field, type a title for the new report.
6. In the **Report Form** field, select a report form.
7. To modify the grouping and sorting of fields:
   a. Click **Edit > Grouping/Sorting...**.
   b. On the **Define Grouping and Sorting** window, select a table, and then double-click items in the

Fields list to move them to the bottom panel.

c. In the bottom panel, you can:

- Remove groups by right-clicking a group field
- Reorder groups by dragging them into the desired order
- Change sort order by clicking on columns in the main row of the panel

d. Click **OK**.

8. To modify the report selection criteria:

a. Click **Edit > Selection Criteria...**.

b. On the **Define the Selection Criteria** window, select a table, and then double-click items in the **Fields** list to move them to the bottom panel.

c. In the bottom panel, you can choose to enter default criteria, or you can leave the criteria blank.

d. Click **OK**.

9. Click **File > Save**.
10. In the message box confirming the modification, click [**OK**].
11. Change the last two digits of the report name to a number between 1 and 20.
12. Click [**Save**].

Using the New Report Launch window

Using the New Report Launch window, you can:

- Create a new report using the wizard.
- Browse for an existing report.
- Start with a blank report.
- Open a recent report. (The last five saved reports are listed.)

Creating a new report using the wizard

1. To open the Report Wizard, accept the default **Create a new report using the wizard...** option, and then click [**OK**].
2. Type the title to display at the top of the report, and then click [**Next**].

> **Note:** You can include a subtitle by adding a '~' and then the subtitle text.

3. Choose the report form on which to print the report, and then click [**Next**].

> **Note:** You can use wildcards in the report form name, such as "*.Report," to be able to select **.Report** file when running the report.

4. Scroll to the menu where the records are located, select the table that holds the primary data for the report, and then click [**Next**].

> **Tip:** You can also list tables by name to view a simple alphabetical list of all data tables. Select **List Tables by Name**.

5. In the **Fields** list on the top right, double-click fields in the primary table to add to the report.

   You can sort these fields by name if you select the **List Fields by Name** option.

   You can select fields from related tables by changing the selected table in the list on the top left.

   In the bottom panel, you can:

   - Group fields on the report by dragging columns to the group area in the dark gray band. You can use up to three fields for grouping.
   - Add sorting by clicking on a column. The number that appears next to the column name is the next consecutive number after the last group. If no groups are defined, the sort column displays a 1. You can have multiple sorts in the main column row by holding the shift key when clicking additional columns.
   - Reorder columns by dragging them to a different location.
   - Remove columns from the report by right-clicking them.

6. Click [**Next**].

7. In the **Fields** list, double-click the fields to use as report selection criteria.

   In the bottom panel, you can:

   - Select the comparison option to set as the default.

     > **Note:** For example, if you would like the default to be between or equal, you can set that as the default on the report printing window.

   - Lock criteria values to fix those values permanently in the report.

     For example, in an invoice report that should exclude voided invoices , lock the invoice status criteria as 'Less than 5-Void.'

8. Click [**Finish**].

Browse for an existing report...

1. Select **Browse for an existing report...**, and then click [**OK**].
2. Click the [**Display System Reports**] button, select the report, and then click [**Open**].

Start with a blank report

To create a new report without using the Report Wizard, select **Start with a blank report**, and then click [**OK**].

Open a recent report

You can select a report from a list of the last five saved reports.

Modifying reports and form designs

When the [**Modify Report**] button appears in the **Report Printing** window, you can edit the report design and the form design.

If the [**Modify Report**] button does not appear, you cannot edit the report design, but you can still edit the form design.

To open **13-5 Form/Report Page Design** from a **Report Printing** window, click **Edit** > **Form Design**.

If the form name does not appear in the **Report Form** field in the **Report Printing** window, click the [**Modify Report**] button. This opens the custom report in **13-3 Report Writer**. The custom form name is then displayed in the **Form** field. Copy the form design to the **Report Forms** folder.

Important! Some of the over 1100 system reports are “locked,” and you cannot modify the data portion of the report. In certain cases, some reports allow modification of the design.

Assigning reports to form designs

When you decide to print a report, Sage 100 Contractor selects the form design you assigned to the report design. You can assign a report design to a specific form or to a group of forms.

Form design uses file name extensions to group similar types of form designs together. To assign a report design to a form design, you need to determine which form design a specific report uses. When you select a report for preview or printing in the **13-4 Report Printing** window, Sage 100 Contractor displays the file name and file name extension of the form design below the **Report** list.

For example, say you create a new report for income statements titled **My Income Statement** and want the new report to use the same form design as the original report for income statements. Having created the report design, assign it a form design to use when Sage 100 Contractor generates the report. In the **Form** text box, you type **report.rpt** and save the new report. Later, when you print the **My Income Statement** report, Sage 100 Contractor automatically selects the **Report.RPT** form design.

Suppose, instead of limiting the report to the **Report.RPT** form design, you want to be able to select any form design using the **.RPT** file name extension when printing the **My Income Statement** report. In this situation, use a wildcard in place of the report name and indicate the file name extension.

In the **Form** text box, type ***.RPT** to indicate you want all files using the **.RPT** file name extension, and save the report. When you select the **My Income Statement** report for printing, you will be able to select from all the form designs using the **.RPT** file name extension.

When you save a report design, Sage 100 Contractor saves it as a file. The file name determines where you will find the report in Sage 100 Contractor. Whereas form designs use different file name extensions to organize the forms into meaningful groups, all report designs use the **.RPF** file name extension.

You can assign a custom report to:

- **13-4 Report Printing.** Assign the file any name, and then save it as a shared report that anybody can use or as a private report that only you can use. You can save an unlimited number of reports in this way.
- **A specific location where similar reports are found.** For example, if you create a new income statement, you might want to make the report available with the other income statements. Each window location can contain up to 20 custom reports.

  To assign a report to a specific window, you must use a particular file-naming scheme when you save the file:

  - The file name must consist of eight numbers.
  - The first six numbers must specify the window location.
  - The last two numbers are user-defined and must fall between 01 and 20.

  The following examples explain how to convert the window locations into the correct naming format:

  - You created a new departmental income statement and want to access the report from **2-8-1 Departmental Income Statement**. Convert each menu and submenu number used to arrive at the **Departmental Income Statement** into a 2-digit number, so the file name becomes **020801**. As this is your first custom report in this location, add **01** to the end. The full name of the file becomes **02080101.RPF**.
  - Some windows in Sage 100 Contractor are not located under two submenus. To indicate the correct report path, add two zeros in the report name to represent the last submenu. For example, you create a new income statement and want to access it from **2-3 Income Statement**. The numbers representing the location become **0203**. Because you need six numbers to represent the menu location, add two zeros. The file name then becomes **020300**. As this is your first custom report in this location, add **01** to the end. The full name of the file becomes **02030001.RPF**.

Working with Text in 13-3 Report Writer

You can use the following text options in reports:

- Typing text
- Editing text
- Changing fonts
- Aligning text

To type text

1. In **13-3 Report Writer**, open the report in which you want to type text.
2. On the **Insert** menu, click **Text**.
3. Click where you want to place the text.
4. Type the text you want to enter.

To edit text

1. In **13-3 Report Writer**, open the report in which you want to edit text.
2. Double click on the field you want to edit and make the changes that you want.
3. On the **File** menu, click **Save**.

To change fonts

1. In **13-3 Report Writer**, open the report in which you want to change fonts.
2. Highlight the field or fields that need font changes.
3. From the **Edit** menu, click **Font**.
4. In the **Font** window, select the **Font**, **Font style**, **Size**, and **Effects** as needed.
5. Click **OK**.

To align text

1. In **13-3 Report Writer**, open the report in which you want to align text.
2. Click the text that you want to align.
3. From the **Edit** menu, click **Align Left** or **Align Right**, as needed.

Note: The text aligns itself to where the text begins, and not the margin.

Bands

A report is made up of horizontal bands. Your report can contain as many or as few bands as necessary, and each band can contain one or more lines. As you create a report, assign each band a type. The order of types assigned to bands determines the order in which text and fields appear in the report.

Property	What it does
Heading	Appears at the top of the report.
Group 1	Determines the first level of grouping.
Group 2	Determines the second level of grouping.
Group 3	Determines the third level of grouping.
Detail	Provides the detail for the body of a report.
Subtotal 1	Select **Subtotal 1** when you want to subtotal data from **Group 1**.
Subtotal 2	Select **Subtotal 2** when you want to subtotal data from **Group 2**.
Subtotal 3	Select **Subtotal 3** when you want to subtotal data from **Group 3**.
Total	Select **Total** when you want to total data from the entire report.
No Print	Select **No Print** when you want to include a field in the report so a calculated field calculates correctly, but do not need to include the information in the report. You can place the field on a separate band and assign the band the **No Print** type. When you generate the report, the band is not included.

You do not have to use every type of band in a report. For example, you create a new report using the following bands: **Heading**, **Group 1**, **Group 2**, **Detail**, **Detail**, and **Total**. Notice that two detail bands exist. As you build a custom report, you can create multiple detail bands to accommodate text, graphics, and fields you want the report to supply. All bands expand to accommodate the size of a graphic or text you enter in the custom report. Similar bands must be grouped together and you cannot have bands with the **Blank** type in the body of the report.

About band properties

When you select a band, you can change its properties by clicking the **prp** button.

Property	You can:
Font	Set the font, font style, and size for the entire band.
Color	Set the color of text and objects for the entire band.
¼ height	Set the band to one-quarter of the normal band height.
½ height	Set the band to one-half of the normal band height.
Full height	Set the band to normal height.

To insert a band

1. In **13-3 Report Writer**, open the report into which you want to insert a band.
2. Click the band button immediately below the band where you want to insert the new band.
3. On the toolbar, click the **ins** button.

To delete a band

1. In **13-3 Report Writer**, open the report from which you want to delete a band.
2. Click the band button of the band you want to delete.
3. On the toolbar, click the **del** button.

Working with Pages in 13-3 Report Writer

About form breaks and page breaks

You can control the point at which Sage 100 Contractor begins printing information on a new form design or a new page. Initially, when you create a new report design there are no form breaks or page breaks. You can select the form and page breaks for a custom report based on band types in the **Form Break** and **Page Break** lists.

Use the form break to determine when Sage 100 Contractor prints information on a new form. Suppose you create a **Vendor** report that lists invoices sorted by job. When printing the report, you want to be able to select a range of vendors and print a separate list for each vendor. The report contains the following bands and fields:

- The **Group 1** band contains fields for the vendor number and name.
- The **Group 2** band contains fields for the job number and job name.
- The **Detail** band contains fields for the invoice number and description.

The form break is set to **Group 1**, which tells Sage 100 Contractor to print a new form for each vendor.

Use the page break to determine when Sage 100 Contractor prints information on the next page of a multi-page form design. To continue the example above, the form design you want to use has two pages. The front page includes your company logo, address, and boilerplate text, and a continuation page includes only your company name. When creating the custom report, the page break is set to **Group 2**, which tells Sage 100 Contractor to print a new continuation page for each job.

You can also let Sage 100 Contractor automatically determine where to place form or page breaks when generating a report. When you set the form break to automatic and the form design contains a single page, Sage 100 Contractor prints a new form for each page in the report. However, if the form design contains multiple pages, Sage 100 Contractor prints a new form when there are no more pages in the form design to use. When you set the page break to automatic, the report advances to a new page when the printed page is full.

To insert a form break

1. In **13-3 Report Writer**, open the report into which you wish to insert a form break.
2. In the **New Form** list, click the type of band that you want to begin a new form when printing the report. You can choose from the following options:
   - Automatic
   - On Detail
   - On Group1
   - On Group2
   - On Group3

To insert a page break

1. In **13-3 Report Writer**, open the report into which you wish to insert a page break.
2. In the **New Page** list, click the type of band that you want to begin a new page when printing the report. You can choose from the following options:
   - Automatic
   - On Detail
   - On Group1

- On Group2
- On Group3

Tools for Building Reports

You can use the following tools for building form designs:

- Lines
- Boxes
- Logos, Pictures, and Objects
- Fields

Note: To undo changes to a form, on the **Edit** menu, click **Undo**.

To move a selection:

1. In **13-3 Report Writer**, open the report in which you want to move a selection.
2. Select the item you want to move.
3. Drag the selection to the desired location.
4. To move multiple selections at the same time, hold down the [**Ctrl**] key and drag the mouse over the objects to be selected.

Lines

To draw a line

1. In **13-3 Report Writer**, open the report in which you want to draw a line.
2. In the **Insert** menu, click **Line**.
3. Click in the grid to draw the line and drag the pointer.

To set the line properties

1. Select the line object using **Edit > Select Objects**.
2. Right-click on the box and select **Properties**.
3. Modify the box object properties. You can modify the following properties:
   - Line Width
   - Line Type
   - Solid

- Dash
- Dot
- Dot-Dash
- Forecolor (controls the color of the border)
- Position and Size
- Row: Sets the row number for the object
- Top: Sets the top position relative to the band line
- Left: Sets the left position relative to the left side of the page
- Width: Sets the width of the line
- Height: Sets the height of the line

Boxes

Note: You can insert a text box directly inside a box or detail area box, or drag an existing text box and drop it into a box or detail area box.

To draw a box

1. In **13-3 Report Writer**, open the report in which you want to draw a box.
2. On the **Insert** menu, click **Box**.
3. Click in the location where you want to place one corner of the box and drag the pointer diagonally to the size you want.

To set the box properties

1. Select the box object using **Edit > Select Objects**.
2. Right-click on the box and select **Properties**.
3. Modify the box object properties. You can modify the following properties:
   - Line Width
   - Line Type
   - Solid
   - Dash
   - Dot
   - Dot-Dash
   - Forecolor (controls the color of the border)

- Backcolor (controls the color of the interior)
- Position and Size
- Page: Sets the page number for the object
- Top: Sets the top position relative to the band line
- Left: Sets the left position relative to the left side of the page
- Width: Sets the width of the line
- Height: Sets the height of the line

Logos, Pictures, and Objects

To insert a picture or logo

1. In **13-3 Report Writer**, open the report into which you want to insert a graphic.
2. On the **Insert** menu, click **Picture**.
3. The **Assign Picture** dialog box appears.
4. Select the bitmap file that you want to insert.
5. Click **Open**.
6. On the **Edit** menu, click **Select Objects**, then click the picture and move to the appropriate area on the form.

To add a company logo to all report forms

This procedure adds a company logo to all report forms that share the same logo. The sample logo available in Sage 100 Contractor calls one specific file from the **\Program Files (or Program Files (x86))\Sage\Sage 100 Contractor\Report Forms** folder and inserts it in all reports that display a logo. You can rename your logo file to this name and it will be displayed in those reports automatically.

1. Using Windows Explorer, navigate to the **\Program Files (or Program Files (x86))\Sage\Sage 100 Contractor\Report Forms** folder on the local drive where you installed Sage 100 Contractor or the drive from which you print.
2. Rename the existing sample logo from **logo.bmp** to **originallogo.bmp**.
3. Copy your own logo file into the folder, and rename it **logo.bmp**.
4. Your logo will now automatically display in reports that use a logo.

Note: If you re-install Sage 100 Contractor, Sage 100 Contractor saves the **logo.bmp** file with the most recent date. It will not overwrite your file.

Important! You may need to stretch or shrink your logo on the reports.

To adjust the proportions of a picture or object

1. In **13-3 Report Writer**, open the report in which you want to reproportion a graphic or object.
2. Drag the picture in the direction that you want to stretch or shrink it.
3. Click the image to change its proportions.

To delete an object

1. In **13-3 Report Writer**, open the report in which you want to delete an object.
2. Click the object or text block that you want to delete.
3. Right click on the object or text box, then click **Delete**.

Fields

Fields are special codes that instruct Sage 100 Contractor to replace the field with information from a database. For example, you might want to include the job number on a report for payable invoices. You can insert the **ACPINV.JOBNUM** field in the report design. Then, when you generate the report, Sage 100 Contractor fills in the appropriate information for you.

With fields, you can create form designs and report designs to automatically add or update information in your reports and documents. Fields provide you access to data throughout Sage 100 Contractor. Because you can place fields in both report designs and form designs, you need to determine which fields are necessary and then decide where to insert them. It is a good idea to place most all fields in the report design if possible, as this lets you reuse a small number of form designs for a variety of reports.

Like other objects in a form or report design, you can set object properties for fields. When you generate a report or document, Sage 100 Contractor inserts the information indicated by the field. If the database does not contain information requested by the field, Sage 100 Contractor leaves the field blank in the resulting report or document. However, you can set the property of a field to print a zero rather than leaving the field blank.

Notes:

- For each field you want to insert, create a new text box.
- You can format text or graphics by setting the object properties.

To insert fields

1. In **13-3 Report Writer**, open the report into which you want to insert fields.
2. On the **Insert** menu, click **Text**.
3. Insert the pointer where you want to place the text.

4. On the **Insert** menu, click **Fields**.
5. In the **Tables by Menu** section, click the table that you want to use.
6. In the **Fields in {table name}** section, double-click the field that you want to use.

Define Grouping and Sorting

If you open an existing report, or create a new report by starting with a blank report, you can define grouping and sorting of the fields on the report.

- Add grouping to the report by double clicking on the fields in the top right. A maximum of three fields can be used for grouping.
- Reorder group fields by dragging them to a different location.
- Remove group fields from the report by right-clicking them.
- Add sorting by clicking on a column. The number that appears next to the column name is the next consecutive number after the last group you selected. If no groups are selected, the sort column displays a 1.

Define the Report Selection Criteria

1. To select fields to use for report selection criteria, double-click fields on the Fields list.
2. In the bottom panel, you can:
   a. Select the comparison option to use as the default.

      Example: If you want the default to be Between or Equal, you can set that as the default on the report printing window.

   b. Lock criteria values to fix those values permanently in the report.

      Example: In invoice report that should exclude voided invoices, lock the invoice status criteria as 'Less than 5-Void .'

Calculated Fields

Sage 100 Contractor enables you to create calculated fields and add them to form designs or report designs. A calculated field is a type of field representing an expression. When you generate a report, Sage 100 Contractor determines the result of the calculated field based on information stored in the databases. After creating a calculated field, you can add it to the list of calculated fields available for use in the design.

About pre-defined calculated fields

Pre-defined calculated fields are fields that Sage 100 Contractor recognizes and automatically replaces with the proper data. These are locked fields that cannot be changed. Unlike other fields, standard or calculated, which you insert, create and/or add to the report, pre-defined calculated fields must be typed directly into the form design.

Most, but not all of these pre-defined calculated fields are also global calculated fields. For example, **cmpany^cmpnme** is the same as **CP^cmpnme**. Both fields pull the company name from the database.

Important! There is only one difference between the two types of calculated fields. Pre-defined calculated fields must be typed directly into the form design, whereas global calculated fields must be added from the **Calculated Fields** window.

The fields listed in the table below work only in **13-5 Form/Report Page Design**, not in **13-3 Report Writer**. Many of these pre-defined fields exist in the form designs that come with Sage 100 Contractor.

Pre-Defined Field	Data
CP^cmpnme	Company Name
CP^cmpad1	Company Address 1
CP^cmpad2	Company Address 2
CP^ctyste	Company City & Province
CP^zipcde	Company Postal Code
CP^mallbl	Company Mail Label
CP^licnum	Company License Number
CP^ctynme	Company City Name
CP^state	Company Province Name
CP^phnnum	Company Phone Number
CP^curdte	Current Date
CP^curtme	Current Time
CP^curusr	Current User
CP^pagnum	Page Number

Pre-Defined Field	Data
CP^pagnxt	Consecutive Page Number (will ignore new page one for new groups, and so on)
CP^stetax	Company Province Tax ID#
CP^fedtax	Company Federal Tax ID#
CP^memnte	Notes entered on report selection window
CP^select	Report Selection Criteria
CP^subttl	Report Subtitle
CP^faxnum	Company Fax Number
CP^rslnum	Company Resale Number
CP^usrdf1	Company User Defined 1
CP^usrdf2	Company User Defined 2
CP^e_mail	Company Email address
CP^bnkact	Company Bank Account Number (for Direct Deposit)
CP^rtnmbr	Company Routing Number (for Direct Deposit)
CP^ntetxt	Company Note
CP^rptttl	Report Title
CP^rptopt	Report Option
CP^stmdte	Statement Date (for printing from **3-4 Statements**)

Working with global calculated fields

Global calculated fields are a good way to copy a calculation from one report to another. Many pre-defined calculations are in the **Global Calculated Fields** list, but not all.

A global calculated field is a type of field representing an expression. When you generate a report, Sage 100 Contractor determines the result of the calculated field based on information stored in the databases. After creating a global calculated field, you can add it to the list of calculated fields available for use in the design.

Inserting calculated fields in reports

Consider the following points when inserting calculated fields in reports:

- For each calculation that you want to insert, create a new text box.
- After inserting a field, you can format the text by setting the object properties.

To insert a calculated field in a report:

1. In the **13-3 Report Writer** window, open the report into which you want to insert a calculated field.
2. Click **Insert > Text**.
3. Click in the text box where you want to place the field.
4. Click **Insert > Fields**.
5. In the **Insert a Field** window, select a table from the list on the left.
6. In the bottom panel, double-click the calculated field you want to insert.

Inserting calculated fields in form designs

Consider the following points when inserting calculated fields in reports:

- For each calculation that you want to insert, create a new text box.
- After inserting a field, you can format the text by setting the object properties.

To insert a calculated field in a form design:

1. In the **13-5 Form/Report Page Design** window, open the report into which you want to insert a calculated field.
2. Click in the text box where you want to place the field.
3. On the **Insert** menu, click **Fields**.
4. Select a table from the list on the left.
5. In the bottom panel, double-click the calculated field you want to insert.

Creating calculated fields

When you add the calculated field, its name displays in the **Calculated Fields** list. You can then insert the field as you would insert any other field.

To create a calculated field:

1. In either **13-3 Report Writer** or **13-5 Form/Report Page Design**, on the toolbar, select **Edit > Calculated Fields**.
2. In the **Calculated Fields** window, in the **Name** text box, enter the name of the calculated field you want to create.

   Note: The **Name** text box has a 15 character limit. You can use spaces and special characters in addition to letters and numbers.

3. In the **Description** text box, enter a brief description of the field.
4. Select **Do Not Total**, if the calculated field should not be totalled.
5. Use the **Database Fields**, **Functions**, and **Operators** to build the calculated field expression.
6. To save the calculation, click **Save**.

   Note: The **Save** button is not available unless all required fields (**Name**, **Description**, and **Calculated Field Expression**) are filled out.

7. Click **Close**.

Creating global calculated fields

After you create a global calculated field, you can easily added it to other reports by selecting it from the list of global calculated fields. You do not have to recreate the calculated field when you want to use it in a different report.

To create a global calculated field:

1. In either **13-3 Report Writer** or **13-5 Form/Report Page Design**, select **Edit > Calculated Fields**.
2. In the **Calculated Fields** window, in the **Name** text box, enter the name of the calculated field you want to create.

   Note: The **Name** text box has a 15 character limit. You can use spaces and special characters in addition to letters and numbers.

3. In the **Description** text box, enter a brief description of the field.
4. Select **Do Not Total**, if the calculated field should not be totalled.
5. To build the expression, do any of the following:

- In the **Tables** list, click a table. Then in the **Fields** list, click the fields you want.
- In the **Functions** list, click the functions you want.
- Under **Operators**, click the operators you want.

6. To save the global calculation, click **Save to Global Calculations**.

> **Note:** The **Save** button is not available unless all required fields (**Name**, **Description**, and **Calculated Field Expression**) are filled out.

7. To save the global calculation to the current report, click **Save**.
8. Click **Close**.

Adding calculations to fields

To add a calculation to a field:

1. Open the report or form to which you want to add the calculation.
2. On the toolbar, click the **Calculations** button.
3. In the **Calculated Fields** window, locate the **Calculation** text box, then click the drop-down arrow.
4. In the **Global Calculated Fields** lookup window, locate and double-click the calculation you want to insert.

> **Important!** The list is much longer than it looks because there is no vertical scroll bar. To locate your calculation, type the first few letters of its name.

5. Click the **Add** button, then click **OK**.
6. You return to the **Form/Report Page Design** window.

> **Important!** If you see an **unable to save** message, click **OK** and verify that the calculation has been added.

7. Create a text box where you want to add the calculated field.
8. On the **Insert** menu, click **Fields**.
9. In the **Insert Fields** window, find and select **Calculated Fields**.
10. In the **Fields** list, double-click the field you want to insert.
11. From the **File** menu, select **Save**.

Editing calculated fields

Important! You can only edit a calculated field in an existing report containing a calculated field.

To edit a calculated field:

1. In either **13-3 Report Writer** or **13-5 Form/Report Page Design**, on the toolbar, select **Edit > Calculated Fields**.
2. In the **Calculated Fields** window, select the calculation from the **Name**text box list.
3. Make the changes you want to the expression.
4. Edit the **Name** and **Description** if desired.
5. To save the calculation, click **Save**.
6. Click **Close**.

Editing global calculated fields

To edit a global calculated field:

1. In either **13-3 Report Writer** or **13-5 Form/Report Page Design**, select **Edit > Calculated Fields**.
2. In the **Calculated Fields** window, select the calculation from **Select Global Calculation**.
3. Make the changes you want to the expression.
4. Make changes to the **Name** and **Description** if necessary.
5. To save the global calculation, click **Save to Global Calculations**.
6. To save the global calculation to the current report, click **Save**.
7. Click **Close**.

Inserting text boxes for calculated fields

Part of the process in copying calculated fields is to insert a text box in a report. Then you insert the calculated field into the text box.

To insert a text box for a calculated field:

1. In **13-3 Report Writer** or **13-5 Form/Report Page Design**, open the report or form into which you want to insert a calculated field.
2. Select **Insert > Text**.
3. Click in the location where you want to insert the form field.

4. Select **Insert > Fields**.
5. In the bottom panel, double-click the calculated field you want to insert.

Copying calculated fields

Saving calculations to the **Global Calculated Fields** list is a good way to copy a calculation from one report to another. Many calculations are in the **Global Calculated Fields** list, but not all. Here's how to add the ones you want.

To save a calculated field to the Global Calculated Fields list:

1. In **13-3 Report Writer**, open a report that contains the calculation you want to copy.
2. Select **Edit > Calculated Fields**.
3. In the **Name** field, click the drop-down arrow.
4. Click the desired calculation.
5. To add the calculation to the Global Calculated Fields list, click **Save to Global Calculations**.

   This adds the desired calculation to the **Global Calculated Fields** lookup window.

Now you can insert the global calculated field into other reports without creating a calculated field for each report.

Deleting calculated fields

Important! You can only edit a calculated field on an existing report containing an existing calculated field.

To delete a calculated field:

1. In either **13-3 Report Writer** or **13-5 Form/Report Page Design**, select **Edit > Calculated Fields**.

   Note: You cannot delete a calculated field if it is still in use on the report or form you've opened. Remove the object from the report or form first, then delete the calculated field.

2. In the **Calculated Fields** window, click the **Name** list and select the calculated field that you would like to delete.
3. Click **Delete**.
4. Click **OK**.

About expressions

An expression is a formula used to compute the value of a calculated field. An expression can contain fields, constants, operators, and functions.

The examples below help illustrate the syntax of expressions:

- To calculate the year-to-date activity for a ledger account, the following expression subtracts the beginning balance from the ending balance:

  LGRACT.ENDBAL-LGRACT.BEGBAL

- You can create a single field that inserts the employee's last name, followed by an ampersand, and the first name. When you generate the report, Sage 100 Contractor adjusts the placement of the first name relative to the length of the last name:

  EMPLOY.LSTNME&EMPLOY.FSTNME

- The following expression inserts the ledger account number and the ledger account long name. When you generate the report, Sage 100 Contractor adjusts the placement of the long name relative to the length of the ledger account number:

  LGRACT.RECNUM LGRACT.LNGNME

About operators

Operators are symbols that represent a type of mathematical or relational process to carry out in an expression. You can select from the following operators:

Operator	Description
+	Addition
-	Subtraction
*	Multiplication
/	Division
=	Equal to
< >	Not equal to
( )	Open/close parenthesis.
<	Less than
>	Greater than

Operator	Description
<=	Less than or equal to
>=	Greater than or equal to
&	Ampersand
If( )Then( )Else( )	Tests for a condition.
{S}	Inserts a find and replace field for an alphanumeric variable.
{N}	Inserts a find and replace field for a numeric variable.
{D}	Inserts a find and replace field for a date variable.
SQL Queries	Tests for a condition.

About parentheses

Using the parentheses, you can group operations in an expression to change the order in which they are performed. Without parentheses, operations are performed in the following order: multiplication/division, addition/subtraction, and relational operations (greater than, less than, not equal to, and so on).

- For example, the expression, 4 + 6 / 2, provides the answer 7, and not 5, because division is performed before addition. When a mathematical expression contains operators that have the same rank, operations are performed left to right. For example, in the expression, 2 + 6 / 3 * 5 - 9, division and multiplication are first performed before the addition and subtraction. The first operation divides 6 by 3, which produces 2. The second operation multiplies 2 by 5, which produces 10. In the third operation, add 2 to 10, which produces 12. In the fourth operation, subtract 9 from 12 to produce 3 as the answer.

By using parentheses, you can change the order of operations in an expression. That is, operations in parentheses are performed first, then operations outside the parentheses are performed.

- For example, the expression, (2 + 6 / 3) * 5 - 9, results in an answer of 11, while the expression, (2 + 6 / 3) * (5 - 9), results in -16 as the answer.

You can also embed parentheses, where operations in the deepest parentheses are performed first.

- For example, the expression, ((7 + 3) / 2) * 3, contains embedded parentheses. From the example, the first operation is 7 + 3, the second operation is 10 / 2, and the third operation is 5 * 3, which results in 15 as the answer.

About using If( )Then( )Else( ) in a calculated field

The **If( )Then( )Else( )** operator enables you to conditionally return a value. Within the parentheses of the **If( )Then( )Else( )** expression, you enter the fields, functions, and constants.

Syntax: **If**(*expression*)**Then**(*result1*)**Else**(*result2*)

- **Expression** is the condition for which you are testing.
- **Result1** is returned when the condition in the expression is met.
- **Result2** is returned when the condition in the expression is not met.

Example:

A **Trial Balance** report uses calculated fields containing the **If( )Then( )Else( )** operator. The expression

```
If(LGRACT.DBTCRD=1)Then(LGRACT.BEGBAL)Else( )
```

determines whether a ledger account maintains a debit balance. If the ledger account is a debit account, Sage 100 Contractor prints the ledger account's beginning balance on the report in place of the field. Otherwise, the account is not a debit account and Sage 100 Contractor does not print the balance.

When you set up the ledger account structure, Sage 100 Contractor assigns a value of 1 to debit accounts and a value of 2 to credit accounts. Sage 100 Contractor stores the debit/credit value in a table, which you can query using the LGRACT.DBTCRD field.

In the above example, the **If( )** portion of the expression queries the debit or credit value of each ledger account. If the LGRACT.DBTCRD field returns a value of 1 for a ledger account, Sage 100 Contractor acts on the field indicated in the Then( ) portion of the expression, printing the beginning balance for the ledger account indicated by the LGRACT.BEGBAL field.

However, if the LGRACT.DBTCRD field returns a value not equal to 1, Sage 100 Contractor acts on the **Else( )** portion of the expression. In the example above, **Else()** does not contain a value; therefore, Sage 100 Contractor does not return anything.

About variables in calculated fields

Variables act as placeholders for actual numeric values. The variables allow you to build calculated fields and save them without having to enter actual figures until you generate the report. When you preview or print a report containing a variable, you assign a numeric value to each variable that you are using. Sage 100 Contractor substitutes the declared values for the variables and computes the results. You can insert a variable for a date ({D}), number ({N}), or alphanumeric string ({S}).

{S}

The **{S}** operator lets you insert a variable for an alphanumeric string in the calculated field.

`Syntax. [variable{S}]`

Variable is the variable you want to replace when generating the report.

{N}

The **{N}** operator lets you insert a variable for a numeric string in the calculated field.

Syntax. [*variable*{**N**}]

Variable is the variable you want to replace when generating the report.

{D}

The **{D}** operator lets you insert a variable for a date string in the calculated field.

Syntax: [*variable*{**D**}]

- *Variable* is the variable you want to replace when generating the report.

About constants

Constants are parameters or values in an expression that do not change.

Example:

Suppose you create an expression for a calculated field that determines the holdback of a payable invoice by multiplying the invoice total times the holdback rate.

The holdback rate .05 is the constant in the expression:

```
ACPINV.INVTTL * .05.
```

About functions

An expression can contain functions, which perform special operations.

You can use a single function to represent the expression in a calculated field, or you can use functions in a larger expression.

Example: Suppose you want to include the system date in a report. You create a calculated field called “Todate,” which uses the DATE$ function as the expression, and insert the field in the report design. When you generate the report, Sage 100 Contractor inserts the system date.

You can also embed functions, which lets you nest functions within each other.

Example: For example, the expression DAY(DATE$) returns only the day of the month. The function DATE$ locates the system date, then the DAY( ) function returns only the value for the day. So, if today's system date is 03/15/2010, the expression DAY(DATE$) returns 15 when you generate the report.

Function	Description
ADDINT$	The ADDINT$ function adds an interval to a date. Syntax: ADDINT$(interval,number,date) Interval is the period of time by which you want to increment a date. Use the following to denote the interval: d = day, w = week, m = month, q = quarter, y = year. Number specifies number of intervals by which you want to increment a date. Date is the date or date field to which the intervals are added. Example: To create a list of payable invoices whose payments are overdue by two days for the given discount date, use the following expression: ADDINT$(d,2,acpinv.dscdte) The expression adds two days to the payable invoice discount date and compares the new value to the system date (today's date) provided by the DATE$ function.
AGED	The AGED function determines if a date falls between two values. Syntax: AGED (date,number1,number2) Date is a date or date field. Number1 and number2 specify the number of days that the date must fall between to return a logical True. A "1" is returned by the AGED function when the date falls within the range and "0" returned when it doesn't. Example: To create a calculation that checks the age of receivable invoices based on their due dates, use the following expression: AGED(acrinv.duedte, 1, 30) The expression determines if the due date is less than or equal to the system date plus 30 days.
CASE	The CASE function conditionally returns a result based on the value of an item. Syntax: CASE(item,value-n,result-n,default)

Function	Description
	Item is the type of data being checked. Value-n is the value for which the CASE function is searching. Result-n is the result the CASE function returns when the CASE function finds Value-n. Default is the result if the CASE function does not find Value-n. Example: Suppose you want to print or display a description of the payable invoice status. To do this, create the following expression: CASE(acpinv.status,1,Open,2,Review,3, Dispute,4,Paid,Void) The expression includes a value and a result for invoice statuses 1-4. If the data that is returned by the acpinv.status field does not match any of the values, then the expression returns the default found at the end of the expression, Void.
DATE$	The DATE$ function returns the system date. Syntax: DATE$ No additional information is necessary. Example: To print or display the system date when the report was created, insert the following function where you want the date to appear in your report: DATE$ If the system date is 09/05/10, the field returns the value 09/05/2010.
DAY	The DAY function returns the number of the day of the month. Syntax: DAY(date) Date is the date field. Example: To print or display the day of the month for a receivable invoice date, use the following expression: DAY(acrinv.invdte) If the date is 09/05/2010, the field returns the value 10.
DAY$	The DAY$ function returns of day of the month as a character string. Syntax: DAY$(number) Number is the number of the day, where 1 through 7

Function	Description
	represents Sunday through Saturday. Example: To print or display the day of the week for a fixed date in a schedule, use the following expression: DAY$(schlin.fxddte) If the fixed date 09/05/2010 falls on a Wednesday, the field returns Wednesday.
LEFT$	The LEFT$ function returns a specified number of characters beginning at the left-most character. Syntax: LEFT$(string,number) String is the field that contains the characters you want to select. Number specifies the number of characters you want to select. Example: Suppose you are creating an employee list and you want to include the employee's first initial and last name. To print or display the first letter of the employee's first name, use the following expression: LEFT$(employ.fstnme,1) If the employee's first name is Ron, Sage 100 Contractor returns R.
MID$	The MID$ function returns a number of characters from a character string, starting at a position you specify. Syntax: MID$(string,number1,number2) String is the field that contains the characters you want to select. Number1 specifies the position of the first character. Number2 specifies the number of characters you want to select. Example: Suppose you are creating a lumber list, and you only want to include dimensional lumber that is described in six characters, such as 2x4x20. You do not want to print or display other lumber sizes such as 4x8. MID$(string,1,6) If the string contains six characters, this function returns six-character strings, such as 2x4x20.
MONTH	The MONTH function returns the number of the month

Function	Description
	from a date field. Syntax: MONTH(date) Date is the date field. Example: To print or display the month for a fixed date in a schedule, use the following expression: MONTH(schlin.fxddte) If the fixed date is 09/05/2010, the field returns the value 9.
MONTH$	The MONTH$ function returns the month as a character string. Syntax: MONTH$(number) Number is the number of the month, where 1 through 12 represents January through December. Example: To print or display the month for a fixed date in a schedule, use the following expression: MONTH$(schlin.fxddte) If the fixed date is 09/05/2010, the field returns September.
RIGHT$	The RIGHT$ function returns a specified number of characters beginning at the right-most character. Syntax: RIGHT$(string,number) String is the field that contains the characters you want to select. Number specifies the number of characters you want to select. Example: Suppose you want to create a list of equipment that includes the model year, which you include as the last information in the equipment description: RIGHT$(eqpmnt.eqpnme,4) If the equipment description is Cat 3054T Diesel Engine 2000, Sage 100 Contractor returns 2000.
SPELL$	The SPELL$ function spells out the currency value. Report Writer returns ***VOID*** if the number is zero or a negative. Syntax: SPELL$(number) Number is the number or field you want to spell out. Example: To print or display the payable invoice

Function	Description
	balance, use the following expression: SPELL$(acpinv.invbal) If the payable invoice balance is $535.00, the field returns FIVE HUNDRED THIRTY FIVE DOLLARS.
TRIM$	The TRIM$ function removes the trailing spaces in a character expression. Syntax: TRIM$(string) String is the field from which you want to remove the trailing spaces. Example: The employee first name field can contain up to 20 characters. If an employee's first name is Gerald, which contains six characters, the employee first name field would return the name plus 14 empty spaces. TRIM$(employ.fstnme) Using TRIM$ removes the trailing 16 spaces.
YEAR	The YEAR function returns the year from a date field. Syntax: YEAR(date) Date is the date field. Example: To print or display the year for a report, use the following expression: YEAR(DATE$) If the system date is 09/05/10, the field returns the value 2010.

About Structured Query Language

With Structured Query Language (SQL), you design expressions to query databases for data that is not available in standard reports or documents. With SQL, you can apply arithmetic operations to select and obtain new data. This can be as simple as adding two different fields together, or as complex as computing the billings in excess for a project.

Before you create an SQL expression, it is important to understand how Sage 100 Contractor uses databases to store information. When you enter information in a window, Sage 100 Contractor stores the information in tables. Depending on the window, Sage 100 Contractor either stores information in one or two tables.

In windows such as **4-3 Vendor Payments**, **3-5 Jobs**, or **3-3-1 Cash Receipts** a single database table exists, containing all the information. In other windows such as **4-2 Payable Invoices** or **3-2 Receivable**

Invoices, there are two database tables. When Sage 100 Contractor uses two tables to store data, the first table stores information from the text boxes and lists and the second table stores data from the grid.

About SQL syntax

The **SQL Queries** operator enables you to return a value that meets specific conditions. Within the **Select From Where** expression, you enter the fields, functions, and constants.

When building an SQL expression, you can use any mathematical or relational operations, as well as language operators. The placement of operators is critical to proper calculation, and some operators are placed before rather than after the fields. The following list describes the language operators you can use in an SQL expression:

Operator	Description
Select	Locates data for the selected field.
Select Sum	Locates and totals all figures for the selected field. You can use **Select Sum** in place of the **Select** portion of the expression.
From	Indicates the source database. Usually follows the **Select** portion of the expression.
Where	Defines the criteria that data must meet for use in the query. Usually follows the **From** portion of the expression.
Between	Defines a range of data. The **Between** operator works similar to **>=** and **<=**.
Inner Join	Creates a relationship between two tables.

Example: Syntax

```
Syntax: Select table1 From table2 Where value
```

- **Table1** is the data you want to select.
- **Table2** is the table from which you want to select the data.
- **Value** is the value for which the SQL function is searching.

Important! The syntax for an SQL expression can vary greatly depending on the complexity. The syntax above only outlines a simple SQL expression.

Example:

If you store information in the user-defined fields in **7-1 Company Information**, you can use an SQL query to extract the information.

```
Syntax: Select USRDF1 From CMPANY
```

Queries follow these specific guidelines:

- Brackets [ ] let you create separate SQL expressions and perform mathematical operations on them.
- In the query expression, you can use the equal to (=), greater than (>), or less than (<) signs to test for a value returned by the field.
- Use mathematical operators such as addition (+), subtraction (-), multiplication (*), or division (/) between two or more SQL queries to create a single expression. Use the operators to combine two or more embedded queries.

Between

The **Between** operator defines a range of numbers similar to using to >= and <=. The range is inclusive of the two numbers you indicate.

```
Syntax: Between number1 and number2
```

- **Number1** is the low number.
- **Number2** is the high number.

Example: When you set the range between 5 and 10, the query searches for the numbers 5, 6, 7, 8, 9, and 10.

Inner join

The **inner join** operator joins two tables and creates a one-to-one relationship between records in the table.

```
Syntax: Table1 Inner Join table2 on string1=string2
```

- **Table1** is a table
- **Table2** is the table you want to join to **table1**.
- **String1** is a field.
- **String2** is the field that you want to relate to **string1**.

Example:

Suppose you create a change order report that includes the budgeted costs by job. The job number is found in the **Change Order** table, and the budgeted amounts and cost codes are found in the **Subcontract Change Order Lines** table.

13-4 Report Printing

Printing Reports

Clicking the **Print Records** button on many Sage 100 Contractor windows opens a **Report Printing** window that is pre-loaded with reports specific to the area in which you are working. For example, if you are working in **3-2 Receivable Invoices/Credits**, Sage 100 Contractor opens **3-2 Report Printing**.

Report Printing window toolbar

The toolbar buttons in the **Report Printing** window provide versatile tools for working with reports. From right to left:

- **Send report to the selected printer** sends the selected report to the default printer or the printer you select from the printer selection drop-down menu.
- **Preview report on screen** opens the selected report in print preview mode with drill-down functionality (when available).
- **Send report data to Excel** opens the report in an Excel worksheet.
- **Send report to Word** sends the report to an **Export to File** window. Click **Save** to open the report in Word as an RTF file.

  The default **Save in** folder is the **Reports** folder under the company folder.
- **Create a PDF file of this report** sends the report to an **Export to File** window. Click **Save** to open the report in Adobe Reader as a PDF file. The default **Save in** folder is the **Reports** folder under the company folder.
- **Send report as an Outlook email attachment** launches Outlook with the report attached to an email message as a PDF file.
- **Email this report** opens the **Email Distribution** window which provides the means to send a message through Sage 100 Contractor email functionality.
- **Fax this report** opens the **Fax Distribution** window which provides the means to send a fax through Sage 100 Contractor faxing functionality. (Requires an installed fax/modem)
- **Schedule this report** opens the **Report Scheduling** window, which provides the means for you to schedule sending the selected report.

  Note: This button is not available in the **13-4 Report Printing** window.

- **Set the print orientation to landscape or portrait** becomes available when printing graphs or charts.
- **Enter notes for this record** opens the **Notes** window and, if the form design contains the field for inserting a note, the text of the note is inserted in the selected report.
- **Enter a new record** clears the selection criteria and resets the form design to the saved default.

- Printing reports on legal-sized paper is a special condition.
- Printing Gantt charts works differently than other report printing. For example, you must select a form design with either portrait or landscape orientation. Paper size and the size of the detail section do not matter because the program takes the selected form design elements and resizes them to fit the size of the selected printer page size.

Selection criteria and form designs

In the **Report Printing** window, you can select which report design is printed. Using the selection criteria, you can narrow the scope of a report to provide only the information you need. In addition, you can make changes to a report before printing it.

Tip: Custom reports are tagged as [Private], [Shared], or [Company] reports, indicating how the reports were saved.

Important! Scheduling reports to email, fax, or print will not work if the company data is opened exclusively. If you have a question, you may review the file **SARAEventLog.txt** found in **\Users\Username\AppData\Local\Sage\Sage 100 Contractor** to see if a scheduled report has been sent or not and if the company was “opened for exclusive access by another user.”

To print a legal-sized PDF or RTF report.

1. From the printers drop-down menu, select either **Sage 100 Contractor RTF Export** or **Sage 100 Contractor SagePDF Export**.
2. From the **Size** drop-down menu, select **Legal**.
3. On the right end of the toolbar, click the **Print records** button.

Note: The report, **2-3-0-34 Income Statement~All Periods**, must be printed on legal-sized paper to avoid being truncated. One-click printing using the **Create a PDF file of this report** button on the toolbar, for example, does not print to legal-sized paper even when selected because one-click buttons use the default printer’s default settings, which are typically set to letter-sized paper.

Setting report printing defaults

You can save time and effort by setting up your preferences for report types, form designs, selection criteria, and options in the **Report Printing** window.

You can also set preferences for printers, page ranges, page orientation, and number of copies to print.

Example: Suppose that you have two printers: a tractor feed printer that is used to only print cheques and a laser printer that is used to print all other documents. In the **Report Printing** window from which you print general ledger cheques, you can set the tractor feed printer as the default.

When you save the defaults, Sage 100 Contractor assigns them to the user name currently logged on to Sage 100 Contractor.

To enter defaults in a Report Printing window

1. Open the **Report Printing** window for which you want to set up defaults.
2. In the **Form Design** list, click the form design that you want.
3. On the **Selection Criteria** tab, enter the criteria that you want to use for selecting data.
4. On the **Default** menu, click **Save Defaults**.

Printing documents, grids, or reports

You can print reports, records, or grids from most windows in Sage 100 Contractor.

Important! Edit or delete an existing schedule from **7-5 Scheduled Reports Manager**. Schedules cannot be edited or deleted from the **Report Printing** window.

To print a document, grid, or report

1. From the **File** menu, select **Print**.
2. In the **Report Printing** window, click the **Report Criteria** tab, then click the report that you want to print.

   Tip: Custom reports are tagged as [Private], [Shared], or [Company] reports, indicating how the reports were saved.
3. Select the **Report Form** from the drop-down list.
4. In the selection criteria, enter the conditions that you want to use to select data.
5. Select a printer from the drop-down list.
6. Select the paper size, tray, and quality settings. The list of these options depends on your printer.

7. To print specific pages, enter their numbers in the text boxes next to **Pages**.
8. Select how many copies you want by clicking on the up and down arrows next to **Copies**.
9. To preview the document, click the **Preview** button.
10. Do one of the following:
    - From the **File** menu, select **Print**.
    - On the toolbar, click the **Print Records** button.

Note:

- Reports can be scheduled to be printed, faxed, or emailed at a specific time and frequency.
- Reports can be faxed or emailed immediately to a recipient from this window.
- Use the **Defaults** command from the menu to save a default report type and automatically have that report at the top of the list the next time you return to **Report Printing**.

To save printer settings

1. Select a printer from the drop-down list.
2. Select the paper size in the **Size** drop-down list.
3. Select the tray settings in the **Tray** drop-down list.
4. Select the quality in the **Quality** drop-down list.

   The list of these options depends on your printer.
5. To print specific pages, enter their numbers in the text boxes next to **Pages**.
6. Select how many copies you want by clicking on the up and down arrows next to **Copies**.
7. Select **Save Printer Settings**.

Printing reports to screen–print preview

You can preview reports before you print them by clicking the **Preview report on screen** button. It is located on each report printing window on the toolbar in the upper right. It is indicated by the button displaying a magnifying glass.

Viewing reports in print preview also provides the platform for drilling down into report information. When you are viewing a report in print preview and if there is drillable information on that report page, your cursor becomes a magnifying glass. When the lens displays a red circle, you can double-click the row or field to drill down to the details of the report information.

About report printing

Clicking the **Print Records** button on many Sage 100 Contractor windows opens a **Report Printing** window that is pre-loaded with reports specific to the area in which you are working. For example, if you are working in **3-2 Receivable Invoices/Credits**, Sage 100 Contractor opens **3-2 Report Printing**.

Report Printing window toolbar

The toolbar buttons in the **Report Printing** window provide versatile tools for working with reports. From right to left:

- **Send report to the selected printer** sends the selected report to the default printer or the printer you select from the printer selection drop-down menu.
- **Preview report on screen** opens the selected report in print preview mode with drill-down functionality (when available).
- **Send report data to Excel** opens the report in an Excel worksheet.
- **Send report to Word** sends the report to an **Export to File** window. Click **Save** to open the report in Word as an RTF file.

  The default **Save in** folder is the **Reports** folder under the company folder.
- **Create a PDF file of this report** sends the report to an **Export to File** window. Click **Save** to open the report in Adobe Reader as a PDF file. The default **Save in** folder is the **Reports** folder under the company folder.
- **Send report as an Outlook email attachment** launches Outlook with the report attached to an email message as a PDF file.
- **Email this report** opens the **Email Distribution** window which provides the means to send a message through Sage 100 Contractor email functionality.
- **Fax this report** opens the **Fax Distribution** window which provides the means to send a fax through Sage 100 Contractor faxing functionality. (Requires an installed fax/modem)
- **Schedule this report** opens the **Report Scheduling** window, which provides the means for you to schedule sending the selected report.

  > **Note:** This button is not available in the **13-4 Report Printing** window.
- **Set the print orientation to landscape or portrait** becomes available when printing graphs or charts.
- **Enter notes for this record** opens the **Notes** window and, if the form design contains the field for inserting a note, the text of the note is inserted in the selected report.
- **Enter a new record** clears the selection criteria and resets the form design to the saved default.

- Printing reports on legal-sized paper is a special condition.
- Printing Gantt charts works differently than other report printing. For example, you must select a form design with either portrait or landscape orientation. Paper size and the size of the detail section do not matter because the program takes the selected form design elements and resizes them to fit the size of the selected printer page size.

Selection criteria and form designs

In the **Report Printing** window, you can select which report design is printed. Using the selection criteria, you can narrow the scope of a report to provide only the information you need. In addition, you can make changes to a report before printing it.

Tip: Custom reports are tagged as [Private], [Shared], or [Company] reports, indicating how the reports were saved.

Report printing allows you to set up printer defaults. Most windows from which you can print have a dedicated **Report Printing** window. Suppose that you have two printers: a tractor feed printer that is used to only print cheques and a laser printer that is used to print all other documents. In the **Report Printing** window from which you print general ledger cheques, you can set the dot matrix printer as the default.

Important! Scheduling reports to email, fax, or print does not work if the company data is opened exclusively. If you have a question, you may review the file **SARAEventLog.txt** found in **\Program Files (or Program Files (x86))\Sage\Sage 100 Contractor** to see if a scheduled report has been sent or not and if the company was “opened for exclusive access by another user.”

To print a legal-sized PDF or RTF report.

1. From the printers drop-down list, select either **Sage 100 Contractor RTF Export** or **Sage 100 Contractor SagePDF Export**.
2. From the **Size** drop-down list, select **Legal**.
3. On the toolbar, click the **Print records** button.

Note: To avoid truncating the **2-3-0-34 Income Statement~All Periods** report, you must print it on legal-sized paper. One-click printing using the **Create a PDF file of this report** button does not print on legal-sized paper, even if you select this paper size, because one-click buttons use the default printer’s default settings, which are typically set to letter-sized paper.

About setting report printing defaults

You can save time and effort by setting up your preferences for report types, form designs, selection criteria, and options in the **Report Printing** window. You can also set preferences for printers, page ranges,

page orientation, and number of copies to print. When you save the defaults, Sage 100 Contractor assigns them to the user name currently logged on to Sage 100 Contractor.

Displaying the date format on reports

To show which format is used for dates printed on a form design, you can add a global calculated field to the form design to show which date format is used on the printed report. If you add the `CP^dtefmt` (or `cmpany^dtefmt`) date field to a form design, when you use the form design to run a report, the header in the printed report (or PDF) will indicate the format your company uses for dates. In this example, the line " (mm/dd/yyyy)" indicates that the date is August 12th, not December 8th:

Form Design	Printed Report
`<<CP^>>`	**AR Invoice List**
`<<CP^curdte>>`	08/12/2020
`<<CP^dtefmt>>`	(mm/dd/yyyy)

Caution! These calculated fields can be used only on ***form designs***. Inserting them in report details will corrupt the report, causing it to fail when you try to print it.

Note: The date format field is provided for your convenience, and is optional.

Entering defaults in Report Printing windows

To enter defaults in a Report Printing window:

1. Open the **Report Printing** window for which you want to set up defaults.
2. In the **Form Design** list, click the form design that you want.
3. On the **Selection Criteria** tab, enter the criteria that you want to use for selecting data.
4. On the **Default** menu, click **Save Defaults**.

Printing documents, grids, or reports

You can print reports, records, or grids from most windows in Sage 100 Contractor.

Important! Edit or delete an existing schedule from **7-5 Scheduled Reports Manager**. Schedules cannot be edited or deleted from the **Report Printing** window.

To print a document, grid, or report:

1. From the **File** menu, select **Print**.
2. In the **Report Printing** window, click the **Report Criteria** tab, then click the report that you want to print.
3. Select the **Report Form** from the drop-down list.
4. In the selection criteria, enter the conditions that you want to use to select data.
5. Select a printer from the drop-down list.
6. Select the paper size, tray, and quality settings. The list of these options depends on your printer.
7. To print specific pages, enter their numbers in the text boxes next to **Pages**.
8. Select how many copies you want by clicking on the up and down arrows next to **Copies**.
9. To preview the document, click the **Preview** button.
10. Do one of the following:
    - From the **File** menu, select **Print**.
    - On the toolbar, click the **Print Records** button.

Note:

- Reports can be scheduled to be printed, faxed, or emailed at a specific time and frequency.
- Reports can be faxed or emailed immediately to a recipient from this window.
- Use the **Defaults** command from the menu to save a default report type and automatically have that report at the top of the list the next time you return to **Report Printing**.

Replace default printer

If you select a report that has defaults saved for it, the Sage 100 Contractor attempts to use the default printer. If that printer cannot be found on the system, the “Replace Default Printer” window is displayed. The default printer settings are displayed as a reference. The next closest system default printer based on settings is presented, with an option to select any printer available on the system.

There are two options once you've selected the replacement printer in the **Replacement Settings** section:

- Use the selected printer in place of the report's default printer for now, but do not make any changes to any report defaults.
- Replace the old printer with the currently selected printer on all reports that have the old printer set as the default.

Saving printer settings

To save printer settings:

1. Select a printer from the drop-down list.
2. Select the paper size in the **Size** drop-down list.
3. Select the tray settings in the **Tray** drop-down list.
4. Select the quality in the **Quality** drop-down list.

   The list of these options depends on your printer.
5. To print specific pages, enter their numbers in the text boxes next to **Pages**.
6. Select how many copies you want by clicking on the up and down arrows next to **Copies**.
7. Select **Save Printer Settings**.

Printing reports to screen—print preview

You can preview reports before you print them by clicking the **Preview report on screen** button. It is located on each report printing window on the toolbar in the upper right. It is indicated by the button displaying a magnifying glass.

Viewing reports in print preview also provides the platform for drilling down into report information. When you are viewing a report in print preview and if there is drillable information on that report page, your cursor becomes a magnifying glass. When the lens displays a red circle, you can double-click the row or field to drill down to the details of the report information.

Tip: blank space
When you preview a report on your screen, you can click a **Refresh** option on the File menu (or press F5) to update the report with recent information, rather than having to close and then reopen the report window to load new report data.

Drilling Down into Report Information

About program-wide drill-down into report information

Sage 100 Contractor provides over 1,200 in-product reports that can help you to analyze your business from many different perspectives. In addition, most reports enable you to “drill down” from the values presented on the report to the underlying information.

To drill down into report information:

1. Open a record window (**3-5 Jobs (Accounts Receivable**), and select a record (for example, 186).
2. Click the **Print records** button.
3. Select a report, and then click the **Preview report on screen** button.
4. The report appears in “print preview” mode.

If there is drillable information on that page of the report, your pointer resembles a magnifying glass. When you move the pointer over values on the report, if the lens displays a red circle, you can drill down from that value to the underlying information.

Examples of Drilling Down into Report Information

Note: In the following examples, Sage 100 Contractor is running the Sample Company, menu **3-1-3 Receivable Aging**, and the **31-Current Job Aging** report. The report was run without selection criteria.

Basic Rules for Drilling Down into Reports

Note: We recommend that you try drilling down into your own business’s reports. Hands-on practice with familiar reports is the best way to understand how drilling down into reports actually works.

- To be drillable, a row or field must have a “non-zero” value.
- Only fields that are located within a detail section of a report may be drillable. Fields on the form design portion of the report are not drillable. Headings, totals, and no print fields are not drillable.
- Screen review of grid printing is not drillable.
- To be drillable, fields must be placed in a “Group,” “Detail,” or “Subtotal” row type.

Notes about reports

- If there is no **Modify Report** button on the report, you may be able to drill down into a sub-report, then to a record, and then subsequent reports or records.
- When viewing a report, if there is no magnifying glass cursor on that page, then there are no drillable rows or fields on that page. For example, the first page of a report may contain design elements and no data, which are not drillable. The second page may contain drillable data.
- If your cursor becomes an hourglass when closing a report, be aware that long reports containing a hundred or more pages may take a few seconds to close.
- Running large reports may take several minutes. You can disable drilling down from any **Report Printing** window for that instance by choosing **Options > Disable print preview drill down** to speed up running the report.

Editing reports for drill-down

When you open a report in print preview, you expect to be able to drill down into the report's information. However, not all reports contain rows and fields that are immediately drillable. You can edit an existing standard report or a custom report to be able to drill down to information that might be otherwise unavailable.

The following procedure provides an example of how editing a standard report can make more information drillable.

To edit a report for drill-down:

Important! The report may contain tables pertaining to different records. In such a case, you must insert the appropriate record number field to enable drilling down into specific rows.

1. Open **3-7 Progress Billing**, and select a record using data control.
2. On the toolbar, click the **Print records** button.

   The **3-7 Report Printing** window opens. By default, the first report is selected, **21-Progress Billing~by Cost Code**.
3. On the toolbar, click the **Preview report on screen** button.

   The **21–Progress Billing~by Cost Code** report window opens. In this example the report contains three pages.
4. Scroll to the second page.

   Note: Fields in the first column are drillable, but none of the fields in the other columns are drillable.

To edit the report so that the rows are drillable:

1. Close the report.
2. On the **3-7 Report Printing** window, with **21-Progress Billing~by Cost Code** selected, click the **Modify Report** button. The **13-3 Report Writer** window opens.

   Note: On the left of the report form, you see **Heading**, **Detail**, and **Totals**. To be drillable, fields must be placed in a **Group**, **Detail**, or **Subtotal** row type. Because **Headings** and **Totals** are not drillable, you insert the text field in the **Details** row type.
3. In the **Detail** row, to insert a text field, click once.

If you insert a text field outside the size of a printable page, the query result for that field will be not be visible to customers.

4. On the toolbar, locate and click the **Insert fields from a list** button. The **Insert a Field** window opens.
5. From the list of **Fields** in the Progress Billing Lines table, locate and double-click the **Record#** line.

   That field now appears in the report form.

   Important! The field you insert must be a record number pertaining to the rows in the report. Insert a progress billing record number field to drill down into progress billing rows.

6. Click **File > Save**, and save the report under a new name, such as **03070001**.
7. Name your edited report using numbers ending in -01 to -20.

   Numbers -21 through -99 are reserved for existing reports. If you follow the standard numbering scheme, for example 0307xxxx, the edited reports for **3-7 Progress Billing**, are grouped together.

8. Close **13-3 Report Writer**.

   You return to **3-7 Report Printing** with the edited report **01-Progress Billing~by Cost Code** selected.

9. On the toolbar, click the **Preview report on screen** button.

   The **01–Progress Billing~by Cost Code** report window opens.

10. Scroll to the second page, and note that fields in the first column are still drillable.
11. Move your cursor over a value in the **Contract** column, and then double-click it to go to the progress billing record number for that row.

Tip: We recommend that you try variations of this procedure on other reports to fine-tune drilling down into standard or custom reports to better meet your business needs.

Modifying custom reports for drill-down

Important! If you have modified reports, read this information regarding drilling down into report information, custom reports, and Version 13 or later.

In a few cases, some Sage 100 Contractor reports were modified so that drilling down works correctly. Therefore, any custom reports based on these following reports must be modified.

Modifiable reports with changed calculated fields

6-1-2 Job Cost Journal modifiable reports 6-1-2-21 through 6-1-2-54

The calculated field **jobcst^veenum** was changed to allow you to drill down to employees, vendors, and equipment correctly. Custom reports based on any of these reports must be modified with the new calculated field **jobcst^veenum** found in Version 13 or later reports.

9-5 Takeoff Worksheet modifiable reports 9-5-0-21 through 9-5-0-47

The calculated field **tkflin^recnum** was changed to allow drilling to the job. Custom reports based on any of these reports should be modified with the new calculated field **tkflin^recnum** found in Version 13 or later reports.

Modifiable reports adjusted for drill-down:

3-10-3-91 T & M Detail Worksheet~with Total Markup Percentage and supplemental report 3-10-3-19 T & M~Internal Use (Reprint)~ with Total Markup Percentage

The calculated field **tmintl^markup** was adjusted to the right to allow drilling down on the last column of the report. The tax **Yes/No** calculated field was hiding the ability to drill down for this column.

5-1-4-46 Local Tax Report~with Differential

The employee field **payrec.empnum** was moved to the right to separate it from the timecard record number in order to allow drilling down to the payroll record.

13-5 Form/Report Page Design

Every report, document, or letter that you generate uses a form design. A form design is a template for the layout of a page or pages. With **13-5 Form/Report Page Design**, you can edit any of the form designs supplied with Sage 100 Contractor, or create entirely new forms. You can change the graphic elements and layout of the form, as well as the boilerplate text. This is especially useful when a company has several different businesses, and needs to use different forms for each business.

Important! The sample cheque forms that come with Sage 100 Contractor may not be fully compliant with federal and province laws and other requirements that can differ from one jurisdiction to another. It is your responsibility to familiarize yourself with all applicable laws and requirements, and to modify cheque forms as needed to ensure compliance.

The **13-5 Form/Report Page Design** window provides the ability to create multi-page forms. Suppose that you always send a cover letter with each proposal to potential clients. You can incorporate both the cover

letter and the proposal forms in a single design. Then when you print proposals, the cover letter always prints with the proposal. A form can have up to 100 pages, each of which you can format differently.

Before creating a report

Understand how **13-3 Report Writer** and **Form/Report Page Design** work together.

- In **13-5 Form/Report Page Design**, you create the page layout for a single page form or a multi-page form that includes text, fields, and calculated fields. Form designs also use a detail box, which indicates where the details of the report will be placed.
- In **13-3 Report Writer**, you create the body of the report that appears in the detail box of the form design. In the design of the report details, you can include text, fields, and calculated fields. In addition, you can control when a report prints on a new page or on an entirely new form.

Creating new forms

Note: Sometimes it is quicker to create a new form from an existing form if you only have to make a few changes or additions.

To create a new form, open **13-5 Form Report/Page Design**. The **13-5 Form Report/Page Design** window appears and displays a blank page on which you can begin creating your new form.

Creating new forms using existing forms

It may be easier for you to use an existing form to create a new form. For example, in the **3-2 Report Printing** window, on the **Report Criteria** tab, you see a list of reports. When you click a report in the **Report Criteria** list, the form on which the report is based is displayed in the **Report Form** drop-down list.

Report	Report Form
21–Receivable Invoice	System.Invoice_AR
22–Receivable Invoice~with Notes	System.Invoice_AR
23–Receivable Invoice~Holdback	System.Invoice_AR_ Holdback
24–Receivable Invoice~Holdback; with Notes	System.Invoice_AR_ Holdback
31–Receivable Credit	System.Credit_AR

The system forms follow a specific naming pattern, for example, **System.Invoice_AR**. For the new report to appear in Sage 100 Contractor in the area in which you would want it to appear, it must be saved with a similar naming scheme. For example, **YourName.Invoice_AR**. You do not need to preserve “System” in

the name, you must retain the **.Invoice_AR** in the name. The "System" designation is intended to identify the forms that are included with the program installation. Forms that you create or modify should not include "System" in the name.

Note: Form designs are listed alphabetically in the report form list. To see your new forms listed before the "System" reports, use a name that will appear before the word system.

When you open a system report and save it with a new name, it is saved by default to the **\Report Forms folder**. However, you can choose to save it in a different folder. If you save it to a different folder, it will not appear in the program.

To create a new form using an existing form

1. Open the **3-2 Receivable Invoices/Credits** window (for example).
2. Click the **Print Records** button.
3. On the **3-2 Report Printing** window, in the **Report Form** list, click the down arrow and select the form design that you want to edit.
4. From the **Edit** menu, select **Form Design**.
5. On **13-5 Form/Report Page Design**, edit the form.
6. From the **File** menu, select **Save**.
7. On the **Save File** window, name the new form, and then click **Save**.

Tip: When you need to make a large number of changes, it might be easier to create a new form from scratch in the **13-5 Form/Report Page Design** window.

Editing existing forms

To edit an existing form design in 13-5 Form/Report Page Design

1. Open **13-5 Report/Form Page Design**.
2. Select **File > Open**.
3. In the **Select a Report Form** window, click one of the following buttons:
   - Click [**Display Private Report Forms**] to select from a list of forms stored on your local drive that only you have access to. These forms are stored in the **\Users\Username\AppData\Local\Sage\Sage 100 Contractor\Custom Reports** folder.
   - Click [**Display Shared Report Forms**] to select from a list of forms stored on a shared drive that all users have access to.
   - Click [**Display System Report Forms**] to select from a list of system forms that you may

customize.

- Click [**Display Company Forms**] to select from a list of forms to which all users have access in your company.

4. Select the form design that you want to edit.
5. On the **13-5 Form/Report Page Design** window, edit the form.
6. Select **File > Save** and save as a shared form design or as a private form design, depending on your preference.

To edit an existing form design from a Report Printing window

1. Open any **Report Printing** window, for example **3-2 Receivable Invoices/Credits**.
2. Click the **Print Records** button.
3. Select the form design that you want to edit.
4. From the **Edit** menu, select **Form Design**.
5. On the **13-5 Form/Report Page Design** window, edit the form.
6. Select **File > Save**, and then save the design a shared form design, as a private form design, or as a company form design to which all users in the company have access depending on your preference.

Previewing forms

To preview a form within 13-5 Form/Report Page Design:

From the **13-5 Form/Report Page Design** window, select **Pages > View Page**.

To preview a form from within a Report Printing window:

1. Open the report and select the Report Form for preview.
2. Select **Edit > Form Design**.
3. Select **Pages > View Page**.

Reducing the document size when previewing forms

When previewing a form, you can reduce the size of a document displayed in the **Screen Review** window.

In the **Screen Review** window, select **View Options**, and then select the percentage size (100%, 85%, 70%, or 50%) at which you want to view the report.

Working with text in 13-5 Form/Report Page Design

You can use the following text options in forms :

- Typing text
- Editing text
- Checking the spelling
- Changing fonts
- Aligning text

To type text

1. In **13-5 Report/Form Page Design**, open the form in which you want to type text.
2. Click where you want to place the text.
3. Type the text you want to enter.

To edit text

1. In **13-5 Report/Form Page Design**, open the form in which you want to edit text.
2. Double click on the field you want to edit and make the changes that you want.

To check the spelling

1. In **13-5 Report/Form Page Design**, open the form in which you want to check spelling.
2. From the **Edit** menu, click **Spell Check**.

To change fonts

1. In **13-5 Report/Form Page Design**, open the form in which you want to change fonts.
2. Highlight the field or fields that need font changes.
3. From the **Edit** menu, click **Font**.
4. In the **Font** window, select the **Font**, **Font style**, **Size**, and **Effects** as needed.
5. Click **OK**.

To align text

1. In **13-5 Report/Form Page Design**, open the form in which you want to align text.
2. Click the text that you want to align.
3. From the **Edit** menu, click **Align Left** or **Align Right**, as needed.

Note: The text aligns itself to where the text begins, and not the margin.

Working with pages in 13-5 Form/Report Page Design

In the **Pages** menu, you can do the following page options:

- Adding new pages
- Inserting new pages
- Copying pages
- Pasting pages
- Removing pages

Note: When you add a page, the page is automatically added as the last page. If you want to control where a page is added, use the **Insert Page** selection under the **Pages** menu.

To add a new page

1. In **13-5 Form/Report Page Design**, on the **Pages** menu, click **Add Page**.
2. Click **Save**.

To insert a new page

1. In **13-5 Form/Report Page Design**, display the page above which you want to insert a new page.
2. From the **Pages** menu, click **Insert Page**.
3. Click **Save**.

To copy a page

1. In **13-5 Form/Report Page Design**, select the page you want to copy.
2. From the **Pages** menu, click **Copy Page**.
3. Click **Save**.

To paste a page

1. In **13-5 Form/Report Page Design**, select the page to paste a copied page to.
2. From the **Pages** menu, click **Paste Page**.
3. Click **Save**.

To remove a page

1. In **13-5 Form/Report Page Design**, display the page that you want to remove.
2. On the **Pages** menu, click **Remove Page**.
3. Click **Save**.

About form and report page design layout

In the **Pages > Page Format** dialog box, you can set the following options:

- Page Size
- Margins
- Snap to Position Setting
- Disable or enable a 1/4 Inch Grid to align design elements

To set the page size

1. In **13-5 Form/Report Page Design**, on the **Pages** menu, click **Page Format**.
2. Under **Page Size**, enter the size of the page on which you want to base your design.
3. Click **Save**.

To set the page margins

1. In **13-5 Form/Report Page Design**, on the **Pages** menu, click **Page Format**.
2. Under **Margins**, enter the values for the page margins.
3. Click **Save**.

To position objects with snap lines

1. In **13-5 Form/Report Page Design**, on the **Pages** menu, click **Page Format**.
2. Under the **Layout Tools** section, next to **Size of snap-to-position grid**, click the arrows to select the position, up to 10/16".
3. Click **Save**.

To display a quarter-inch grid

1. In **13-5 Form/Report Page Design**, on the **Pages** menu, click **Page Format**.
2. Under the **Layout Tools** section, click **Show ¼" grid in background**.
3. Click **Save**.

Tools for Building Form Designs

You can use the following tools for building form designs:

- Lines
- Boxes
- Logos, Pictures, and Objects
- Fields

Note: To undo changes to a form, on the **Edit** menu, click **Undo**.

To move a selection:

1. In **13-5 Form/Report Page Design**, open the form in which you want to move a selection.
2. Select the item you want to move.
3. Drag the selection to the desired location.
4. To move multiple selections at the same time, hold down the [**Ctrl**] key and drag the mouse over the objects to be selected.

Lines

To draw a line

1. In **13-5 Form/Report Page Design**, open the form in which you want to draw a line.
2. In the **Insert** menu, click **Line**.
3. In the status bar area, select the line width and type of line you want to draw.
4. Click in the grid to draw the line and drag the pointer.

To set the line color

1. In **13-5 Form/Report Page Design**, select the line on which to change the color.
2. In the **Edit** menu, click **Color**.
3. Click the color you want to use.
4. Click **OK**.

Boxes

Note: You can insert a text box directly inside a box or detail area box, or drag an existing text box and drop it into a box or detail area box.

To draw a box

1. In **13-5 Form/Report Page Design**, open the form in which you want to draw a box.
2. On the **Insert** menu, click **Box**.
3. Click in the location where you want to place one corner of the box and drag the pointer diagonally to the size you want.

To create a detail area box

1. The detail box determines where the body of the report appears on a form design when you generate the report.

2. In **13-5 Form/Report Page Design**, open the form in which you want to create a detail area box.
3. On the **Insert** menu, click **Detail Area**.
4. Click in the location where you want to place one corner of the detail area box and drag the pointer diagonally to the size you want.

Logos, Pictures, and Objects

To insert a picture or logo

1. In **13-5 Form/Report Page Design**, open the form into which you want to insert a graphic.
2. On the **Insert** menu, click **Picture**.
3. The **Assign Picture** dialog box appears.
4. Select the bitmap file that you want to insert.
5. Click **Open**.
6. On the **Edit** menu, click **Select Objects**, then click the picture and move to the appropriate area on the form.

To add a company logo to all report forms

This procedure adds a company logo to all report forms that share the same logo. The sample logo available in Sage 100 Contractor calls one specific file from the **Report Forms** folder and inserts it in all reports that display a logo. You can rename your logo file to this name and it will be displayed in those reports automatically.

Important! You may need to stretch or shrink your logo on the reports.

1. Using Windows Explorer, navigate to the **\Program Files (or Program Files (x86))\Sage\Sage 100 Contractor\Report Forms** folder on the local drive where you installed Sage 100 Contractor or the drive from which you print.
2. Rename the existing sample logo from **logo.bmp** to original**logo.bmp**.
3. Copy your own logo file into the folder, and rename it **logo.bmp**.
4. Your logo will now automatically display in reports that use a logo.

Note: If you re-install Sage 100 Contractor, Sage 100 Contractor saves the **logo.bmp** file with the most recent date. It will not overwrite your file.

To adjust the proportions of a picture or object

1. In **13-5 Form/Report Page Design**, open the form in which you want to reproportion a graphic or object.

2. Drag the picture in the direction that you want to stretch or shrink it.
3. Click the image to change its proportions.

To delete an object

1. In **13-5 Form/Report Page Design**, open the form in which you want to delete an object.
2. Click the object or text block that you want to delete.
3. Right click on the object or text box, then click **Delete**.

Fields

Fields are special codes that instruct Sage 100 Contractor to replace the field with information from a database. For example, you might want to include the job number on a report for payable invoices. You can insert the **ACPINV.JOBNUM** field in the report design. Then, when you generate the report, Sage 100 Contractor fills in the appropriate information for you.

With fields, you can create form designs and report designs to automatically add or update information in your reports and documents. Fields provide you access to data throughout Sage 100 Contractor. Because you can place fields in both report designs and form designs, you need to determine which fields are necessary and then decide where to insert them. It is a good idea to place most all fields in the report design if possible, as this lets you reuse a small number of form designs for a variety of reports.

Like other objects in a form or report design, you can set object properties for fields. When you generate a report or document, Sage 100 Contractor inserts the information indicated by the field. If the database does not contain information requested by the field, Sage 100 Contractor leaves the field blank in the resulting report or document. However, you can set the property of a field to print a zero rather than leaving the field blank.

Notes:

- For each field you want to insert, create a new text box.
- You can format text or graphics by setting the object properties.

To insert fields

1. In **13-5 Form/Report Page Design**, open the form into which you want to insert fields.
2. On the **Insert** menu, click **Text**.
3. Insert the pointer where you want to place the text.
4. On the **Insert** menu, click **Fields**.
5. In the **Tables by Menu** section, click the table that you want to use.
6. In the **Fields in {table name}** section, double-click the field that you want to use.

Saving and naming form/report page design

When you save a form or report page design, Sage 100 Contractor saves it as a file. Form designs use different file name extensions to organize the forms into meaningful groups.

The system forms follow a specific naming pattern, for example, **System.Invoice_AR**. For the new report to appear in Sage 100 Contractor in the area in which you would want it to appear, it must be saved with a similar naming scheme, for example, **YourName.Invoice_AR**. You do not need to preserve “System” in the name, although you must retain the **.Invoice_AR** in the name. The "System" designation identifies the forms that are included with the program installation. Forms that you create or modify should not include "System" in the name.

> **Note:** Form designs are listed alphabetically in the report form list. To see your new forms listed before the "System" reports, use a name that will appear before the word system.

When you open a system report and save it with a new name, it is saved by default to the **\Report Forms folder**. However, you can save it in a different folder. If you save it to a different folder, it will not appear in the program.

13-6 Report & Query Lists

Using the Report Query Wizard

The **Query Wizard** is a series of dialog boxes that you cycle through to create a report query.

To use the Query Wizard:

1. Open **4-2 Payable Invoices/Credits** or any window where you can recall existing records.
2. On the toolbar, click the **Find Records** button.
3. In the **Query List** window, press the **New** button.
4. Enter a query title in the **Query Title** field to be displayed at the top of the report and click **Next**.
5. To select the fields you want to display, in the **Layout the Report** window, do the following:
   a. In the **Tables** list, select a database table.
   b. In the **Fields** list, select the fields you want to display.
   c. In the bottom panel, you can do the following actions:
      - Add grouping to the report by dragging columns to the group area in the dark gray band. A maximum of three fields can be used for grouping.

- Add sorting by clicking on a column. The number that appears next to the column name is the next consecutive number after the last group. If no groups are defined, the sort column displays a 1. You can have multiple sorts in the main column row by holding the shift key when clicking additional columns.
- Add sorting by clicking on a column. The number that appears next to the column name is the next consecutive number after the last group. If no groups are defined, the sort column displays a 1. You can have multiple sorts in the main column row by holding the shift key when clicking additional columns.
- Add sorting by clicking on a column. The number that appears next to the column name is the next consecutive number after the last group. If no groups are defined, the sort column displays a 1. You can have multiple sorts in the main column row by holding the shift key when clicking additional columns.

d. Repeat steps a through c until you have selected all the tables and fields you want to display in your query, and then click **Next**.

6. To select the fields by which you want to sort the data, in the **Define the Selection Criteria** dialog box, do the following:

   a. In the **Tables** list, select a database table.

   b. In the **Fields** list, select the fields by which you want to sort the query results.

   c. In the bottom panel, you can:

   - Select the comparison option to set as the default.

   > **Note:** For example, if you would like the default to be between or equal, you can set that as the default on the report printing window.

   - Lock criteria values to fix those values permanently in the report.

   > **Note:** For example, in an invoice report that should exclude voided invoices, lock the invoice status criteria as 'Less than 5-Void.'

   d. Repeat steps a through c until you have selected all the tables and fields by which you want to sort your query results, then click **Finish**.

7. In the **Query List** window, click the report you want to run, and then click **Run**.

8. Enter any values necessary for the selection criteria presented, and then click **Run**.

To create a query:

1. On the **File** menu, click **Find**.
2. Click **New**.

3. In the **Name** box, enter the name of the query.
4. Using the **Query Wizard**, create the query.

Tip: After you create a query, Sage 100 Contractor automatically saves it.

To run a saved query:

1. On the **File** menu, click **Find**.
2. In the list, click the query you want.
3. Click **Run**.

To delete a saved query:

1. On the **File** menu, click **Find**.
2. In the list, click the query you want.
3. Click **Delete**.

Using the Query Wizard

The **Query Wizard** is a series of dialog boxes that you cycle through to create a report query.

To use the Query Wizard:

1. Open **4-2 Payable Invoices/Credits** or any window where you can recall existing records.
2. On the toolbar, click the **Find Records** button.
3. In the **Query List** window, press the **New** button.
4. Enter a query title in the **Query Title** field to be displayed at the top of the report and click **Next**.
5. To select the fields you want to display, in the **Layout the Report** window, do the following:
   a. In the **Tables** list, select a database table.
   b. In the **Fields** list, select the fields you want to display.
   c. In the bottom panel, you can do the following actions:
      - Add grouping to the report by dragging columns to the group area in the dark gray band. A maximum of three fields can be used for grouping.
      - Add sorting by clicking on a column. The number that appears next to the column name is the next consecutive number after the last group. If no groups are defined, the sort

column displays a 1. You can have multiple sorts in the main column row by holding the shift key when clicking additional columns.

- Add sorting by clicking on a column. The number that appears next to the column name is the next consecutive number after the last group. If no groups are defined, the sort column displays a 1. You can have multiple sorts in the main column row by holding the shift key when clicking additional columns.
- Add sorting by clicking on a column. The number that appears next to the column name is the next consecutive number after the last group. If no groups are defined, the sort column displays a 1. You can have multiple sorts in the main column row by holding the shift key when clicking additional columns.

Repeat steps a through c until you have selected all the tables and fields you want to display in your query, then click **Next**.

6. To select the fields by which you want to sort the data, in the **Define the Selection Criteria** dialog box, do the following:
   a. In the **Tables** list, select a database table.
   b. In the **Fields** list, select the fields by which you want to sort the query results
   c. In the bottom panel, you can:
      - Select the comparison option to set as the default.

        Note: For example, if you would like the default to be between or equal, you can set that as the default on the report printing window.

      - Lock criteria values to fix those values permanently in the report.

        Note: For example, in an invoice report that should exclude voided invoices, lock the invoice status criteria as 'Less than 5-Void.'

   Repeat steps a through c until you have selected all the tables and fields by which you want to sort your query results, then click **Finish**.
7. In the Query List window, click the report you want to run, and then click **Run**.
8. Enter any values necessary for the selection criteria presented, and then click **Run**.

13-7 Print Database Format

Clicking **13-7 Print Database Format** launches the **13-7 Report Printing** window used for printing Database Format reports and viewing sample reports.

Report Printing window toolbar

The toolbar buttons in the **Report Printing** window provide versatile tools for working with reports. From right to left:

- **Send report to the selected printer** sends the selected report to the default printer or the printer you select from the printer selection drop-down menu.
- **Preview report on screen** opens the selected report in print preview mode with drill-down functionality (when available).
- **Send report data to Excel** opens the report in an Excel worksheet.
- **Send report to Word** sends the report to an **Export to File** window. Click **Save** to open the report in Word as an RTF file.

  The default **Save in** folder is the **Reports** folder under the company folder.
- **Create a PDF file of this report** sends the report to an **Export to File** window. Click **Save** to open the report in Adobe Reader as a PDF file. The default **Save in** folder is the **Reports** folder under the company folder.
- **Send report as an Outlook email attachment** launches Outlook with the report attached to an email message as a PDF file.
- **Email this report** opens the **Email Distribution** window which provides the means to send a message through Sage 100 Contractor email functionality.
- **Fax this report** opens the **Fax Distribution** window which provides the means to send a fax through Sage 100 Contractor faxing functionality. (Requires an installed fax/modem)
- **Schedule this report** opens the **Report Scheduling** window, which provides the means for you to schedule sending the selected report.

  Note: This button is not available in the **13-4 Report Printing** window.
- **Set the print orientation to landscape or portrait** becomes available when printing graphs or charts.
- **Enter notes for this record** opens the **Notes** window and, if the form design contains the field for inserting a note, the text of the note is inserted in the selected report.
- **Enter a new record** clears the selection criteria and resets the form design to the saved default.

- Printing reports on legal-sized paper is a special condition.
- Printing Gantt charts works differently than other report printing. For example, you must select a form design with either portrait or landscape orientation. Paper size and the size of the detail section do not matter because the program takes the selected form design elements and resizes them to fit the size of the selected printer page size.

13-8 Search Reports

About 13-8 Search Reports

Enter keywords in the text box to search for applicable reports.

- The search results match on all entries and are not case sensitive.
- Surround entries by quotes to find literal blocks.

You can show more advanced options by clicking on the **Show other search options** link.

To search by keywords

1. Open **13-8 Search Reports**.
2. Enter a keyword in the Search text box.
3. Click [**Search**].

To search by specific program area

Sage 100 Contractor searches the first level menu number equivalent to the listed area of the program.

If you select the **Include report forms** option, Sage 100 Contractor searches the following locations:

- **\\ServerName\Sage100Contractor\Custom Reports**
- **\\ServerName\Sage100Contractor\User Data\username\Custom Reports**
- **\Program Files\Sage\Sage 100 Contractor SQL\System Reports** or **\Program Files Program Files (x86)\Sage\Sage 100 Contractor SQL\System Reports**.

1. Open **13-8 Search Reports**.
2. Click the **Show other search options** link.
3. Enter a keyword in the Search text box.
4. In the **Limit search to a specific program area** list, select the program area.
5. Click [**Search**].

To search by specific data table

1. Open **13-8 Search Reports**.
2. Click the **Show other search options** link.
3. Enter a keyword in the Search text box.
4. In the **Limit search to a specific data table** list, select the data table.

5. Click [**Search**].

Including database fields in search

1. Open **13-8 Search Reports**.
2. Click the **Show other search options** link.
3. In the **Tables** column, select the table to choose fields from.
4. In the **Fields** column, select the field and click [**OK**].
5. Click [**Search**].

Search options

When the **Search into calculated fields** option is included in the search, a match is found if the calculated field exists in the report or form design. The report search is not validating that the calculated field is being used in either the report or form design.

If the **Include report forms** option is included in the search, and all search criteria is found in the report design (.RPF file), then the row on the Search Results list has the .RPF title listed and **<< Any >>** in the **Forms** column in the list.

If the **Include report forms** option is not included in the search, then Forms column is not shown in the results list box.

Interpreting report search results

After you enter your selection criteria, the program searches the System and Custom Report folders (and, if selected, the Report Forms folder), and then displays a list of all the reports that match your criteria.

If you select the **Include report forms** option, Sage 100 Contractor searches the following locations:

- **\\ServerName\Sage100Contractor\Custom Reports**
- **\\ServerName\Sage100Contractor\User Data\username\Custom Reports**
- **\Program Files\Sage\Sage 100 Contractor SQL\System Reports** or **\Program Files Program Files (x86)\Sage\Sage 100 Contractor SQL\System Reports**.

Notes:

- If you do not include form designs in the search, the Forms column is not shown in the results list box.
- Custom reports are shown after system reports.

Select the report you want to view, and then click [**Run Report**].

- Report Design file (RPF) – A Sage 100 Contractor report file that is in menu option **13-3 Report Writer**.
- Form Design – A Sage 100 Contractor form design file saved in menu option **13-5 Form/report Page Design**.

If all search criteria is found in the report design (.RPF file), the row in the Search Results shows the RPF title and the Form column shows **<< Any >>**, which means any form design can be used with the report and there will be a complete match for the search criteria.

If any, but not all, of the criteria is found in the report design, the program searches the form design designated in the RPF. If all of the remaining criteria are found in the form design, the row in the Search Results shows the RPF title and the Form column shows the form design file name. This means that form design can be used with the report and there will be a complete match for the search criteria.

If the report design uses a ***.** extension for the form design, the program examines all of the form designs with that extension. If more than one form finds all the remaining matches, you can right-click **<< Right click to view >>** to see all the matching form design file names in a scrollable message box.

Working with Mailing Labels and Label Form Designs

Options for printing mailing labels

Sage 100 Contractor provides several form designs for mailing labels in the jobs, clients, vendors, and employee document windows.

You can print labels from the following windows:

- Print labels for jobs in the **3-1-8 Job Documents** window.
- Print labels for clients in the **3-1-7 Client Documents** window.
- Print labels for vendors in the **4-1-6 Vendor Documents** window.
- Print labels for employees in the **5-1-10 Employee Documents** window.

Select the appropriate format for your printer type:

- Report 21 is for the laser printer with labels 3 across and 10 down.
- Report 31 is for a dot matrix with tractor feed format.

About label forms

Sage 100 Contractor provides several form designs for mailing labels in the **Jobs**, **Clients**, **Vendors**, and **Employee Document** windows. You can use these designs with Avery #5160 laser labels. For tractor feed labels, use the **DMLabel1** design.

- In the **Vendor Documents** window, you can print company return address labels using the Avery 5160 form designs.
- Using **Form/Report Page Design**, you can create form designs to print labels for envelopes, file folders, floppy disks, and so on.

Label forms for laser printers

For laser printers, you can design single column or multiple column forms. When you print a report or document, Sage 100 Contractor compares the form size and paper size. When the size of a form design is smaller than the paper size, Sage 100 Contractor determines how many forms it can print on a single sheet of paper. For this reason, the size of the forms must evenly divide into the size of the page.

To determine the form width for multiple column forms, divide the page width by the number of desired columns and round down to the nearest hundredth of an inch. When determining the form length however, you must be able to divide the form height evenly into the page length.

Example: 1-inch wide, three column labels on 8.5-by-11-inch paper

- 8.5 (paper width) / 3 (number of columns) = 2.8333, or 2.83 inches
- 11 (paper length) / 1 (label width) = 11
- The form size is 2.83 by 1 inches.

After creating the form size, add fields to automatically print information from the database onto the labels. When the design is complete, save the form design with the correct file name extension so that you can access the form design in the correct **Report Printing** window.

Tip: It is a good idea to modify an existing mailing label form and save the new form design using a unique name.

Label forms for tractor printers

When you print a report or document, Sage 100 Contractor compares the form size and paper size. Forms for dot matrix printers usually contain a single column; therefore, set the form width to equal the page width. When determining the form length however, you must be able to divide the form height evenly into the page length.

Example: 1-inch wide, single column labels on 3-by-11-inch tractor feed paper

- 11 (paper length) / 1 (label width) = 11
- The form size is 3 by 1 inches.

After creating the form size, add fields to automatically print information from the database onto the labels. When the design is complete, save the form design with the correct file name extension so that you can access the form design in the correct **Report Printing** window.

Tips:

- It is a good idea to modify an existing mailing label form and save the new form design using a unique name.
- The page length indicated in your printer drivers can be different from the actual page length. When printing 2-inch labels, for example, indicate a 14-inch page length in the printer drivers.

Creating part form designs for Avery labels

You can create a new report from a vendor labels report and use it to print your part numbers as barcode labels.

To create a part form design for an Avery label:

1. In the **13-5 Form/Report Page Design** window, from the **File** menu, select **Open**.
2. Click the [**Display Private/Shared/System Report Forms**] button.
3. Locate and double-click **Avery5160.Docs_Vendor** form in the **Full Form Name** column.
4. Click the field **actpay^mallbl**,right-click, then click **Delete**.

   The field disappears from the form.
5. On the **Insert** menu, click **Text**, then click once in the form page to insert a text area.
6. On the **Insert** menu, click **Fields**.

   The **Insert Fields** window opens.
7. Select **List Tables by Name**.
8. In the table list, click **Takeoff Parts**.
9. In the field list, double-click the field **Part#**.
10. Right-click **Part#** and select **Properties**.

    The **Object Properties** window opens.
11. Under **Font**, select either **BC C39 3 to 1 HD Wide** or **BC UPC HD Wide** in the **Name** drop-down.
12. Click **OK**.

13. Click **File** > **Save**.
14. In the **Save File** dialog box, save the file with the name **Avery5160.Docs_Parts**.

This form design can now be added to a report to print Avery 5160 labels for parts.

Printing barcodes as labels

You can create a new report from a vendor-labels documents to print your part numbers as barcode labels.

Important!

- For the label page format to print correctly, the label width must be at least one inch.
- For the barcodes to print correctly, you must use the correct label printing paper.

To print a barcode as a label:

1. In the **13-3 Report Writer** window, from the **File** menu, click **New**.
2. In the **Report Title** window, enter a report name. For example, you could name the report **Parts Label**.
3. Click **Next**, then select the **Primary Table**.

   To print barcode labels, the table to select is **Takeoff Parts**.
4. Click **Next**.
5. In the **Report Form** window, browse to a form design that you previously created.

   For example, you may have created a form design and named it **Avery5160.Docs_Parts**.
6. Click **Open**, then click **Next**.
7. In the **Display Fields** window, select the part number field, which is **tkfprt.recnum**, then click **Next**.
8. In the **Group Fields** and **Sort Fields** windows, click **Next**.
9. In the **Selection Fields** window, select the criteria by which to print the labels, such as **Part #**, then click **Next**.
10. In the **Selection Criteria** window, modify the criteria to fit your business requirements, then click **Next**.
11. In the **Page Settings** window, click **Finish**.
12. In the **13-3 Report Writer** window, in the **File** menu, click **Save**.

13. Open **13-4 Report Printing**, and then select the report for printing barcodes as labels.
14. Click the **Print Record to Screen** button to view the report before printing it.
15. Make adjustments to the form, as necessary.
16. Click the **Print Records** button to print the barcodes as labels.

Printing Your Own Cheques

About cheque forms

You can purchase blank or pre-printed cheque forms from a variety of vendors for tractor feed and laser printers. However, we recommend Sage Construction and Real Estate Forms. Several cheque designs come pre-installed, which includes two and three part formats for both laser and tractor feed printers.

Businesses that use multiple chequing accounts or operate more than one company may find blank forms more versatile than pre-printed forms. With blank forms, you can switch between companies or accounts without having to change cheque forms.

- When designing a cheque format, you can incorporate a company logo into the form. Using **Form/Report Page Design**, you can insert the bitmap file in the form design of the cheque.
- If your printer driver provides the ability to print multiple copies and you use a laser printer, you can make copies of cheques by placing a blank page after every cheque form. Then in the **Copies** box, select two copies. When you print the cheques, Sage 100 Contractor prints a duplicate of each cheque on blank paper.
- To use a tractor feed printer with your cheque forms, you need to indicate the form length in your **Printer Setup** dialog box.
- Most 2-part tractor feed cheque forms are 7 inches long. If your printer driver does not support the form length, you need to create a custom form length in the printer setup, obtain 11-inch cheque forms, or use a different printer driver.
- If the tractor feed printer is connected to a network, you need to set up the custom form length on each workstation that prints cheques.

About cheques and CPA Standard 006 regulations

The specifications published in Standard 006 in January 2005 are designed to ensure that high-quality images can be captured from the cheques for a range of purposes, including delivery to customers and financial institutions' internal use, as well as enabling other processing improvements not directly related to imaging.

The image-friendly cheque specifications are described in Part A of the Standard 006 PDF on the Canadian Payments Association website: http://www.cdnpay.ca/imis15.PDF/pdfs_rules/standard_006.PDF

For more information on the CPA Standard 006 formatting requirements, see the help topic CPA Standard 006 formatting requirements.

CPA Standard 006 formatting requirements

There are some very important facts to know regarding the CPA Standard 006 formatting requirements.

- The numeric date field must follow one of these formats. The date field indicators must be printed below the date field line to indicate which format is being used. The font size for the date field is a minimum of 6 pt and a maximum of 8 pt.
  - English format of MMDDYYYY or DDMMYYYY
  - French MMJJAAAA or JJMMAAAA
  - International date format YYYYMMDD (English) or AAAAMMJJ (French)
- A mandatory serial number must be encoded in the MICR line on the bottom of the cheque.
- Positions for key fields on the cheque, such as the amount field, have been standardized.
- Elements that could hinder the capture of images from the cheques are not allowed. These include:
  - Inverse printing
  - Italics
  - Slanted fonts
  - A bottom border printed below the MICR line
  - Black carbon on the reverse of cheques
  - Some complex or colourful backgrounds

Report Scheduling

About report scheduling

The Report Scheduling window is a powerful tool that lets you control and manage the flow of your messaging and information directly to your vendors, clients, and employees. You can open the Report Scheduling window from any Report Printing window (except the **13-4 Report Printing** window) by clicking **File > Scheduling**. You use it to:

- Schedule a report to print at a specific time and at a given frequency.
- Specify the output options for the report (print, fax, or email).

- Determine to whom it should be sent.

Other features provide a way to send reports and messages to people other than those on your distribution lists.

Tip: Although you cannot schedule custom reports using the **13-4 Report Printing** window, if you save custom reports using the standard eight-number format for Sage 100 Contractor reports, you can print and schedule custom reports using an associated window. For example, if you create a custom Employee List report, saving the report as **05010103**, the report appears in the **5-1-1 Report Printing** window as report 03-Employee List, and it is available for scheduling.

You use the Output Options to specify how to send the report:

- Select the **Printer** check box to send the report to a printer or a file. To edit your printer settings, you click the **Edit Printer Settings** button that becomes available when you select the check box.
- Select the **Fax** check box to fax the report. To edit your fax settings, you click the **Edit Fax Settings** button.
- Select the **Email** check box to attach the report to an email message. To edit your email settings, you click the **Edit Email Settings** button.

You use the Frequency Options to specify when to generate the report, including:

- A time of day in the **Time of Day** box.
- Whether to print the report daily, weekly, bi-weekly, or monthly.

  If you select Weekly or Bi-weekly as the frequency, you also select which day(s) of the week that you want the report to run.

  If you select Monthly as the frequency, you also specify the day each month that you want the report to run.

You use the Recurrence Options to specify when to stop printing the report. You can print the report:

- A specified number of times.
- Until a specified date.
- Until the schedule is deleted.

You use the Windows Authentication boxes to enter the Windows User ID and Windows Password.

Caution! You must enter a valid **Windows User ID** and **Windows Password** as set up for your business in your user profile. If you do not enter a valid password, the scheduled report will not run. Moreover, you will not receive any notification that the report failed due to an invalid or missing password. Also, if you change your password, you must reschedule any previously scheduled reports using your **Windows User ID** and your new **Windows Password**.

You use the Message for Email / Fax boxes to enter a subject line and message for emailing and faxing reports.

You can use the **7-5 Scheduled Reports Manager** window to:

- View or edit your scheduled reports.
- View information about your scheduled reports each time a scheduled report, fax, or email message is sent.

Scheduling reports

Important!

- Scheduling reports to email, fax or print will not work if the company data is opened exclusively. If you have a question, you may review the file **SARAEventLog.txt** found in **Users\username\AppData\Local\Sage\Sage 100 Contractor** to see if a scheduled report has been sent or not and if the company was "opened for exclusive access by another user."
- If you try to schedule a report that cannot be scheduled–for example, one that prints cheques or posts to the general ledger–you are prompted when saving that it is not valid for scheduling.

To schedule reports:

1. From any **Report Printing** window (except the 13-4 Report Printing window), open the Report Scheduling windows using one of the following methods:
   - From the **File** menu, click **Scheduling**.
   - From the toolbar, click the scheduling button.
2. Under **Output Options**, select one or more of the following options:
   - **Printer/File.** Select **Change Printer Settings** to change any of your default printer settings for this report.
   - **Fax.** Select **Edit Fax Settings** to select or change the fax recipients for this report.

     Note: The **Fax** option is available only if your system recognizes that a fax modem is connected. Otherwise, the selection button is not available.
   - **Email.** Select **Edit Email Settings** to select or change the email recipients for this report.
3. Under **Frequency Options**:
   a. In the **Time of day** drop-down list, select the time of day that you want the report to run.
   b. Select one of the following frequencies:

- Select **Daily** to run the report every day at the time you have specified.
- Select **Weekly** to run the report on a weekly schedule.
- Select **Bi-weekly** to run the report every other week.
- Select **Monthly** to run the report on a monthly schedule.

c. If you selected Weekly or Bi-weekly as the frequency, under **Weekly/Bi-weekly: Day Selection**, select which day(s) of the week that you want the report to run at the specified time. For the Bi-weekly frequency, the report will run on the selected days every other week.

d. If you selected Monthly as the frequency, under **Monthly: Day Selection**, select one of the following options:

- **Print on day** (#) **of each month.** Specify which day each month that you want the report to run. For example, you can specify the report to run the 15th of each month.
- **Print on the** (occurrence) (day) **of each month**. Select which occurrence (**first**, **second**, **third**, **fourth**, or **last**) of the month and which day of the week (**Sunday** through **Saturday**) that your report should run. For example, you can specify the report to run on the third Wednesday of each month.

4. Under **Recurrence Options**, select one of the following options:

- **Print report (#) time(s).** Enter the total number of times you want the report to print for the schedule you have designated.
- **Repeat until date.** Enter the last date that you want the report to run.
- **Print report until the schedule is deleted.** The report runs indefinitely until you delete it using the **7-5 Scheduled Reports Manager**.

5. Under **Windows Authentication**:

> **Caution!** You must enter a valid **Windows User ID** and **Windows Password** as set up for your business in your user profile. If you do not enter a valid password, the scheduled report will not run. Moreover, you will not receive any notification that the report failed due to an invalid or missing password. Also, if you change your password, you must reschedule any previously scheduled reports using your **Windows User ID** and your new **Windows Password**.

a. Enter your **Windows User ID**.

b. Enter your **Windows Password**.

6. Under **Message for Email/Fax**:

a. In the **Enter Subject Line** text box, enter the information to appear in the email or fax subject line.

b. In the **Message** text box, enter additional text to be included as the email message or the fax cover page.

c. Alphanumeric text and characters can be entered into the **Message** text box. You can paste text into the text box from other sources.

7. Click **Save Schedule**.

The report runs as many times or until the date specified in the schedule's **Recurrence Options**, or until you delete the schedule using the **7-5 Scheduled Reports Manager**.

> **Note:** You cannot use the **Report Printing** window to edit or delete existing schedules. You must use the **7-5 Scheduled Reports Manager** window to edit or delete schedules.

Updating scheduled reports

To update scheduled reports:

1. On the Sage 100 Contractor desktop, double-click **My Scheduled Reports**.
2. In the **Row** column, click the number of the report you want to update, and then click the **Drill Down** button.
3. When the schedule window opens, enter your Windows password, and click **Save Schedule**.
4. Repeat steps 2 and 3 for every scheduled report.

Updating the schedule and output in scheduled reports

To update the selection criteria in scheduled reports:

1. Open **7-5 Scheduled Reports Manager**.
2. Click the report you want to update, and then click the **[Edit Schedule/Output]**button.
3. When the window opens, update the schedule and output options, and then click **Save**.
4. Repeat steps 2 and 3 for every scheduled report.

Updating the selection criteria in scheduled reports

To update the selection criteria in scheduled reports:

1. Open **7-5 Scheduled Reports Manager**.
2. Click the report you want to update, and then click the **[Edit Selection Criteria]**button.
3. When the window opens, update the selection criteria, and click **Save**.
4. Repeat steps 2 and 3 for every scheduled report.

Editing report schedules

To edit a report schedule:

1. Open **7-5 Scheduled Reports Manager**.
2. Select the scheduled item by clicking on its row.
3. Make your edits to the report schedule using clicking either [**Edit Schedule/Output**] or [**Edit Selection Criteria**].
4. Enter your **Windows User ID** and **Windows Password**.
5. Select **Save Schedule**.

Deleting report schedules

Important! A report schedule can only be deleted through **7-5 Scheduled Reports Manager**. You cannot delete a report schedule in the **Report Scheduling** window.

To delete a report schedule:

1. Open **7-5 Scheduled Reports Manager**.
2. Select the scheduled item by clicking on its row.
3. Click **[Delete]**.

Emailing and Faxing Reports

About setting up faxing and emailing through Sage 100 Contractor

Requirements for faxing

Using the faxing functionality through the Sage 100 Contractor program requires:

- Installation of the Windows operating system Fax Service component.
- A separate installation and setup of a fax modem in your workstation.
- Access to an analog phone line.

In addition, you must set up cover page information and specify the number of times to try to send a fax that does not go through immediately.

For more information about installing and setting up your fax modem, refer to the documentation that came with your fax modem. Sage 100 Contractor does not provide support for installing or setting up a fax modem.

For more information about installing the Windows operating system Fax Service component, see Installing the Window Fax Services component.

Upgrade to the latest version of Adobe Reader

Adobe Reader supports faxing from Windows. To fax from Sage 100 Contractor, you should download and install the latest version from http://get.adobe.com/reader/.

Turn off automatic updating for Adobe Reader

If you use report scheduling to send faxes, we recommend that you turn off automatic update checking for Acrobat Reader, so that updates do not interfere with faxing of scheduled reports.

Note: Instructions for turning off automatic update checking differ from version to version of Adobe Reader. Refer to the Adobe Reader Help for instructions.

Report scheduling and emailing

Important! Emailing from Sage 100 Contractor requires Microsoft Outlook or access to a simple mail transfer protocol (SMTP) email server.

You can send email from Sage 100 Contractor:

- Using Microsoft Outlook.
- Using the company's default SMTP connection.
- Using an alternate SMTP connection.

You use the **Email Settings** window to select your preference.

Open the **Email Settings** window in one of these ways:

- In a **Report Printing** window:
  1. On the toolbar, click the **Email** button.
  2. In the **Email Distribution** window that opens, click the **Email Settings** button.
- In the **7-6 Alerts Manager**, click the **Email Settings** button.
- In the **Dispatch Board** , click **Settings** > **Email Setup**.

Sage 100 Contractor and SMTP

Important! The SMTP server may be located on your workstation PC, on a server on your company's network, or at your Internet service provider (ISP). If the email server is local, you may need the assistance of an IT professional to properly identify or set up this capability. If the email server is located at your ISP, you may need to contact your ISP for assistance.

Using the ISP's simple mail transfer protocol (SMTP) server to send email via Sage 100 Contractor typically requires user authentication at the STMP server. (An example of an SMTP email server name is **smtp.att.sbcglobal.net**.) Different ISPs may use different terms when referring to user authentication. Generally, user authentication means refers to checking that your user name and password are valid.

When sending email through Sage 100 Contractor using an ISP's SMTP server, you supply only your user name and password for the ISP's SMTP server. You do not submit your:

- Sage 100 Contractor user name and password.
- Network domain user name and password.
- Windows system user name and password.

Note: We do not provide support for setting up or installing an email server. You set up user authentication and your fax line access dial out number on **7-1 Company Information**.

Installing the Windows Fax Services component

To fax from Sage 100 Contractor, you must install the Windows Fax Services component:

Windows 7

1. Click **Start > Control Panel** > **Programs** > **Turn Windows features on or off**.
2. On the **Windows Features** window, locate **Print and Document Services**, then click the **Windows fax and scan** check box.
3. Click [**OK**].

Windows 8.1

1. Click **Start > All apps > Control Panel** > **Programs** > **Turn Windows features on or off**.
2. On the **Windows Features** window, locate **Print and Document Services**, then click the **Windows fax and scan** check box.
3. Click [**OK**].

Windows Server 2012

Detailed information from Microsoft

About email settings

You can send email from Sage 100 Contractor:

- Using Microsoft Outlook.
- Using the company's default SMTP connection.
- Using an alternate SMTP connection.

You use the **Email Settings** window to select your preference.

Open the **Email Settings** window in one of these ways:

- In a **Report Printing** window:
  1. On the toolbar, click the **Email** button.
  2. In the **Email Distribution** window that opens, click the **Email Settings** button.
- In the **7-6 Alerts Manager**, click the **Email Settings** button.
- In the **Dispatch Board** , click **Settings** > **Email Setup**.

To send email using Microsoft Outlook:

1. In the **Email Settings** window, select the **Send email using Microsoft Outlook** option.
2. In the **Email Address** box, type an email address.

To send email using the company's default SMTP connection:

1. In the **Email Settings** window, select the **Send email using the company's default SMTP connection** option.
2. In the **Email Address** box, type an email address.
3. In the **Password** box, type the password.

Note:

If you have set up an email server, the IP address is displayed in the Mail Server field, and you cannot change it.

If you have not set up an email server, the Mail Server field is blank. You must set up the mail server using the **Email/Fax Configuration** tab in the **7-1 Company Information** window.

To send email using this alternate SMTP connection:

1. In the **Email Settings** window, select the **Send email using this alternate SMTP connection** option.
2. Enter your mail server information.
   a. In the **Mail Server** text box, enter the name of the email server.
   b. In the **Port#** box, type the email server port number.
   c. If the Internet service provider (ISP) service handling your email service requires user authentication, select **Requires authentication**.
   d. Select **Uses SSL for email**, if your ISP requires it.
3. In the **Email Address** box, type an email address.
4. (Optional) In the **Password** box, type the password.

About fax line access selection

The **Fax Line Access Selection** window provides a way for you to set up an alternate dialout number to access an outside phone line. You can change the selections to accommodate different dialing preferences for a computer in another location.

You can access the **Fax Line Access Selection** window through any **Report Printing** window by clicking the **Fax** button on the toolbar to open the **Fax Distribution** window. Click the **Change** button to open the **Fax Line Access Selection** window.

When **Fax using the company default dial out number** is selected, line access selections default from the setting on **7-1 Company Information**. When you set up and choose **Fax using this alternate dial out number**, then Sage 100 Contractor uses this setup for line selection.

Changing the email server setup when emailing directly

Sage 100 Contractor provides a way for you to change the email server setup when you are emailing a report directly to a recipient.

Important! Some Internet-based email providers do not support SMTP protocol. For more details, contact the Internet-based email providers that you use.

To change the email server setup:

1. Open a window that provides the tools for email or faxing, such as **4-1-2 Payable Invoice List** (Sample Company used for examples).

2. Do one of the following:
   - From the **File** menu, select **Email**.
   - Click the **Email this report** button on the toolbar.

   The **Email Distribution** window appears.

   > **Note:** If you do not have any email addresses set up in the email distribution lists for clients, or vendors, or employees, you see a message box. Click OK to continue.

3. Near the bottom of the window, click **Email Settings**.
4. On the **Email Settings** window, do one of the following:
   - Select the **Send email using Microsoft Outlook** option, and then, in the Email Address box, enter the email address.
   - Select the **Send email using the company's default SMTP connection** option.

     > **Note:** You set up the mail server using the **Email/Fax Configuration** tab of the **7-1 Company Information** window. If you have not set up an email server, the Mail Server field is blank. If you have set up an email server, the IP address is shown here, but is not editable.

     a. In the Email Address box, enter the email address.
     b. In the **Password** box, enter the password.
   - Select the **Send email using this alternate SMTP connection** option.
     a. In the **Server Name text** box, type the email server name.
     b. In the **Port #** box, type the mail server port number.
     c. In the **Email Address** box, enter the email address.
     d. In the **Password** box, enter the password.
5. Click **OK**.

Changing the fax line access setup when faxing directly

Sage 100 Contractor provides a way for you to change the fax line access setup when you are faxing a report directly to a recipient.

To change the fax line access setup:

1. Open a window that provides the tools for faxing, such as **4-1-2 Payable Invoice List** (Sample Company used for examples).
2. From the **File** menu, select **Fax**.

3. On the **Fax Distribution** window, click the **[Change]** button.
4. In the **Fax Line Access Selection** window, click **Fax using this alternate dial out number**.
5. In the **Dial** text box, enter the numbers or characters necessary to reach an outside line.
6. Click **OK**.

Changing the email server setup when scheduling delivery

Sage 100 Contractor provides a way for you to change the email server setup when you are scheduling a report to be emailed to a recipient.

Important! Some Internet-based email providers do not support SMTP protocol. For more details, contact the Internet-based email providers that you use.

To change the email server setup when scheduling delivery:

1. Open a window that provides the tools for email, such as **4-1-2 Payable Invoice List**.

   (This example uses the Sample Company.) The **4-1-2 Report Printing** window opens with the **Report Criteria** tab displaying a list of reports. The first report, **21-AP Invoice List**, is selected automatically.

2. Click **File > Scheduling**.

   the **Report Scheduling 4-2-1-21–AP Invoice List** window appears. The title bar of each report scheduling window reflects the report that you are scheduling.

3. Under **Output Options**, select the **Email** check box, and then click **Edit Email Settings**.
4. On the **Email Distribution** window, click **[Email Settings]**.
5. On the **Email Settings** window, do one of the following:
   - Select the **Send email using Microsoft Outlook** option, and then, in the Email Address box, enter the email address.
   - Select the **Send email using the company's default SMTP connection** option.

     Note: You use the **Email/Fax Configuration** tab in the **7-1 Company Information** window to set up the mail server.
     If you have not set up an email server, the Mail Server field is blank. If you have set up an email server, the IP address is shown here, but is not editable.

   a. In the **Email Address** box, enter the email address.
   b. In the **Password** box, enter the password.

- Select the **Send email using this alternate SMTP connection** option.
   a. In the **Server Name text** box, type the email server name.
   b. In the **Port #** box, type the mail server port number.
   c. In the **Email Address** box, enter the email address.
   d. In the **Password** box, enter the password.

6. Click **OK**.

Changing the fax line access setup when scheduling delivery

Sage 100 Contractor provides a way for you to change the fax line access setup when you are scheduling a report to be faxed directly to a recipient.

To change the fax line access setup when scheduling delivery:

1. Open a window that provides the tools for email or faxing, such as **4-1-2 Payable Invoice List.**
2. From the **File** menu, select **Scheduling**.
3. On the **Report Scheduling** window under **Output Options**, select the **Fax** option, and then click **Edit Fax Settings**.
4. On the **Fax Distribution** window, click **[Change]**.
5. In the **Fax Line Access Selection** window, click **Fax using this alternate dial out number**.
6. In the **Dial** text box, enter the numbers or characters necessary to reach an outside line.
7. Click **OK**.

About fax distribution lists

Fax distribution lists allow you to select contacts from your client, vendor, or employee records, which appear in folders in the **Fax Distribution** window under **Contacts**. For fax contacts to appear in the folders, each category of contact–client, vendor, or employee–must have a fax number entered in **3-6 Receivable Clients**, **4-4 Vendors**, or **5-2-1 Employees**.

If you have scheduled messages to be sent at a certain time, the messages will be faxed to the contacts for each scheduled occurrence.

You can access the **Fax Distribution** window through any report printing window by clicking the **Fax this report** button on the toolbar.

Note: If there is no fax contact information entered in **3-6 Receivable Clients**, **4-4 Vendors**, or **5-2-1 Employees,** a message will display indicating that there are no records containing the appropriate information.

Editing fax cover pages

Note: You cannot edit fax cover pages unless you have a fax modem installed and a faxing service set up in Windows to send and receive faxes.

As part of your business requirements, you may want to edit your fax cover page by placing your company's logo on it.

To edit a fax cover page:

1. If Sage 100 Contractor is open, close it.
2. Click the **My Computer** icon on your desktop to open your computer's file system.
3. Locate the **\Users\Username\AppData\Local\Sage\Sage 100 Contractor** folder or the **\Program Files (or Program Files (x86))\Sage\Sage 100 Contractor**, and double-click it to view the files.
4. Scroll through the file list to locate **SMBfax.cov**.
5. Double-click **SMBfax.cov** to open up the **Fax Cover Page Editor**.
6. Modify the cover page.
7. After you have modified the page, click **File** > **Save**.
8. Exit the **Fax Cover Page Editor**.
9. Start Sage 100 Contractor again to review your edited fax cover page.

Tip: You can delete the existing graphic from the cover page editor. Then import a graphic into your cover page from a graphics editing program such as Microsoft Paint. Open the graphic of your choice, then copy and paste it into the cover page editor.

Faxing reports to clients and vendors and employees

Important! If there is no fax contact information entered in **3-6 Receivable Clients**, **4-4 Vendors**, or **5-2-1 Employees**, a message appears indicating that there are no records containing the appropriate information.

To fax a report:

1. In any **Report Printing** window, do one of the following:
   - Click **File > Fax**.
   - From the toolbar, click **Fax this report**.
2. In the **Subject** text box, enter the fax subject line.
3. In the **Fax Cover Page Message** text box, enter additional text to include as the fax cover page message.

   You can enter alphanumeric text and characters in the **Fax Cover Page Message** text box. You can also paste text the text box from other sources.
4. Select the contacts to whom to fax the report:
5. Expand the **Clients**, **Vendors**, or **Employees** folders to list each available contact.
6. Expand each contact folder.
7. Select each desired recipient from the contact folder.

   A red arrow appears when a recipient is selected.
8. In the **Fax Sender's Name** text box, enter your name.
9. Under **Fax Line Access**, confirm that the information is correct or select **Change** to edit your settings.
10. Select **Send Now**.

    A message displaying **Report Distribution Progress** appears on your screen.

About the Email Distribution window

You use the **Email Distribution** window to compose email messages that you intend to send immediately.

Open the **Email Distribution** window from any **Report Printing** window by clicking the **Email this report** button on the toolbar.

As with any email program, in this window, you can:

- Type a subject
- Type the message
- Select clients, vendors, and employees from distribution lists
- Send email to additional contacts
- Send a copy of the message to yourself
- Request a read receipt

- Set the importance level of the message to low, normal, or high
- Verify the email address you are sending the message from
- Display the Email Settings window to select an alternative email method (Outlook or an SMTP connection)

Note: You can set the importance level and read receipt only if your email provider supports those functions.

Email Distribution Lists

Email distribution lists allow you to select contacts from your client, vendor, or employee records, which appear in folders in the **Email Distribution** window under **Select contacts for immediate email distribution**. For email contacts to appear in the folders, each category of contact–client, vendor, or employee–must have an email address entered in **3-6 Receivable Clients**, **4-4 Vendors**, or **5-2-1 Employees**.

Notes:

- If there is no email contact information entered in **3-6 Receivable Clients**, **4-4 Vendors**, or **5-2-1 Employees**, a message appears indicating that there are no records containing the appropriate email information.
- If you have scheduled messages to be sent at a certain time, the messages will be emailed to the contacts for each scheduled occurrence.

Email from

The **Email from** text box displays the default email address specified in the **Email Settings** window. To change the email address, click [**Email Settings**].

Email Settings

Click [**Email Settings**] to open the **Email Settings** window, which provides options for default connections, alternate connections, and Microsoft Outlook.

Emailing reports to clients, vendors, and employees

You use the **Email Distribution** window to email reports to clients, vendors, and employees.

Tips:

- When you email certain forms to a single job, client, or vendor from report-printing windows, you can attach selected supporting documents that you previously saved to the record you are emailing. To find out which forms support emailing additional attachments from records, see

Forms that support emailed attachments.

- You can email statements for clients and jobs providing the client or job record has a statement email address. For more information, see Emailing statements to clients.

To email a report to a client, a vendor, or an employee:

1. From any **Report Printing** window, do one of the following:
   - From the **File** menu, click **Email**.
   - From the toolbar, click the email icon.
2. In the **Email Distribution** window, in the **Subject** box, type the email subject line.
3. In the **Email Message** box, type a message.

   Note: Alphanumeric text and characters can be entered into the **Email Message** text box. You can paste text into the text box from other sources.

4. Select the contacts to whom you want to email the report:
   a. Expand the **Clients**, **Vendors**, or **Employees** folders to list each available contact.
   b. Expand each contact folder.
   c. Select each desired recipient from the contact folder.

      A red check mark appears when a recipient is selected.
5. In the **Send email to these additional contacts box**, enter additional email addresses separated by semi-colons. For example, **john_doe1234@john_doe.com; jane_doe5678@john_doe.com**, and so on.
6. Under **Email Options**, as needed:
   - Select **Send a copy to my inbox (includes a list of recipients)**
   - Select **Request a read receipt for this message**
   - Select an **Importance** option.
7. Do one of the following:
   - If you do not need to edit the **Email from** setting, click [**Send Now**].
   - If you need to edit the **Email from** setting, click [**Email Settings**].
8. On the **Email Settings** window, do one of the following:

- Select the **Send email using Microsoft Outlook** option, and then, in the **Email Address** box, enter the email address.
- Select the **Send email using the company's default SMTP connection** option.

  Note: You set up the mail server using the **Email/Fax Configuration** tab in the **7-1 Company Information** window. If you have not set up an email server, the Mail Server field is blank. If you have set up an email server, the IP address is shown here, but is not editable.

  a. In the **Email Address** box, enter the email address.

  b. In the **Password** box, enter the password.
- Select the **Send email using this alternate SMTP connection** option.

  a. In the **Server Name text** box, type the email server name.

  b. In the **Port #** box, type the mail server port number.

  c. In the **Email Address** box, enter the email address.

  d. In the **Password** box, enter the password.

9. Click [**OK**].
10. Click [**Send Now**].

    A message displaying **Report Distribution Progress** appears.

Including attachments when you email forms

There are two ways you can include attachments when you email forms:

- You can use Outlook to email an attachment directly fro the record using the **Attachments** window.

  Note: Emailing attachments directly from the Attachments window works only if Microsoft Outlook is your default email client.

  For help on emailing directly from a record, see Emailing files attached to records.
- When emailing certain forms to a single job, client, or vendor from report-printing windows, you can include supporting documents that are attached to the record you are emailing. In the email distribution window, you can select one or more of the record's attachments to include in the email.

To include attachments when you email forms:

1. In a Sage 100 Contractor report-printing window for a form that supports emailing attachments, specify criteria that identifies the job, client, or vendor you want to email.
2. On the toolbar, click one of these email buttons:
   - Click the **Send report as an Outlook email attachment** button to use Outlook email.
   - Click the **Email this Report** button to use an SMTP email connection.
3. **In the Email distribution window:**

   If you are using Outlook:

   a. Enter a subject and a message in the boxes provided.

   b. Select contacts for the job client or vendor recipients.

   c. To use a more descriptive name for the report you are emailing, in the **Report attachment name** box, type over the default name.

   d. Click **Select more attachments to include**, and then:

      i. In the **Attachments** window, select the check boxes for the attachments you want to send with the emailed form.

      Select **Include job attachments** if you also want to include attachments for the job.

      ii. Click [**OK**].

   e. Click [**Send To Outlook**], and then use that program to send the message in the usual way.

   If you are emailing using an SMTP connection:

   a. Enter a subject and a message in the boxes provided.

   b. Select contacts for the job client or vendor recipients.

   c. Select email options, as needed.

   d. To use a more descriptive name for the report you are emailing, in the **Report attachment name** box, type over the default name.

   e. Click **Select more attachments to include**.

   f. In the **Attachments** window, select the check boxes for the attachments you want to send with the emailed form.

   Select **Include job attachments** if you also want to include attachments for the job.

   g. Click [**OK**].

h. Verify that the **Email from address** is correct.

   To use a different email address, click [**Email Settings**], and then change the email address in the window that opens.

4. Click [**Send Now**] to send the message through your default SMTP connection.

Emailing statements to clients

You use the **3-4 Statements** report-printing window to email statements to clients and for jobs that have a statement email address stored in the client or job record.

Before you email statements

Specify default statement email addresses for clients and jobs.

- To specify statement email addresses for clients, you use the **Statement Email** field on the **Other Addresses** tab in the **3-6 Receivable Clients** window.
- To specify statement email addresses for jobs, you use the **Statement Email** field on the **Contacts and Personnel** tab in the **3-5 Jobs** window.
- Specify the email address from which you are sending the statements In the **3-4 Statements** window, click **Options > Statement Email Settings**, and then type the email address and server information for sending the statements.

To email a statement to a client:

1. In the **3-4 Statements** report printing window, on the **Report Criteria** tab:

   a. Select the type of statement and the report form to use for the statements.

   b. In the **Job Type** and **Job#** boxes, specify ranges of job types and job numbers for which to print statements.

   c. Select the check boxes for any statement options you want to use.

   d. On the toolbar, click the **Email** or the **Outlook** button, depending on the email client you use

   If at least one of the statements in the range of statements you are printing is associated with a statement email address–through the client or the job–Sage 100 Contractor displays the **Statement Variables** window.

2. Fill in the following information in the **Statement Variables** window:

   a. In the **Statement Date** box, type the date of the statement (for example, the end date of the statement period).

b. In the **Name on Statement** box, type your name.

c. If you want to use these settings as the default in future, select the **Save email settings as default** check box.

d. Change the **Subject**, **Message**, and **Attachment Name** entries, as needed.

> **Important!** The first time this window appears, the default Subject and Attachment Name are `<Company Name> Billing Statement`, and the default Message is `See attached billing statement`. These entries cannot be blank!

e. Click [**OK**].

3. At the message listing the recipients who will receive emailed statements, click [**Yes**].

4. If a message appears asking you to select an email profile, select your email profile, and then click [**OK**].

Exporting Data to Microsoft Excel

You may need to get data out of a Sage 100 Contractor report, **Quick Report**, **Quick Grid**, or **Find** query and into a Microsoft Excel spreadsheet so that you can add to or reorder the data or combine data from different reports into one document.

In some situations, a grid may be displaying too many columns to be viewed in the **Print to screen** viewer or to be printed, even in landscape orientation. It is just situations that exporting to Microsoft Excel provides a solution. Microsoft Excel has the capability to capture all the data on any grid in Sage 100 Contractor.

> **Important!**
>
> - If you do not have access rights to any data included in the export action, you are notified and no export file is created.
> - If support for Microsoft Excel Object Library is not present on the machine that initiates the export action, you are notified and no further actions are performed.

The exported data includes the following information:

- Company name
- Report title (grid or query name)
- Selection criteria
- Column headers
- Labels
- Data

- Formulas
- User name
- Report number (for example, 3-5-0-21)
- Date and time

The exported data excludes the following information:

- Graphics, lines, double lines, boxes
- Pagination
- Cheques

To export report data to Excel

1. From a main window, for example **4-2 Payable Invoices**, on the toolbar, click the **Print Records** button.

   The **Report Printing** window opens.
2. Select a report that you want to export to Excel.
3. Click the **Send report data to Excel** button.

Your computer starts Excel, which displays a new worksheet populated with the report data.

To export Quick Grid data to Excel

1. Open a **Quick Grid** window.
2. On the toolbar, click the **Print Records** button.

   The **Report Printing** window opens.
3. Click the **Send report data to Excel** button.

Your computer starts Excel, which opens displaying new worksheet with the quick grid data.

To export Find query data to Excel

1. Open a window that supports **Find** queries.

   The **Query List** window opens.
2. Select a query, and then click **Run**.

   The **Run Query** window opens.
3. Enter criteria, and then click **Run**.

   Your computer displays a quick grid populated with the query data.

4. On the toolbar, click the **Print Records** button.

   The **Report Printing** window opens.

5. Click the **Send report data to Excel** button.

Your computer launches Excel with a new worksheet populated with the selected data.

Exporting report data to Microsoft Excel

To export report data to Excel:

1. From a main window, for example **4-2 Payable Invoices**, on the toolbar, click the **Print Records** button.

   The **Report Printing** window opens.

2. Select a report that you want to export to Excel.
3. Click the **Send report data to Excel** button.

   Your computer launches Excel with a new worksheet populated with the report data.

Exporting Quick Grid data to Microsoft Excel

To export Quick Grid data to Excel:

1. Open a **Quick Grid** window.
2. On the toolbar, click the **Print Records** button.

   The **Report Printing** window opens.

3. Click the **Send report data to Excel** button.

   Your computer launches Excel with a new worksheet populated with the quick grid data.

Exporting Find query data to Microsoft Excel

To export Find query data to Excel:

1. Open a window that supports **Find** queries.

   The **Query List** window opens.

2. Select a query, and click **Run**.

   The **Run Query** window opens.

3. Enter criteria, and then click [**Run**].

   Your computer displays a quick grid populated with the query data.

4. On the toolbar, click the **Print Records** button.

   The **Report Printing** window opens.

5. Click the **Send report data to Excel** button.

   The **Report Printing** window opens.

   Your computer launches Excel with a new worksheet populated with the selected data.

Appendix A: Sage 100 Contractor Features

About Sage 100 Contractor Features

Sage 100 Contractor is flexible, allowing you to tailor functions and features to meet your business needs.

This section explores selected features of Sage 100 Contractor.

Basic Features

About the Sage 100 Contractor main window and desktop area

The Sage 100 Contractor main window

The Sage 100 Contractor main window consists of the following areas:

- Current open company and user display (bottom left status bar).
- System Menu and My Menu tabs, an expandable and collapsible tree structure.
- Sage 100 Contractor Desktop area (right-hand pane containing shortcuts).
- Activity Center tabs.

Desktop Area

The Sage 100 Contractor desktop is the right-hand pane on the main screen when you launch Sage 100 Contractor.

The following functions are accessible from the Sage 100 Contractor desktop area:

- Process maps
- User-defined shortcuts

About the Sage 100 Contractor Desktop

Sage 100 Contractor provides a variety of options for navigating to different parts of the program.

Activity Centers

Activity center tabs divide the program into several main sections. Each tab has a drop-down menu associated with it. When you click an activity center tab, a drop-down menu appears, along with a process map in the main desktop.

You can edit the process maps for each activity center, and you can drag and drop

You can hide the menus and use only the activity center tabs to navigate through the program.

Task Icons

Right-click a task icon to display the System Menu option name.

To change the name of a task icon, click the **Click here to edit the process map** link at the bottom of the activity center, right-click the task icon, and then edit the text. Click **Save** after you change the icon name.

Process Maps

You can use the process maps as shortcuts to get to specific tasks. Each user can also customize these process maps to match their own workflow.

Click the **Click here to edit the process map** link at the bottom of the activity center you want to edit.

System Menu and My Menu

You can use the System Menu tree to navigate to all the program modules to which you have access.

However, you might prefer to use the My Menu tree, which displays only the components for which you have a license and security access. You can also tailor this menu to your personal workflow, removing items that you have no interest in or do not use on a regular basis.

Click the **Customize My Menu** button at the bottom of the My Menu tab, and then clear the check marks from menus or tasks that you do not want to display on your My Menu tab. Click the **Save as My Menu** button to save your adjustments.

> **Tip:** Activity Center users can hide these menus to get more screen real estate. You can also show the menus if they have been hidden.

Hide Menu and Show Menu

You can remove the menu tree from the desktop view if you do not use it.

Click **Hide Menu** below the menu trees. The numbered menu tree is no longer visible, and the Hide Menu button changes to Show Menu. Click **Show Menu** to show the menu tree.

Settings

You can also click the **Settings** button to further customize your activity center tabs and to show your Dashboard when you log in.

If you do not want to see any of the activity center tabs, select the **Hide all Activity Centers** radio button. Or if you just want to hide certain activity centers, clear the check boxes for the activity centers you do not want to see on your desktop. Click **Apply** to accept your changes, or click **Cancel** to exit.

Customizing your desktop with additional shortcuts

Add shortcuts to any item from the System Menu

You can create shortcuts on your program desktop from items on the System Menu.

Click the **Click here to edit the process map** link at the bottom of the activity center you want to edit. You can then simply drag an item from the System Menu to the desktop area, and place it where ever you want.

Add shortcuts to any specific report from the Report Printing window

You can create shortcuts on your desktop to a specific report from any report printing menu.

Select the report on the Report Criteria tab, and then click Create Shortcut on the toolbar. If multiple activity centers are shown on your desktop, you can select the activity center on which you want the shortcut to appear.

Note: Desktop configurations are specific to each computer. They are attached to the user name and are consistent throughout all companies accessed from the computer where they are set up.

Add shortcuts to external documents

When editing shortcuts, you can drag various types of documents, including Excel, Word, and PDF documents, and drop them on the Sage 100 Contractor Desktop, where you can easily open them without minimizing Sage 100 Contractor.

To open a document in the associated program, you simply double-click its icon on the activity center desktop. You do not have to leave Sage 100 Contractor to hunt for and open documents you use regularly for reference!

- While you cannot drop URLs directly on the Desktop, you can copy a bookmark from your browser, save it as a shortcut on your Windows desktop, and then drag the shortcut to the Sage 100 Contractor Desktop. You can view the website in your default browser simply by double-clicking the shortcut.

  Make sure you do not delete the shortcut from your Windows desktop, or the shortcut on the Sage 100 Contractor Desktop will not work.
- You can also drag folders from Windows Explorer, and drop them on the Desktop.
- As a best practice: On your Windows desktop, create a folder called "Sage 100 Contractor Shortcuts," and then save shortcuts to that folder before dragging them to the Sage 100 Contractor desktop. Storing all your Sage 100 Contractor shortcuts in one place will help you stay organized and may serve as a reminder not to delete them.

Editing the desktop

Each user can customize task icons and shortcuts on the desktop to suit their own preferences and workflows.

Click the **Click here to edit your shortcuts** link at the bottom of the desktop for the activity center you want to edit.

Adding a shortcut to the desktop

1. Click the **Click here to edit your shortcuts** link on the bottom of the desktop for the activity center you want to edit.
2. Drag an item from the System menu to the desktop.
3. Click the [**Save**] button in the edit tools.

Auto connecting items on the desktop

1. Click the **Click here to edit your shortcuts** link on the bottom of the desktop for the activity center you want to edit.
2. Click on the AutoConnect tool.
3. Drag several items from the menu to the desktop.
4. Click the [**Save**] button in the edit tools.

Manually connecting items on the desktop

1. Click the **Click here to edit your shortcuts** link on the bottom of the desktop for the activity center you want to edit.
2. Add several tasks to the desktop.

3. Click on the manual connect tool
4. Click on a source target.
5. Click on destination target. Connections are made according to the following rules:
   - Two sides with tasks on the same row result in a straight horizontal line
   - Top and bottom with tasks on the same column result in a straight vertical line
   - Two sides with tasks on different rows result in a double bend line
   - Top to bottom with tasks in different columns result in a double bend line
   - Top or bottom to a side results is a single bend line
6. Click [**Save**].

Moving connected tasks on the desktop

1. Select a tab that displays connected tasks.
2. Click the **Click here to edit your shortcuts** link on the bottom of the desktop for the activity center you want to edit.
3. Click on the Select tool.
4. Drag a task with connections to the new position.
5. Click [**Save**].

Note: The line type may change based on the relative positions of the tasks.

Grouping tasks on the desktop

1. Select a tab that displays connected tasks.
2. Click on the Group tool.
3. Draw a box around two or more tasks. The group box that gets created automatically positions and sizes itself around the tasks it surrounds.
4. Click [**Save**].

Deleting tasks on the desktop

1. Select a tab.
2. Click the **Click here to edit your shortcuts** link on the bottom of the desktop for the activity center you want to edit.
3. Select the Delete tool.
4. Click [**Save**].

Button	Description
Undo	Select to undo the last action or continue to click to undo multiple actions.
Clear All	Select to clear all objects from the desktop for this process map.
Restore	Select to restore the current process map to the system's original map.
Save	Select when you have completed all changes to the process map.
Cancel	Select to return back to the desktop and process map.
	Select objects to move around the map.
	Manually connect tasks.
	Automatically connect tasks as they are added.
	Create group boxes.
	Draw straight lines to connect groups.
	Delete selected objects.

Customizing My Menu

You can customize the My Menu to remove items that you have no interest in or do not use on a regular basis.

1. At the bottom of the My Menu tab, click the **Customize My Menu** button.
2. Clear the check marks from menus or tasks that you do not want to display on your My Menu tab.
3. Click the **Save as My Menu** button to save your adjustments.

About the status bar

The status bar is located at the bottom left of Sage 100 Contractor windows. When your cursor is in an entry box, column, or grid cell on a window, the status bar displays valuable information about what to enter in the box, column, or grid cell.

For example, when you open **3-5 Jobs (Accounts Receivable)**, the status bar displays **Enter a job number**. Next place your cursor in the **Short Name** box. The status bar displays **Enter a brief name for sorting/finding the job**.

In many Sage 100 Contractor windows, there are drop-down text boxes with titles **User Def1** and **User Def2**, which are user-defined fields. If you need to include information that does not directly relate to any of the existing entry fields, use the **User Def1** and **User Def2** text boxes for this purpose.

To customize the **User Def1** and **User Def2** description, box prompt, and status bar text, with your cursor in one of the boxes, press the **F7** key to open the **Field Properties** dialog box.

Important! Access to set up customize field properties is limited to the company administrator. You cannot restrict access to system-required fields.

About user and system prompts

Screen prompts are often overlooked as a great place to get additional information about what data is needed in a specific field. Click once in any available text box on a window, and then look at the bottom left portion of the window to see the prompt.

You can change the prompt that appears in the status bar at the bottom of the window. To return to the system prompt, delete the user prompt.

Data control

Use the data control to select a record from a database. Each button and section has a specific purpose. They are listed in order from left to right.

- **First record button.** Moves to the first record in the database.
- **You can also press Alt+Up Arrow.**
- **Previous record button.** Moves to the previous record in the database.

  You can also press **Alt+Left Arrow**.
- **Record number text box.** Displays the record number.

Some windows require you to enter a record number in this box when creating a new record. To display a specific record, enter the record number in this box.

- **Lookup window button.** Displays a **Lookup** window, allowing you to select a record.
- **Next record button.** Moves to the next record in the database.

  You can also press **Alt**+**Right Arrow**.
- **Last record button.** Moves to the last record in the database.

  You can also press **Alt**+**Down Arrow**.

Count

Count lets you determine the number of records in a database. You can use **Count** to verify that the archives contain all the records from the database.

About Quick Lists

With **Quick Lists**, you can create lists of transaction descriptions, names,provinces,postal codes, and so on, and retrieve the information for entry. Each list is specific to its associated text box and window.

To	Do this
Display a list	Click the blue drop-down arrow next to the text box. Alternatively, select a text box and then press the **F5** or **Shift**+**?** keys.
Choose an item	Select the item and double-click.
Add an item	Enter the item, and click **Add**. Alternatively, enter the item in the text box and then press **F5**.
Delete an item	Select the item in the list, and click **Delete**.

Searching data with indexed text boxes

When looking at a Sage 100 Contractor window, for example, **4-4 Vendors (Accounts Payable)**, look for a yellow bar between the text box label and the text box entry area, which you can see by clicking

the [**F9**] key. The yellow bar indicates that the text box has been indexed in a database table. You may search for data with these indexed text boxes.

In Sage 100 Contractor, the indexed text boxes works like an index in a book. You may use them to search for data about **Vendors**, **Descriptions**, **Transaction#**, and so forth. When entering data, such as a name or a number, the search compares data and looks from left to right for an exact match. You may increase or decrease the number of records found in the search, depending on how much information you provide.

You enter data and conduct a search in an indexed text box with data that is consistent for entries in that specific box. For example, if the text box requires an “alpha” entry, such as “M” or “Michael,” then you must enter a letter or a word. If the box requires a “numeric” entry, then you must enter a number. In some cases, a box can accept either an alpha or a numeric entry because it is an alpha-numeric box.

For example, let’s suppose that you want to call your vendor, Michael’s Electrical, and need to get the phone number. On the **4-4 Vendors (Accounts Payable)** window, in the **Vendor Name** box, type **M**, and then press the **F9** key. Sage 100 Contractor displays the first vendor whose name begins with an M. Using the Page Down key, you can display the subsequent vendors until you find Michael’s Electrical. Alternatively, you can search for Michael. The search displays the first instance of Michael as a vendor name.

On a different window, such as **4-2 Payable Invoices/Credits** window, to search for a vendor in the **Vendor** text box, you must type a number and search by vendor number. For example, you may enter “51” for the hypothetical vendor 51-Hughes Concrete. In yet another example, such as the **1-3 Journal Transactions** window, when searching the **Transaction#** box, you may enter a letter, a number, or a combination of letters and numbers because it is an alpha-numeric box.

To search for data using an indexed text box:

1. In the indexed text box, enter the information for which you are looking, and then press the **F9** key.
2. Sage 100 Contractor then displays the first match.
3. Use the Page Up and the Page Down keys to display other records found in the search.
4. The data is sorted in ascending order based on the indexed text box you searched.

About user-defined fields

In many Sage 100 Contractor windows, there are drop-down text boxes with titles **User Def1** and **User Def2**, which are user-defined fields. If you need to include information that does not directly relate to any of the existing entry fields, use the **User Def1** and **User Def2** text boxes for this purpose.

To customize the **User Def1** and **User Def2** description, box prompt, and status bar text, with your cursor in one of the boxes, press the [**F7**] key to open the **Field Properties** dialog box.

Important! Access to set up customize field properties is limited to the company administrator. You cannot restrict access to system-required fields.

About Custom Fields

Custom fields enable you to store additional information that you want to keep with Sage 100 Contractor records. As a company administrator, you can add, edit, or delete custom fields for any window that supports them. You can create custom fields for most types of records, except ledger transactions, accounts, daily payroll, and recurring transactions, and you can create an unlimited number of custom fields for a window and for your Sage 100 Contractor company.

Custom fields are not the same as the user-defined fields (UserDef1 and UserDef2) that come with the software. Custom fields are more versatile than the limited user-defined fields.

Note: Windows that support custom fields include a **Custom Fields** option on the Edit menu, and an [**Enter Optional Fields**] button on the toolbar.

When you select the **Edit > Custom Fields** option or click the [**Enter Custom Fields**] button:

- If any custom fields have been defined for the parent window, the **Custom Fields** window opens. You can display the custom fields and change the custom field values for a record you are working with.
- If no custom fields have been defined for a window and you are signed in as a company administrator, the **Custom Field Properties** window opens.

Note: You can define an unlimited number of custom fields for a particular window or for your company in Sage 100 Contractor.

About the Custom Fields window

The Custom Fields window displays a list of the custom fields that have been defined for the current window. You use the Custom Fields window to view or to enter values for custom fields that have been added to a parent window.

Tip: If you want to keep the Custom Fields window open while you work with a record, click [**Pin**]. The window remains pinned to the top right edge of the parent window until you unpin it, even if you close and then reopen the parent window later. To unpin the window, click [**Unpin**] in the Custom Fields window.

About the Custom Field Properties window

If you log on as a company administrator, you can use the Custom Field Properties window to add, edit, and delete custom fields.

Defining Custom Fields

If you log on as a company administrator, you can define custom fields for any window that supports them. Sage 100 Contractor does not limit the number of custom fields you can define for a window or for your company.

You use the **Custom Field Properties** window to add, edit, and delete custom fields.

Before you start

Make sure you are logged into Sage 100 Contractoras a company administrator. You can add, edit, or delete custom fields only if you are logged in as a Company Administrator:

To add a new custom field:

1. In a window that supports custom fields, click **Edit > Enter Custom Fields**, or click the **Enter custom fields** button on the taskbar.

   If no custom fields have been defined for the window, the **Custom Field Properties** window appears immediately.

   If ***any*** custom fields exist for the window, the **Custom Fields** entry window appears. In the Custom Fields window, click [**Add**].

   > **Tip:** If you want to modify or delete an existing field, you click the field in the Custom Fields window, and then either:
   >
   > - Press **F7** or
   > - Click [**Modify**],
   >
   > Then, on the **Modify Custom Fields** window, you click the **Edit properties for this field** button or the **Delete** .button.

2. Fill in the fields in the Custom Field Properties window as follows:

   a. In the **Field Name** box, type a unique name to identify the custom field, using six characters.

> **Note:** You cannot save a custom field with the same name as an existing custom field that has been defined for a window, and you cannot change the name after you save the custom field.

b. In the **Description** box, type a brief description for the custom field, using up to 30 characters.

c. From the **Field Type** list, select the type of data this field will contain. For example, if you will use the field to store a type of number, select **Number**.

> **Note:** You cannot change the field type after you save the custom field.

d. Depending on the Field Type you selected in the previous step, fill in additional attributes for the custom field:

- **Length.** For Character field types, enter maximum number of characters (use up to 255 characters) that the custom field can accept.
- **Decimal Places.** For Number field types, select the number of decimal places (0, 2, 4, or 6) that numeric entries will use.
- **Maximum Value / Minimum Value.** If you want to track a standard currency value, you need to set maximum and minimum values. The maximum value must be no greater than 999,999,999 and the minimum value should be no less than -99,999,999, the default values for these fields.

  Numeric fields must have a maximum value greater than zero. You cannot use the same values for Minimum Value and Maximum Value.
- **Prompt.** For all field types, type a prompt to help users understand what to enter in the custom field when they are processing records.
- **Default Entry.** For all field types, type or select (if a list is available) the entry to display as the default for the field.

  Character fields can accept default entries, but not "Next" or "Previous."

  Date fields display the date that occurs the number of days you specify after the current date ("TODAY").

  Check boxes can be selected, or not, by default.

e. Set other options as follows:

- **Require Entry.** Requires an entry, or Sage 100 Contractor will not save the record.
- **Use Quick List.** You can provide a Quick List control for a customer field by selecting the Use Quick List check box.
- **Require List Match.** Requires that the entry match an item on the **Quick List**.
- **Lock Quick List.** Prevents users from editing a **Quick List**. Only a company administrator can edit the information.
- **Lock After Save.** Prevents users from editing the information after saving the record. Only a company administrator can edit the information.
- **Require Unique.** Prevents users from entering duplicate information. This is available for indexed text boxes that let you enter character-based information.
- **Check Spelling.** Checks the spelling when you move to another text box or cell. If Sage 100 Contractor finds a misspelled word, it displays the **Spelling** dialog box.
- **Mixed Case.** Allows text entry in upper and lower case.
- **Upper Case.** Displays text only in upper case.
- **Lower Case.** Converts entry to lower case text.

f. On the **Permit Access to** list, select the user groups that should have access to the field. If you do not select any user group, all user groups have access.

3. Click [**Save**].

Modifying Custom Fields

Important! You must be logged in as a company administrator to modify or delete custom fields.

You use the **Modify Custom Fields** window associated with the current window to modify or delete existing custom fields.

Before you start

Make sure you are logged into Sage 100 Contractoras a company administrator. You can add, edit, or delete custom fields only if you are logged in as a Company Administrator:

To edit or delete an existing custom field:

1. In a window that supports custom fields, click **Edit > Enter Custom Fields**, or click the **Enter custom fields** button on the taskbar.
2. In the Custom Fields window:
   - Press **F7** or
   - Click [**Modify**].
3. In the Modify Custom Fields window, use the icons beside the field you want to modify to:
   - Edit the properties of the field ( ).
   - Delete the field ( ).
   - Move the field up or down in the list ( ).

   Tip: If you want to keep the Custom Fields window open while you work with a record, click [**Pin**]. The window remains pinned to the top right edge of the parent window until you unpin it, even if you close and then reopen the parent window later. To unpin the window, click [**Unpin**] in the Custom Fields window.
4. If you are modifying the custom field, use the Custom Field Properties window to change the attributes for custom field. The attributes available depend on the selected Field Type.
   - **Length.** For Character field types, enter maximum number of characters (use up to 255 characters) that the custom field can accept.
   - **Decimal Places.** For Number field types, select the number of decimal places (0, 2, 4, or 6) that numeric entries will use.
   - **Maximum Value / Minimum Value.** If you want to track a standard currency value, you need to set maximum and minimum values. The maximum value must be no greater than 999,999,999 and the minimum value should be no less than -99,999,999, the default values for these fields.

     Numeric fields must have a maximum value greater than zero. You cannot use the same values for Minimum Value and Maximum Value.
   - **Prompt.** For all field types, type a prompt to help users understand what to enter in the custom field when they are processing records.
   - **Default Entry.** For all field types, type or select (if a list is available) the entry to display as

the default for the field.

Character fields can accept default entries, but not "Next" or "Previous."

Date fields display the date that occurs the number of days you specify after the current date ("TODAY").

Check boxes can be selected, or not, by default.

- **Require Entry.** Requires an entry, or Sage 100 Contractor will not save the record.
- **Use Quick List.** You can provide a Quick List control for a customer field by selecting the Use Quick List check box.
- **Require List Match.** Requires that the entry match an item on the **Quick List**.
- **Lock Quick List.** Prevents users from editing a **Quick List**. Only a company administrator can edit the information.
- **Lock After Save.** Prevents users from editing the information after saving the record. Only a company administrator can edit the information.
- **Require Unique.** Prevents users from entering duplicate information. This is available for indexed text boxes that let you enter character-based information.
- **Check Spelling.** Checks the spelling when you move to another text box or cell. If Sage 100 Contractor finds a misspelled word, it displays the **Spelling** dialog box.
- **Mixed Case.** Allows text entry in upper and lower case.
- **Upper Case.** Displays text only in upper case.
- **Lower Case.** Converts entry to lower case text.
- On the **Permit Access to** list, select the user groups that should have access to the field. If you do not select any user group, all user groups have access.

5. Click [**Save**].

About the About Sage 100 Contractor window

The **About Sage 100 Contractor** window is accessible from the **Sage 100 Contractor Desktop** through the **Home & Resources tab > About Sage 100 Contractor** menu or in **Resources menu > About Sage 100 Contractor** if you have hidden the Activity Centers.

For example, the **About Sage 100 Contractor** window displays this typical information:

Information	Examples Only
Product name and version	Sage 100 Contractor–Canadian Edition version 21.2.96
Payroll tax tables version line	Canada payroll tax tables release 2018.1 (01/07/2018)

Information	Examples Only
Copyright line	© 2000-2018 Sage. All rights reserved.
Product registration	This product is registered to: Company Name Sage Customer ID: xxxxxxxxxx
Authorized modules check boxes	Estimating, Document Control, Inventory, Service Receivables, Equipment Management
Sage License Server Connection State	License use acquired from server

This **About Sage 100 Contractor** window provides access to important information that you might need to use if you encounter a problem. For example, if you attempt to log on to a company and find that you cannot do it, it may be that your computer is disconnected from your local network. A quick look at this window lets you know your connection status.

Sage 100 Contractor Sample Company

About the Sample Company

Sage 100 Contractor comes with a set of sample data, Sample Company, that enables you to learn how to use Sage 100 Contractor windows and new functions without any risk to your own company data.

Sage 100 Contractor master trainers use Sample Company extensively during Sage 100 Contractor training classes. Sample Company is also used in many on-line and recorded classes.

We highly recommend that you load the Sample Company data during your initial installation. It takes very little space on your hard disk drive, and by viewing and working with this sample data, you will learn how different windows use data when you manage a construction business with Sage 100 Contractor.

Sample Company includes:

- Sample accounts, sample employees, sample takeoffs, and much more.
- Starter lists for many values you will need to set up cost codes, cost types, tasks, client status, client type, employee positions, paygroups, and so on.
- Samples of many Sage 100 Contractor forms that are already filled in, making it easy to understand many concepts.
- Live data to investigate the content of Sage 100 Contractor reports.

Sample user names and passwords

You can log in to the sample company using one of the user names that comes with the sample data, or you can use your usual Sage 100 Contractor credentials, providing your system administrator has added you as a user in the Sample Company.

If your system administrator deployed sample data for the current version, the "sample" users are:

- Angela–Sample User
- Becky–Sample User
- Brandi–Sample User
- Brandy–Sample User
- Denise–Sample User
- Gerald–Sample User
- Heidi–Sample User
- Ken–Sample User
- Kyle–Sample User
- Melinda–Sample User
- Rachel–Sample User
- Scott–Sample User
- Vincent– Sample User

If your system administrator migrated the Sample Company from version 19.8, the list of users will be the same as it was in that version. If the user names were not modified in the earlier version, the users names are the same as those listed here, but without “Sample User” at the end. (For example, rather than “Bryan - Sample User,” the user is simply “Bryan.")

Note: These sample users all use the password **password**.

Logging in to the Sample Company

You can log in to the sample company using one of the user names that comes with the sample data, or you can use your usual Sage 100 Contractor credentials, providing your system administrator has added you as a user in the Sample Company.

For a list of these names, see About the Sample Company - User names and passwords.

Before you can use the Sample Company

Your system administrator must deploy the sample company.

To log in to the Sample Company:

1. If Sage 100 Contractor is not already open:
   a. Double-click the Sage 100 Contractor **SQL** icon on your Windows desktop, or click Sage 100 Contractor **SQL** > Sage 100 Contractor on the Windows Start menu.
   b. In the Connect to SQL Server window:
      i. From the **SQL Server name** list, select the server that contains the sample company database.
      ii. From the **Authentication** list, select the method to use to verify your login credentials.
      iii. **If you are using Windows authentication**, enter your Windows user name. You do not need to enter a password, provided your system administrator has authorized your access to this database.

      If you are using SQL Server Authentication, enter the Login name and password assigned to you by your system administrator.
2. In the **Company List** window:
   a. Select **Sample Company**.
   b. (Optional) Select **Open company with Administrator rights**.
   c. (Optional) Select **Open company exclusively**.
   d. Click **Open**.

The **Sample Company** opens.

Sage 100 Contractor Dashboard

About the Dashboard

The Sage 100 Contractor **Dashboard** has been designed to show the state of your company's finances in real time by displaying information about your company's financial state.

> **Note:** Until you set up **Dashboard** security, the **Dashboard** is only available to the company administrator.

Showing the Dashboard after Login

You can show the Dashboard every time you log into the company, if you have the access.

1. Click the [**Dashboard**] button.
2. Select the Options menu, and click on [**Show Dashboard After Login**].

Note: If you need to turn off the Dashboard display after you log into the company, use the same steps, and then verify that [**Show Dashboard After Login**] is not selected.

Dashboard Sections

The Dashboard is organized into seven sections when first opened. You can add and remove content by clicking the [**Add/Remove Content**] link.

- **Cash Accounts**- Displays up to five cash accounts. You can drill down into each of the accounts to review details. You can use the **Edit** feature to choose which accounts are displayed.
- **Cash Position -** Displays **Total Cash** and **Receivables**. Your **Cash Position** is the difference between **Total Cash + Receivables** and **Less Current Liabilities**.
- **Outstanding Change Orders -** Displays Change Orders that have not been approved in **Less than 30 Days** and those that have not been approved in **More than 30 Days**.
- **Receivables -** Displays receivable amounts that are **Due in 7 Days**, **Due in 30 Days**, **Overdue 1-30 days**, and **Overdue > 30** (more than 30) days.
- **Payables -** Displays payable amounts that are **Due in 7 Days**, **Due in 30 Days**, **Overdue 1-30 days**, and **Overdue > 30** (more than 30) days.
- **Income from Operations -** Displays Income from **This Month**, **This Quarter**, and **This Year** broken down into three cost categories: **Direct/Equip/Shop**, **Overhead**, and **Administrative**. The final display totals **Income from Operations** by **This Month**, **This Quarter**, and **This Year**.
- **Under-Billed Jobs -** Displays under-billed jobs in two ways, by amount and by percentage of contract. You may also choose not to display any under-billed jobs.

- The **Dashboard** displays GAAP-standard financial information.
- All negative amounts are displayed in parentheses.
- Amounts that are shown in red indicate items that may need your special attention.

Refreshing the Dashboard Information

The **Dashboard** displays the **Last refreshed** date and time so that you always know if the information is fresh. You can click the **Refresh** button to refresh the information. In addition, every time you exit and re-launch the **Dashboard**, Sage 100 Contractor refreshes the information.

You can print the current view of the **Dashboard** by pressing the **Print** button on the right side of the toolbar.

- If you have access to the Dashboard, you can display it at any time by clicking the [**Dashboard**] button.
- You may need to set up a separate security group with one member if you are the only one who is going to view the Dashboard. You have to be a company administrator to set up security groups.
- You can click the [**?**] link to the right of each section heading to open a detailed Help topic about this area of the Dashboard.

About the Dashboard Alert Viewer

If you have alerts, you'll see the Description, Type, Date, and Sent From columns. The alerts listed in the My Alerts section are from program alerts or custom alerts setup in the **7-6 Alerts Manager**.

You can do the following with alerts in this viewer:

- **Mark as Read**: Unbolds the alert notification, and the alert will not show up in the Unread Alerts count afterward.
- **Mark as Unread**: Leaves the alert notification bolded, and the alert will continue to show up in the Unread Alerts count afterward.
- **Delete**: Deletes the alert notification (not the alert itself).

Once you click on an alert, details are visible in the Alert Details section.

Note: Drill down on custom alerts listed in the Dashboard Alert Viewer is not available unless the custom alert contains a record number field for the table you want to drill down to. You can have multiple record number fields, depending on the tables you want to see. For daily payroll custom alerts, there must be a **Date** field in order to drill down.

About Dashboard security

The **Dashboard** has been created to display and provide access to a great deal of company financial information. It was designed for the benefit of company owners, company executives, and other

selected employees. Such a detailed presentation of financial information is not meant to be accessible to all your employees in your company, although it can be set up that way.

Until you set up security, the **Dashboard** is only available to company administrators. It is best to set up the **Dashboard** security at the earliest possible opportunity to be able to share your company's financial information with selected employees.

When a company administrator launches Sage 100 Contractor, the **Dashboard** window opens. Upon closing the **Dashboard** window and until a security option has been selected, Sage 100 Contractor continues to display the **Dashboard Security Options** window to company administrators.

About Setting the Security Options Globally

Selecting **Set Dashboard Security** in the Options menu opens the **Form Level Security** window.

Selecting one or more check boxes from the security groups list allows the members of that security group to view the Dashboard. Clicking **OK** sets security for the **Dashboard**.

Note: You may need to set up a new security group just for the Dashboard. For details, see About Security Groups.

About Setting the Security Options by Dashboard Tab

Clicking on the Add/Remove Content link in the **Dashboard** allows you to set the security by **Dashboard** tab for the General Ledger, Payables, Receivables, and Projects tabs. You can go to each tab and click on the Security link to choose the security groups allowed access to this tab. Clicking the OK button saves the security choice for all panels that are on the tab currently displayed.

Note: Security for adding panels is enforced. If a non-company administrator tries to add a panel from a tab where they are not a member of the allowed groups, then a security message is displayed and the dashboard panel is not added.

Changing the Security Settings

As your business grows, you may need to change your security settings. You can access the **Form Level Security** window at any time from the **Dashboard** by pressing the **F7** key or by clicking the Security link in the General Ledger, Payables, Receivables, or Projects tabs for tab level security. Selecting or unselecting check boxes in the **Form Level Security** window will change access for members of that security group to view the **Dashboard**.

Adding and Removing Content on the Dashboard

Clicking the **Add/Remove Content** link adds content panels to the Dashboard.

Note: Security for adding content panels is enforced. If a non-company administratortries to add a panel from a tab where they are not a member of the allowed groups, a security message appears and the dashboard panel is not added.

You can add content panels from the following tabs:

- General Ledger
  - Cash Accounts
  - Cash Position
  - Income from Operations
  - Income and Expenses
  - Previous Year Income Comparison
  - Previous Year Expense Comparison
  - Budget vs. Actual Income
  - Budget vs. Actual Expense
  - Department Income and Expense
  - Department Budget vs. Actual Income
  - Department Budget vs. Actual Expense
  - Budgeted Expenses
- Payables
  - Payables Aging
  - Top Vendors
  - Expiring Vendor Discounts
  - Credit Card Accounts
- Receivables
  - Receivables Aging
  - Service Receivables Aging
  - Job Receivables Aging
  - Top Customers by Billing
  - Top Service Customers
  - Top Customers by $ Owed
  - Top Customers by Contract

- Projects
  - Under-Billed Jobs
  - Outstanding Change Orders
  - Job Costs by Cost Type
  - Job Contract, Budget, and Cost to Date
  - Job Cash Flow to Date
  - Job Uncommitted Budget
  - Today's Job Tasks
  - Tomorrow's Job Tasks
  - Payable Holdback by Job
  - Receivable Holdback
  - Job Hours Over Budget
- Alerts
  - My Alerts

In each tab, you add or remove the content panel. If the panel type allows multiple instances, the **Add** button changes to **Add Another** and a **Remove All** button is displayed above it. If you click the Remove button, the content panel is removed from the dashboard.

To add a content panel to the Dashboard:

1. Select **Dashboard** from the View menu.
2. Click the **Add/Remove Content** link in the Dashboard.
3. Select the tab with the content panel you want to add.
4. Click [**Add**].
5. Close the **Add/Remove Dashboard Content** window.
6. Move the content panel as necessary.

Note: You may need to use the scroll bar to see the new content panel. You can move the content panel from its default placement.

To remove a content panel from the Dashboard:

1. Select **Dashboard** from the View menu.
2. Click the **Add/Remove Content** link in the Dashboard.

3. Select the tab with the content panel you want to remove.
4. Click [**Remove**].
5. Close the **Add/Remove Dashboard Content** window.

Note: You can remove panels on the Dashboard by clicking the "X". If you use the "X," and have multiple instances of the same panel, you can just remove specific instances.

About General Ledger content in the Dashboard

You can add or remove the following content panels from the General Ledger tab by clicking the **Add/Remove Content** link on the Dashboard.

- Cash Accounts
- Cash Position
- Income from Operations
- Income and Expenses
- Previous Year Income Comparison
- Previous Year Expense Comparison
- Budget vs. Actual Income
- Budget vs. Actual Expense
- Department Income and Expense
- Department Budget vs. Actual Income
- Department Budget vs. Actual Expense
- Budgeted Expenses

About Cash Accounts on the Dashboard

The **Cash Accounts** panel displays five selected cash accounts in your list of cash accounts with their balances.

If these five accounts are not the ones you are interested in monitoring, you can click the **Edit** button to the right of the title heading and select five accounts from your cash accounts list.

Tip: The bottom line in the list of accounts, **All Other Cash Accounts**, presents the sum of all other existing cash accounts in that company.

About Cash Position on the Dashboard

Displays information on five distinct areas for executive financial review.

The **Cash Position** section displays numbers representing five distinct areas that merit executive review:

- **Total Cash.**Displays the total for all accounts in the **Cash Accounts** range.
- **Receivables.**Displays the full balance of the invoices. Because it does not display the net due, it includes holdbacks.
- **Total Cash + Receivables.**Displays the sum of **Cash Accounts** and **Receivables**.
- **Less Current Liabilities.**Displays the total for all accounts in the **Current Liabilities** range.
- **Cash Position.**Displays the difference between **Total Cash + Receivables** and **Less Current Liabilities**.

About Income from Operations on the Dashboard

Displays information that summarizes an income statement, excluding the **Other Income** and **After Tax Expense** categories.

It displays the information in three ways:

- **This Month**- Displays information that includes all transactions posted to the current period.
- **This Quarter.**Displays information that includes all transactions posted to the current quarter.

  Note: There is no cutoff within the quarter. If the current period is 4, then activity posted to periods 5 and 6 are included because they are part of the current quarter.

- **This Year.**Displays information that includes all transactions posted to the current fiscal year.

  Note: There is no cutoff within the year. Any transaction posted to periods 1 through 12 are included.

About Income and Expenses on the Dashboard

Displays the income and expenses by period for the fiscal year.

About Previous Year Income Comparison on the Dashboard

Compare this year's income with last year's income.

About Previous Year Expense Comparison on the Dashboard

Compare this year's expenses with last year's expenses.

About Budget vs. Actual Income on the Dashboard

Compare this year's actual income with their budgeted amounts.

About Budget vs. Actual Expense on the Dashboard

Compare this year's actual expenses with their budgeted amounts.

About Edit Selected Departments on the Dashboard

This window is displayed for the **Department Income and Expenses**, **Department Budget vs. Actual Income**, and **Department Budget vs. Actual Expense** panels.

The default selection is **All Departments**. If you only want to see information for a selected department, click the [**Selected Departments**] button.

If you have more than one content panel, you can put a title in the **Selected Depts. Title** box to differentiate the panels at a quick glance.

About Department Income and Expenses on the Dashboard

View incomes and expenses for ledger accounts with departments. You can add this panel more than once for different departments.

> **Note:** All departments are selected by default, click the Edit button on the Dashboard to select a specific department. This reports supports multiple instances on the Dashboard.

About Department Budget vs. Actual Income on the Dashboard

Compare this year's actual income with the departmental budgeted amounts. You can add this panel more than once for different departments.

> **Note:** All departments are selected by default, click the Edit button on the Dashboard to select a specific department. This dashboard panel supports multiple instances on the Dashboard.

About Department Budget vs. Actual Expense on the Dashboard

View income and expenses for ledger accounts with departments. You can add this panel more than once for different departments.

Note: All departments are selected by default, click the Edit button on the Dashboard to select a specific department. You can add this panel more than once for different departments.

About Budgeted Expenses on the Dashboard

Displays expenses for accounts that have budgets, ranked by percent of budget.

From beginning of the fiscal year through the current accounting period. The budget amount for the current accounting period is prorated, based on today's date.

Note: All future periods are ignored.

About Payables content in the Dashboard

You can add the following content panels from the Payables tab by clicking the **Add/Remove Content** link on the Dashboard.

- Payables Aging
- Top Vendors
- Expiring Vendor Discounts
- Credit Card Accounts

About Payables on the Dashboard

This section of the **Dashboard** displays information on invoices with status of:

- **1-Open.**Indicates a record posted to the general ledger.
- **2-Review.**Indicates the management or bookkeeping staff should review the record.
- **3-Dispute.**Indicates a record disputed by the client.

It also displays information about the invoices in four ways:

- Invoices **Due in 7 Days.**Today is the first of the seven days. If today is Sunday, then this number represents the total amount due from and including today, which is Sunday through and including the following Saturday.

- Invoices **Due in 30 Days.**Today is the first of the thirty days. If today is the tenth day of the month, this number represents the total amount due from and including today through and including 29 more days.
- Invoices **Overdue 1-30** (overdue one to thirty days)—This is the same as an aging report.
- Invoices **Overdue > 30** (overdue more than thirty days)—This is the same as an aging report. The amount that the Dashboard presents is the sum of AP Invoice Aging report, 31-60, 61-90, and 91—120+ columns.

When reviewing the information contained in this section, it is important to remember that the amounts are “net due;” that is, if a holdback exists, then it is excluded.

About Payables Aging on the Dashboard

Displays information on invoices with status of:

- **1-Open.**Indicates a record posted to the general ledger.
- **2-Review.**Indicates the management or bookkeeping staff should review the record.
- **3-Dispute.**Indicates a record disputed by the client.

It also displays information about the invoices in four ways:

- Invoices **Due in 7 Days.**Today is the first of the seven days. If today is Sunday, then this number represents the total amount due from and including today, which is Sunday through and including the following Saturday.
- Invoices **Due in 30 Days.**Today is the first of the thirty days. If today is the tenth day of the month, this number represents the total amount due from and including today through and including 29 more days.
- Invoices **Overdue 1-30** (overdue one to thirty days)—This is the same as an aging report.
- Invoices **Overdue > 30** (overdue more than thirty days)—This is the same as an aging report. The amount that the Dashboard presents is the sum of AP Invoice Aging report, 31-60, 61-90, and 91—120+ columns.

Tip: Amounts that are shown in red indicate items that may need your special attention.

When reviewing the information contained in this section, it is important to remember that the amounts are “net due.” That is, if a holdback exists, then it is excluded.

About Credit Card Accounts on the Dashboard

Displays five selected credit card accounts with their balances.

Displays the first five credit card accounts in your list of credit card accounts. If these five accounts are not the ones you are interested in monitoring, you can click the **Edit** button to the right of the title heading and select five accounts from your credit card accounts list.

Tip: The bottom line in the list of accounts, **All Other Card Accounts**, presents the sum of all other existing cash accounts in that company.

About Top Vendors on the Dashboard

Displays the top 6 vendors based on year-to-date activity. Based on billed amounts for the current fiscal year.

About Expiring Vendor Discounts on the Dashboard

Displays the amounts of vendor discounts that are available this week and next week. Each week ends on Saturday.

About Receivables content in the Dashboard

You can add the following content panels from the Receivables tab, once you click the **Add/Remove Content** link on the Dashboard.

- Receivables Aging
- Service Receivables Aging
- Job Receivables Aging
- Top Customers by Billing
- Top Service Customers
- Top Customers by $ Owed
- Top Customers by Contract

About Receivables on the Dashboard

This section provides information about receivable invoices with status of:

- **1-Open.**Indicates a record posted to the general ledger.
- **2-Review.**Indicates the management or bookkeeping staff should review the record.
- **3-Dispute.**Indicates a record disputed by the client.

It also displays information about the invoices in four ways:

- Invoices **Due in 7 Days.**Today is the first of the seven days. If today is Sunday, then this number represents the total amount due from and including today, which is Sunday through and including the following Saturday.
- Invoices **Due in 30 Days.**Today is the first of the thirty days. If today is the tenth day of the month, this number represents the total amount due, from today through 29 more days (inclusive).
- Invoices **Overdue 1-30** (overdue one to thirty days)—This is the same as an aging report. The amount that the Dashboard presents is the sum of:
  - AR Invoice Aging report, 1—30 column
  - Service Invoice Aging report, 1—30 column.
- Invoices **Overdue > 30** (overdue more than thirty days)—This is the same as an aging report. The amount that the Dashboard presents is the sum of:
  - AR Invoice Aging report, 31-60, 61-90, and 91—120+ columns, and
  - Service Invoice Aging report, 31-60, 61-90, and 91+ columns.

When reviewing the information contained in this section, it is important to remember that the amounts:

- Are “net due,” that is, a holdback, if it exists, is excluded.
- Include both Accounts Receivable and Service Receivable invoices.

Tip: Amounts that are shown in red indicate items that may need your special attention.

About Receivables Aging on the Dashboard

Displays information about receivable invoices with status of 1-Open, 2-Review, and 3-Dispute.

- **1-Open.**Indicates a record posted to the general ledger.
- **2-Review.**Indicates the management or bookkeeping staff should review the record.
- **3-Dispute.**Indicates a record disputed by the client.

About Service Receivables Aging on the Dashboard

Displays information about service receivable invoices with status of:

- **1-Open.**Indicates a record posted to the general ledger.
- **2-Review.**Indicates the management or bookkeeping staff should review the record.
- **3-Dispute.**Indicates a record disputed by the client.

Tip: Amounts that are shown in red indicate items that may need your special attention.

About Top Customers by Billing on the Dashboard

Displays the total billed for the top 6 customer from job and service billings.

About Top Service Customers on the Dashboard

Displays the top 6 customers from service billings.

About Top Customers by $ Owed on the Dashboard

Displays the top six customer balances for both accounts receivables and service receivables.

About Top Customers by Contract on the Dashboard

Displays the top six customers based on contract amounts, including approved change orders.

About Projects content in the Dashboard

You can add or remove the following content panels from the Projects tab, once you click the **Add/Remove Content** link on the Dashboard.

- Under-Billed Jobs
- Outstanding Change Orders
- Job Costs by Cost Type
- Job Contract, Budget, and Cost to Date
- Job Cash Flow to Date
- Job Uncommitted Budget
- Today's Job Tasks
- Tomorrow's Job Tasks
- Payable Holdback by Job
- Receivable Holdback
- Job Hours Over Budget

About Under-Billed Jobs on the Dashboard

Displays the five most under-billed jobs ranked by dollar amount or percentage of contract.

This section of the **Dashboard** displays the **Job Number** and **Job Name** with two ranking criteria:

- The dollar amount that is under-billed.
- The percentage of current contract amount that is under-billed.

To be included in the **Under-Billed Jobs** display, jobs must have:

- A status of **3-Contract** or **4-Current**.
- A positive contract amount.
- A budget.

The **Under-billed Jobs** section displays the five most under-billed jobs ranked by percentage of contract.

Clicking **Edit** located to the right of the section heading opens the **Under-Billed Jobs** window.

Clicking **Show all in Report** opens a report displaying all under-billed jobs. This link is only available if there are more than 5 under-billed jobs.

This window provides options to display jobs:

- **Ranked by dollar amount**
- **Ranked by percentage of contract**

Tip: Over/under billing is another name for percentage complete accounting. For more information, see the topic About percentage complete accounting.

About Outstanding Change Orders on the Dashboard

Displays information on change orders that are outstanding **Less than 30 days** or **More than 30 days**. Drilling down into either one of these areas displays change orders with statuses of:

- **2-Open.**The client has not approved the changes yet. (Only the **Prime Change List~Land with Aging** report and job status reports reflect the changes.)
- **3-Review.**The changes are under review. (Only the **Prime Change List~Land with Aging** report and job status reports reflect the changes.)
- **4-Disputed.**The change order is in dispute.

Tip: Amounts that are shown in red indicate items that may need your special attention.

About Edit Job Selection on the Dashboard

This window is displayed for the Job Contract, Budget and Cost To Date, Job Cash Flow To Date, Payable Holdback By Job, Receivable Holdback and Job Uncommitted Budget panels.

The default selection is **List all Contract, Current and Complete jobs**. You can select up to six jobs. You can all list jobs by supervisor by selecting the **List jobs for job Supervisor** button.

> **Note:** The jobs listed are for statuses three through five. In the **Job Contract, Budget, and Cost To Date** panel, the job must have a contract amount to be listed.

If you have more than one content panel for jobs selection, you can put a title in the **Selected Jobs Title** box to differentiate the panels at a quick glance.

About Job Costs by Cost Type on the Dashboard

Compare job costs by cost type. You can add this panel more than once for different jobs.

> **Note:** User-defined cost types (6-9) are included in the Other category. Default is All jobs, click Edit on this dashboard panel in the Dashboard to select specific jobs. You can also view jobs by job supervisor.

About Edit Job Selection for Job Costs by Cost Type on the Dashboard

Compare job costs by cost type. You can add this panel more than once for different jobs.

About Job Contract, Budget and Costs to Date on the Dashboard

Displays the job contract, budget, and costs to date for 6 selected jobs. You can add this panel more than once for different job contracts.

> **Note:** In the Cost to Date column, the number is shown in red if the cost is greater than the budget.

About Job Cash Flow to Date on the Dashboard

This panel displays the net cash flow to date on 6 selected jobs. You can add this panel more than once for different jobs.

About Job Uncommitted Budget on the Dashboard

Displays budget, actual and committed costs, and remaining budget for 6 selected jobs. You can add this panel more than once for different job contracts.

This panel allows you to see what the committed costs are on a job. The committed costs are monies that you’ve committed to spend but have not spent yet. The report looks to new or unfilled purchase orders, subcontracts, and payroll records that have not been final-computed. It allows you to determine the percentage of labour burden applied to all open payroll records. It calculates the remaining budget based on the budget plus changes, less costs to date and committed costs.

About Today's Job Tasks on the Dashboard

Displays today's tasks from a job schedule for a single job.

Note: Based on work days.

About Edit Job Selection for Job Tasks on the Dashboard

The default selection is **List all Contract, Current and Complete jobs**. You can all list jobs by supervisor by selecting the **List jobs for job Supervisor** button. You can select only one job.

If you have more than one content panel for job tasks, you can put a title in the **Selected Job Title** box to differentiate the panels at a quick glance.

About Tomorrow's Job Tasks on the Dashboard

Displays tomorrow's tasks from a job schedule for a single job.

About Payable Holdbacks by Job on the Dashboard

Displays holdbacks on jobs from payable invoices. You can add this panel more than once for different jobs.

About Receivable Holdback on the Dashboard

Displays holdbacks on jobs from receivable invoices.You can add this panel more than once for different jobs.

About Alerts content in the Dashboard

You can add or remove the My Alerts content panel from the Alerts tab by clicking the **Add/Remove Content** link on the Dashboard.

About My Alerts on the Dashboard

This panel is automatically displayed in the top left when you have alert notifications sent to the Dashboard.

Note: If you remove the My Alerts content panel from the Dashboard, the next time an alert notification is sent to the Dashboard, the My Alerts panel will automatically be displayed in the top left position.

All Alerts

The All Alerts count is the count of all read and unread alert notifications in the Dashboard Alert Viewer.

Unread Alerts

The Unread Alerts count is the count of all unread alert notifications in the Dashboard Alert Viewer.

Working with Grids

When you right-click in a grid cell or column, the grid menu appears.

Important! The displayed grid menu shows the most common commands for that item and differs from column to column and grid to grid. Depending on the conditions, cells may be unavailable for editing. The grid menus in **9-5 Takeoffs**, the **Takeoff Details** tab offer much more functionality than do the grid menus in the rest of the program.

To help you enter data quickly, you can control the direction the cursor moves in the grid when you press the **Enter** key. For example, if you want to fill in one column at a time, you can set the cursor to jump to the same cell in the next column to the right (**Enter Key Moves Right**) instead of the next cell down in the same column (**Enter Key Moves Down**).

To set the direction of movement in a grid

1. Right-click in a grid to display the grid menu.
2. Click **Enter Key Moves Right** or **Enter Key Moves Down**.

Note: The activated direction has a check mark next to it.

To find information in a grid

1. Right-click in a grid to display the grid menu.
2. Click **Find** on the grid menu.
3. In the **Grid Find** dialog box, choose the scope of your search by selecting either **Current Column** or **Entire Grid**.
4. In the **Search For** cell, type the text string you want to find.
5. Click **Find Next** to find the next occurrence of the text string.

When you are working in a grid, you can drill down into related records. For example, you can go from **3-2 Receivable Invoices/Credits** to **9-2 Parts**. If no record exists, you can create a new one with the **Add Record** command.

To display details

1. In the grid, right-click to display the grid menu.
2. Click **Display Detail/Add Record**.

Selecting cells or rows or columns

To select	Do this
A cell	Click the cell or press the arrow keys to move to the cell.
A column	Click the column heading.
A row	Click the row heading.
Adjacent rows or columns	Drag across the row or column headings. Alternatively, select the first row or column, hold down the Shift key and select the last row or column.
A range of cells	Click the first cell and drag to the last cell.
All cells	Click the top left corner of the grid.

Working with Columns

As part of the defaults for a window, you can hide columns. Hiding does not delete columns, but it does remove the data from printed reports in Quick Grids.

When you generate a print preview report from data in a grid with hidden columns, all the hidden information appears in the report. If you drill down into data in the hidden columns, it will not be visible in the grid until you unhide the columns.

Important! While you are not restricted from hiding any columns, some require entry to complete a record or transaction.

To hide columns

1. Right-click in a cell, and from the menu select **Show/Hide Columns**.

2. The **Grid View** window appears.
3. From the menu, clear the check boxes of the columns you want to hide.
4. Click **OK**.

Tip: Right-click a grid cell and select **Save Current Grid View** to save the grid view settings.

Under certain circumstances, columns are hidden from view. Use this procedure to display hidden columns.

To display hidden columns

1. Right-click in a cell, and from the menu select **Show/Hide Columns**.
2. The **Grid View** window appears.
3. From the menu, select the check boxes of the columns you want to display.
4. Click **OK**.

The **Autofit All Columns** command resizes all column widths to fit the column contents.

Tip: To resize one column at a time, point to the column divider, and then drag it to the height or width you want.

Working with Rows

To insert a new row

- Click the cell in the row immediately below where you want the new row to appear; or, right-click to display the grid menu, and then click **Insert Row**.

To insert multiple rows

- Select the rows immediately below where you want the new rows to appear, and then click **Insert Rows**.

To cut a row

1. In the grid, select the row(s) you want to cut by clicking on the row header(s).
2. Right-click to display the grid menu, then click **Cut Row**.

Caution! You cannot recover data after deleting it.

To delete cells, rows, or columns

1. Select the cells, rows, or columns you want to delete.

2. Press the Delete key.

The **Clear All Rows** command clears everything in the grid.

Important! This function is not available in every grid to protect certain kinds of data.

To clear all rows in a grid

1. Right-click anywhere in the grid to display the grid menu.
2. Click **Clear All Rows**.

Working with Text

You can move text with the **Cut**, **Copy**, and **Paste** commands. Using **Cut** removes the text from its location and stores it on your **Clipboard**. Using **Copy** does not remove the text from its location but does store it on your **Clipboard**.

You can then insert the text elsewhere using the **Paste** command. After the text is placed on the **Clipboard**, you can continue to paste the text until you cut or copy something else.

To copy and move a section of text

1. Select the text you want to move.
2. Right-click anywhere in the grid to display the grid menu, then do one of the following:
   - Click **Cut**.
   - Click **Copy**.
3. Insert the cursor where you want to insert the text.
4. On the grid menu, click **Paste**.

To paste a selection

1. Select the text you want to move.
2. Right-click anywhere in the grid to display the grid menu, then do one of the following:
   - Click **Cut**.
   - Click **Copy**.
3. Insert the cursor where you want to insert the text.
4. On the grid menu, click **Paste**.

Working With Records

Locking records

Select the **Lock Edit** check box to prevent accidental changes to a record after saving it. To make permanent changes, clear the **Lock Edit** check box and save the record.

You can find the **Lock Edit** check box in budgets, proposals, estimates, purchase orders, change orders, and subcontracts. In cases where a calculation is being performed, the calculation will include locked data, even though it cannot be edited.

Tip: Use the display properties to allow certain security groups the ability to clear the check box once a record is saved.

Copying records

You can copy existing records to create new records, which saves time and prevents errors that can result from entering complex transactions.

To copy a record:

1. Using the data control, select the record.
2. From the **Edit** menu, select **Copy**.
3. From the **File** menu, select **New**.
4. From the **Edit** menu, select **Paste**.

Note: Sage 100 Contractor copies all notes attached to the record.

Deleting records

Do not delete jobs, vendors, or other records referenced in ledger transactions in the current fiscal year. Deleting such records can cause problems with the audit trail. It is best to wait until you are closing the books at the fiscal year-end to delete such records.

Deleting a record permanently removes the record from the database. You cannot recover a record after deletion.

To delete a record:

1. Using the data control, select the record.
2. On the **Edit** menu, click **Delete**.

Voiding records

Generally, you can only void a record from its window of original entry. If you have previously posted the transaction to the general ledger, Sage 100 Contractor reverses the amount from the ledger.

Important! Void entries to **Cheques and Bank Charges**, **Deposits and Interest**, and **Recurring Journal Transactions** from the **1-3 Journal Transactions** window.

To void a record:

1. Open the window in which you originally entered the record.
2. Using the data control, select the record.
3. On the **Edit** menu, click **Void**.

About Inactive Records

If you are a company administrator, you can designate records Inactive. For example, you can mark Inactive records that you no longer want to use, but cannot delete because they are referenced by other, current records.

Note: To change Inactive settings, your login ID must be assigned the Company Admin role in the **7-2-2 User List**. You do not need to select the **Open company with Administrator rights** option when you sign into the company.

Sage 100 Contractor prevents entry to inactive records, so you cannot inadvertently process entries using them. For example, you cannot use an inactive cost code on a new purchase order or change the code on an existing record to an inactive cost code.

The **9-5 Takeoff** and the **10-3 Schedules** lookup windows do not display inactive records. Also inactive records do not appear in data control boxes, and they are not visible when you search for records using the **F9**, **Page Up**, or **Page Down** keys.

Note: Inactive records do not appear in lookup windows by default, but you can display them if you choose to do so.

Designating Inactive Records

You designate Inactive records in the following windows by selecting **Edit** > **Inactive Record** for a selected record:

- 1-7 General Ledger Accounts
- General Ledger Subaccounts
- 3-5 Jobs
- 3-6 Receivable Clients
- 4-4 Vendors
- 5-2-1 Employees
- 8-3 Equipment
- 9-2 Parts
- 9-3 Assemblies

In the following windows, which display records in a grid, you enter **Y** (for Yes) in the Inactive column to set the record for the selected row Inactive:

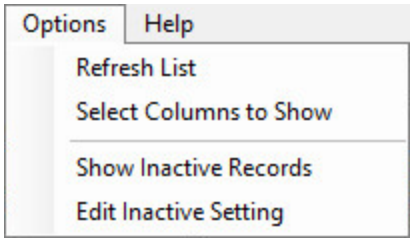
- 5-3-2 Workers' Compensation
- 5-3-4 Paygroups
- 6-5 Cost Codes

Note: If it is necessary to change the Inactive setting later, you simply clear the Inactive Record selection on the Edit menu or the grid.

Looking Up Inactive Records

From time to time, you may need to check which records of a given type are marked Inactive. For example, when adding a new cost code, to check which codes are already in use, you need to view inactive codes. You can display a list of Inactive records in a couple of ways:

- For records that display a single record at a time (not in a grid format), you can view all Inactive records of a selected type by opening the associated lookup window, and then clicking **Options** > **Show Inactive Records**.



A check mark in the **Inactive** column indicates that a record is Inactive.

- In windows that display records in grid format, you view Inactive records by selecting the **Show Inactive Records** check box below the grid. The following windows use a grid to display records:
  - 5-3-2 Workers' Compensation
  - 5-3-4 Paygroups
  - 6-5 Cost Codes

> **Note:** A Yes entry in the **Inactive** column indicates that a record is inactive. If you are a company administrator, you can change this entry to change the status to and from Inactive.

Changing the Inactive Settings for Multiple Records at the Same Time

For windows that display one record at a time (not in a grid), you use the lookup windows to set or clear the Inactive setting for multiple records at once. For example, in the **3-5 Jobs** window:

1. Open the job number lookup window. (Click the down arrow beside the job number data control.)
2. In the lookup window:
   a. Click **Options** > **Edit Inactive Setting**.
   b. Select or clear the check marks in the Inactive column to change the Inactive setting for the records on the selected rows.

Working With Attachments

About file and link Attachments on records

What are attachments?

You can attach files and/or Web links to certain records in Sage 100 Contractor, enabling you to associate supporting documents or references with the records. (Some Sage 100 Contractor records that accept attachments are payable invoices, requests for proposal, progress bills, change orders, purchase orders, and jobs.)

You can add attachments to records individually using the **Attachments** window (**Edit > Attachments**), or you can simply drag-and-drop files and/or Web links onto a Sage 100 Contractor window that accepts attachments.

How can I use attachments?

Here are a few examples:

- After receiving a hard copy document that you would like to attach to a payable invoice record in **4-2 Payable Invoices/Credits**, you scan the document into your computer to create a file, then attach the file to the payable invoice record.
- You have several digital photos of work being done on by a subcontractor on a remodel job. You can transfer these files to your computer, and then attach them to a record in **6-7-1 Subcontracts**.
- After sending an RFP to an architect who has a Web site, you want to attach the architect's web site URL link to the RFP. From the open the site in your browser, you drag and drop the link from the browser's **Address** box onto the **6-11-1 Requests for Proposal** record.
- When emailing a request for information, in the email distribution window, you can select one or more supporting documents attached to the request for information record, and include it with the request for information.

How do attachments work?

You create an attachment as either a “local” attachment or a “link” attachment. Link attachments can either be a file or a URL (Web site link).

Creating a “local” attachment, associates the a local file (on your local computer) or a copy of a network file (copied from a network computer) to an Sage 100 Contractor record in your local computer's company data. In this process, the program creates a local folder and subfolder structure in your local company where the record is located.

Creating a “link” attachment, attaches a link to the remote file (on a network computer) or URL link to Web page on a remote computer. The program does not create a local folder and subfolder structure in your local company for linked attachments.

Important! For link attachments, do not rename an attachment's file server after attaching a file. Sage 100 Contractor cannot locate a linked file if the file server is renamed or replaced by a server with another name.

Can I drag and drop files to create attachments?

If a record accepts attachments, you can drag and drop files onto the window to create an attachment. This includes graphic files, Web links, email messages, desktop shortcuts, or any other file type.

Note: If you use Microsoft Outlook, you can drag and drop email messages from your Inbox list directly onto a Sage 100 Contractor record.

Where are attachments located?

When you add an attachment and save the record, the program creates an Attachments folder and folder structure under **\\[ServerName]\[CompanyName]\Attachments**. To prevent naming conflicts between files, each file in placed into a subfolder with a unique name.

For example, suppose you are working in Sample Company job **Jiminez Burrito #8**, and you attach a local graphic file to record **8** in **6-4-1 Change Order**, **Floor Tile Upgrade**. After saving the record, in Windows Explorer, you can find this path: **\\[ServerName]\Sample Company\Attachments\Jobs\Change Orders\(unique subfolder name)\(file name).gif.**

Tip: Sample Company data can be changed on any computer. The Sample Company data in these examples may not match the Sample Company data on your computer exactly.

What is the attachment parent-child structure?

You probably noted that the Change Order folder is a subfolder of Jobs. That's because the program creates Attachments according to the existing parent-child relationships that already exist in the program for Jobs and Change Orders.

For example, the parent record for the change order is the job, **215-Jiminez Burrito #8**. If you were to open, **6-6-1 Purchase Orders** to record **38**, clear the **Lock Edit**, and add the same graphic file to this record and then look at the folder structure, you will find **\\[ServerName]\Sample Company\Attachments\Jobs\Purchase Orders\(unique subfolder name)\graphic.gif**. The attachments to the purchase order record and the change order record are both “children” of job **215–Jiminez Burrito #8**, which is located in **3-5 Jobs (Accounts Receivable)**.

What do I see when opening parent record if children have attachments?

You can attach files to both “parent” records and “child” records. For example, you can attach files and links to job **215-Jimenez Burrito #8** directly from that job's record in **3-5 Jobs (Accounts Receivable)** or to that job through other records such as Change Orders, Purchase Orders, Subcontracts, and so forth. As described above, you can add attachments to records that are children of the job.

Because of the parent-child structure of the program, when you open the Attachments window from the parent window **3-5 Jobs (Accounts Receivable) 215-Jimenez Burrito #8**, you can select different ways to view the Attachment related to this job using the box with the title, **Show items attached to**:

- **This job directly.** If the parent record has attachments, the attachments would be displayed in this list.
- **Purchase Orders for this job**. If a “child” purchase order record of this job has attachments, then the attachments would be displayed in this list.
- **Change Orders for this job.** If a “child” change order record of this job has attachments, then the attachments would be displayed in this list.

How does attaching network files work?

When you select a network file to attach to a record, the program recognizes that it isn't a local file and offers two choices, **Copy the file to my company data** (my local computer), or **Link to the existing file** (on a network computer).

If you select to **Copy the file to my company data**, the program makes a copy of it and places it in a folder\subfolder structure under **\\[ServerName]\[CompanyName]\Attachments** in its parent-child relationship.

If you select to **Link to the existing file**, the file remains on the network computer. A copy of it is not created, and it does not appear in a folder under **\\[ServerName]\[CompanyName]\Attachments**. In fact, if you never link to a local file or copy a attachment file to your computer, you will never see an Attachments folder under the company folder.

What happens if I select “Protect this file from being changed”

After you link to a network file by selecting **Copy the file to your company data**, you have the option to **Protect this file from being changed**. After saving the record, if you were to open the linked file and try to edit it, the program that opens it displays a message stating that the file cannot be changed, is read-only, or something similar. The message displayed depends on the program that opens it.

Note: If you select the option, **Link to the existing file**, the **Protect this file from being changed** option is unavailable. If you need to prevent an attachment from being changed, select the **Copy file to my company data** option.

How do I attach Web links?

When adding a link to a Web page as an attachment, you are encouraged to copy and paste the contents of your browser's **Address** box (a URL—unique resource locator) into the box on the Add Attachment window. You can type the URL in the box, but it's much easier to copy and paste it to avoid possible errors from typing mistakes.

Tip: Attachments that are Web links are always remote and never appear in an Attachments folder under **\\[ServerName]\[CompanyName]**.

How do I know that a record has attachments? Are there visual indicators?

An **Attachment** button has been added to the toolbar. It displays a paper clip against a grey background if the record has no attachments. It displays a paper clip against a white rectangle if the record has attachments. You can click the **Attachments** button to open the **Attachments** window whether the record has attachments or not.

Important! To provide room for the **Attachments** button, the **Count** button has been removed from the toolbar. On windows that provide the count files functionality, the **Count** command is available from the menu bar.

Can I email attachments?

Important! Emailing attachment functionality only works if Microsoft Outlook is your default email client.

Yes, just open an **Attachments** window, and select one or more attachments. Click **Email**, and the program opens an email message with the attachments included in the **Attach...** box.

Can I print Attachments?

Yes, just open an **Attachments** window, and select an attachment. Click Print, and the program opens the file in the program that is controlled by your Windows settings.

Note: Printing from the **Attachments** window behaves the same as right-clicking the file in Window Explorer and selecting **Print** from the menu.

Attaching files individually using the Add Attachment window

You can attach files to records individually using the **Add Attachment** window. The file can be a local file or a network file.

You can attach a network file either as a link to the record or as a copy of a network file.

Tip: If the network file is likely to change, such as a spreadsheet with values that are updated periodically, attach it as a link so that you can view the most recent version. If the file is static, such as a scanned copy of a signed contract, it is best to copy it and keep it with your company data, where it will be easily accessible.

To attach a file using Add Attachment:

1. Open a Sage 100 Contractor window that accepts attachments, such as **3-5 Jobs (Accounts Receivable)** and select a job.
2. Click **Edit > Attachments**.
3. On the **Attachments for Job#** window, click **Add**.
4. On the **Add Attachment** window, select **I want to attach a file**.
5. Click **Browse**, and locate the file you want to attach, select it, and click **Open**.
6. Do one of the following:
   - If you selected a local file to attach:
     a. On the **Add Attachment** window, accept or edit the description of the attachment.
     b. Accept or clear **Protect this file from being changed**.
     c. Click **OK**.
   - If you selected a network file to attach and you selected the option **Copy file to my company data**:
     a. On the **Add Attachment** window, accept or edit the description of the attachment.
     b. Accept or clear **Protect this file from being changed**.
     c. Click **OK**.
   - If you selected a network file to attach and you selected **Link to existing file**:
     a. On the **Add Attachment** window, accept or edit the description of the attachment.
     b. Click **OK**.

     The file is displayed in the grid of the **Attachments for Job #** window.

Attaching Web links individually using the Add Attachment window

You can attach Web links to records individually using the **Add Attachment** window.

To attach a Web link using Add Attachment:

1. Open a Sage 100 Contractor window that accepts attachments, such as **3-5 Jobs (Accounts Receivable)** and select a job.
2. Click **Edit > Attachments**.

3. On the **Attachments for Job#** window, click **Add**.
4. On the **Add Attachment** window, select **I want to attach a link to a Web page**.
5. Using your browser, browse to the Web page that you want to link to the record.
6. Copy the Web page address, and then on the Add Attachment window, paste into the **Paste...** box.
7. In the **Description**... box, type a description.
8. Click [**OK**].

The Web link is displayed in grid of the **Attachments for Job #** window.

Dragging and dropping multiple files onto records

You can drag and drop multiple records onto individual records to create attachments. When you drag and drop the files onto the window, Windows Explorer is a good source for files.

To drag and drop multiple files onto records:

1. Open Windows Explorer, and browse to files from which you want to create attachments.
2. Open the Sage 100 Contractor window to a specific record to which you want to attach files.
3. Select any number of files and then drag and drop them on the Sage 100 Contractor window.
4. Save the record, and then recall it.
5. To verify that the attached files are there, on the toolbar, click the **Attachments** button.

The attached file are displayed in the grid of the **Attachments** window.

Removing attachments from records

You can remove local and linked files as well as Web page links by clicking Remove on the **Attachments for...** window.

- If you attempt to open a linked network file that has been moved or deleted, the program displays a message stating that the file cannot be found.
- To delete attachments, you must belong to a security group that has rights to delete records.

Emailing files attached to records

There are two ways you can include attachments when you email forms:

- You can use Outlook to email an attachment directly from the Attachments window by selecting the attachment, and then clicking [**Email**] .

  Important! Microsoft Outlook is integrated with Sage 100 Contractor through the Attachments window. Emailing attachments directly from the Attachments window works only if Microsoft Outlook is your default email client.

- When you email certain forms to a single job, client, or vendor from report-printing windows, you can attach selected supporting documents that you previously saved to the record you are emailing.

  For help on including supporting attachments when emailing forms, see Including attachments when you email forms.

To email a file directly from the record's Attachment window:

1. In a Sage 100 Contractor window, display a record that contains attachments, and then click **Edit > Attachments**.
2. On the **Attachments for...** window in the grid, select the row containing the attached file that you want to email, and then click [**Email**].
3. On the **Untitled Message** email window, fill in the boxes, and then press **Send**.

About Lookup windows

Lookup windows help you locate data. After you locate the data, you can insert it in the appropriate text box or cell. For example, suppose you are entering a payable invoice, but do not remember the vendor number. You can open a Lookup window, find the vendor, and then insert the vendor number in the vendor number box.

To display a Lookup window, do any of the following:

- Click the drop-down arrow in the data control.
- Click the drop-down arrow next to the text box.
- Right-click in a cell of a column, and then select a window from the menu.
- Select a cell and press the **F5**, **F6**, **F8**, or **Shift+?** keys.
- Select a cell, enter a word or partial word, and then press **F5** or **Shift+?**.

  The Lookup window displays the first occurrence found in the database.

- Select a cell, type a wildcard, enter a word or partial word, and then press **F4**.

  The Lookup window displays every occurrence found in the database.
- Double-click the cell or column title.
- Select the cell or column and click the drop-down arrow in the cell.

Searching efficiently

Changing the display in a Lookup window can help you search efficiently. You can:

- Use the data control to move through records.

  You can also simply begin typing a search term in a data control box. Lookup windows display only the records that begin with the characters you type, filtering more effectively as you continue typing.

  In fields that contain character or alphanumeric data such as descriptions, addresses, and invoice numbers, Sage 100 Contractor sorts data by the value of the first digit. If a field is strictly numeric, then the numbers appear in numerical order. For example, 1100 would appear before 200.
- Choose columns to display or hide in the Lookup window.

  On the **Options** menu in any Lookup window, click **Select Columns to Show**, then select the check boxes for each column you want to display in the Lookup window, or clear the check box to hide a column from view.
- Change the order in which columns appear in the Lookup window.

  Simply grab the column heading for a column you want to move, then drag it left or right until it is positioned where you want it to be.
- Change the sort order of a column by clicking the arrow in the column title.
- Click the **Refresh** icon to return the list to its original order.

- If you delete a column accidentally, or if you have hidden a column you want to see again, you can right-click any column header, and then click [**Show All**] to display all columns.
- When you close the window, Sage 100 Contractor automatically saves your display preferences, so columns appear as you want them the next time you use Lookup features in that window.

To select an item in a Lookup window:

- Click the item.
- To pull an item into a grid, double-click it.

Searching by class

Some Lookup windows have a left and right pane. The left pane displays the classes, and the right pane displays the contents of the class that you select. You can click the triangle next to a class to open or close it. The color of the triangle indicates whether you can display more subclasses.

Color	Description
Red	The class cannot be expanded any further (end of the branch).
Blue	Currently selected class showing all subclasses.
Green	Contains subclasses and can be opened by clicking on the plus sign (always displays a plus sign).

Note: When you click the **Refresh** button in a split-pane Lookup window, the list in the right-hand pane returns to the original list order for the selected class.

Filtering searches for cost codes by job and phase

When you search for cost codes in a lookup window, you can apply filters to include only the cost codes that pertain to a specific job and phase or you can display all the cost codes you use for your company. A filtered search is very efficient, especially if your company has a large number of cost codes and you are interested only in cost codes for a particular job.

You can use three types of filters to search for cost codes:

- All
- Job
- Job/Phase

When searching for cost codes, the filters that are available depend on the structure of the job and budget:

- If a job has a budget, you can select a filter.
- If the job has a budget but no phases, you cannot filter by Job/Phase.

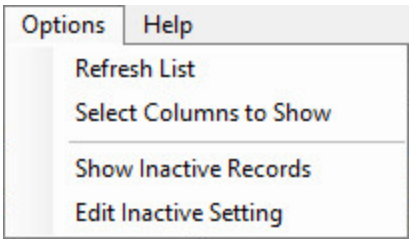
- If the job has no budget at all, no filter is available.

If you set up a job with phases, and each phase has a budget, the search yields only cost codes included in the budget for that job and phase. If the job has a budget but no phases, the search yields only the cost codes for the job. If there is no budget, the resulting list includes all the cost codes in your company database.

Filtering rules also apply to cost divisions. If the budget has no cost codes for site work and you select the site work division, the search yields no results. To see the site work cost codes, you must switch the filter to **All** .

Looking Up Inactive Records

For records that display a single record at a time (not in a grid format), you can view all Inactive records of a selected type by opening the associated lookup window, and then clicking **Options** > **Show Inactive Records**.



A check mark in the **Inactive** column indicates that a record is Inactive.

Printing information from Lookup windows

Although many Lookup windows have a **Print** button, some do not. For example, in the **1-5 Bank Reconciliation** window, when you click the drop-down for the **Account#** box, the **Ledger Accounts** Lookup window that appears has no **Print** button. However, you can create a screen capture of a portion of the Lookup window's information, paste it into a Word document, and then print the document.

Working with Picklist Windows

A **Picklist** is a type of **Lookup** window. With a **Picklist**, you can select a group of items and insert them in the active window. For example, in the **Payable Invoices** window you can select and insert a list of parts in the grid.

In **Report Printing** windows, it is not necessary to create a **Picklist**. If you know which record numbers to include in the report, enter them in the **Picklist** box. Make sure to separate the record numbers with commas.

Important! If you press F8 on a criteria item that displays a **Picklist** check mark, such as in the **5-2-3 Compute Payroll** window, no **Picklist** window is displayed. The **F5** key, however, will display the **Picklist** window.

To display a Picklist window, do one of the following

- From the grid cell of a column that supports **Picklist** functionality, for example **Part#** or **Assembly#**, right-click a cell, and click **Display Picklist Window**.
- A window related to that column opens with **Picklist** functionality indicated by the check mark button.
- From the grid cell of a column that supports **Picklist** functionality, press F8.
- From windows with text boxes that support **Picklist** functionality, such as **5-2-3 Compute Payroll**, click the check mark button.

To select a group of items in a Picklist window

1. Double-click each item you want to select.
2. To insert the group of items into the grid, click the **Insert Selected Items** button.

To sort a Picklist window

- In fields that contain character or alphanumeric data such as descriptions, addresses, and invoice numbers, Sage 100 Contractor sorts data by the value of the first digit. If a field is strictly numeric, then the numbers appear in numerical order. For example, 1100 would appear before 200.
- To sort a column in ascending order, click the arrow in the column title.

Function Keys and Shortcuts

About function keys

The function keys (F keys) provide quick access to functions or features common throughout Sage 100 Contractor.

Key	Function
F1	Displays a help topic that is specific to the window in which you are operating.

Key	Function
F2	Displays the company calendar.
F3	Displays the **Calculator**.
F4	Displays data from the selected field (drop-down arrow) in a **Lookup** window by entering a search term in the field. To display the first match found, type the search term (or beginning of term) in the field, and then press **Enter**. Enter wildcards with an asterisk (*) before the search term for exact matches, or with an asterisk and space for all occurrences.
F5	Displays data for a selected field in a **Lookup** window or a **Quick List**, or, if the selected field is a date field, it displays a calendar from which you can select a date. If you have a starting point for your search, you can narrow down the search by typing your search in the text box, and then pressing the **F5** key. To search for the first instance of a number, type your search in the text box, and then press the **F5** key.
F6	Displays the detail window related to a selected record in your text box. An enabled detail button means that the text box has a related window to display. Press **F6**, or click the detail button.
F7	Displays the **Field Properties** dialog box, which allows you to set the individual setup and security properties for a text box, list, check box, or grid column, as well as set security for certain menu commands from the main menus. You can also customize the screen, set defaults in specific fields, and set system user prompts. The **F7** key is available only if you are currently logged in as Administrator.
F8	Displays a **Picklist** window from a grid cell of a column that supports Picklist functionality, for example, the **Part#** and **Assembly#** columns.
	Important! If you press **F8** on a criteria item that displays a **Picklist** check mark, such as in the **5-2-3 Compute Payroll** window, no **Picklist** window is displayed. The **F5** key, however, does display the **Picklist** window.
F9	Retrieves the first matching record for a selected search term from an indexed field (with a yellow bar) and allows you to press **Page Up** and **Page Down** to move through the records.
F10	Activates keyboard shortcuts for the active window, and the window displays underlined menu commands. For example, **Exit** becomes **EXit**. Pressing the **X** key, closes the window.

Activating keyboard shortcuts with the F10 key

In Sage 100 Contractor, you can activate keyboard shortcuts by pressing the F10 key when in a window.

To activate keyboard shortcuts with the F10 key:

1. Open a Sage 100 Contractor window, for example, **13-3 Report Writer**.
2. Press the **F10** key.

   The menu bar items change so that letters are underlined. For example, **Exit** becomes **Exit**, **Mode** becomes **Mode**, and so forth.
3. To open a menu command, press the key corresponding to its underlined letter. Press M, for example, to open the **Mode** drop-down menu.

   The drop-down menu appears with a list of commands. The commands appear with letters underlined. For example, **Text**, **Line**, **Box**, **Picture**, and so forth.
4. To activate any of the drop-down menu functions in the window, press any of the underlined letters.

Working with the Calendar

Each company uses its own calendar. The calendar lets you schedule employee appointments as well as set the workdays and non-work days. After an appointment is scheduled, the date appears in red and is underlined.

You can display the company calendar from most windows by pressing the **F2** key after clicking in a date field.

Note: Sage 100 Contractordisplays a standard calendar as the date picker for date fields.

To schedule non-work days in the calendar

For each day that you designate as a non-work day, Sage 100 Contractor displays **Off**.

To	Do this
Set Saturdays off	On the **Options** menu, click **Saturdays Off**.
Set Sundays off	On the **Options** menu, click **Sundays Off**.

To	Do this
Set an individual day off	Right-click the selected date.

To select a date in the calendar

To select a date using the standard calendar:

1. Press **F5** or click the **Display calendar** button in a date field, or select **Display calendar** from the shortcut menu on a date cell in a grid.

   If you selected a date previously, that date is highlighted in the calendar.

2. Double-click the date you want to use.

   You are returned to the date field, which now displays the date you selected.

To enter appointments in the calendar

1. On the **Sage 100 Contractor Desktop**, do one of the following:
   - Click the **Calendar** button.
   - Press **F2**.
2. Click the day on which you want to schedule an appointment, then on the **Edit** menu, click **Appointment**.
3. In the **Calendar Appointments** window, in the **Start** and **End** cells, enter the times when the appointment is to begin and end.
4. In the **Type** cell, select the appropriate appointment type.
5. In the **Employee** cell, select the employee number for the person who has the appointment.
6. In the **Client** cell, select the client number of the client with whom you are scheduling an appointment.
7. In the **Notes** cell, enter any information you wish to add regarding the appointment.
8. Click the **Save** button.
9. Repeat steps 3-8 for each appointment.

To enter appointment types

1. Open the calendar.
2. On the menu bar, click **Appointment Types**.
3. In the **Appointment#** cell, enter the appointment number.

4. In the **Description** cell, enter a description for the type of appointment.
5. Repeat steps 3-4 for each type.
6. From the **File** menu, select **Save**.

To delete an appointment

1. Open the calendar.
2. Select the day of the appointment.
3. On the menu bar, click **Edit**, then click **Appointments**.
4. Select the appointment.
5. Press the **Delete** key.

To delete all appointments through a certain date

1. Open the calendar.
2. Click the last date through which you want to delete appointments.
3. On the **Options** menu, click **Delete Appointments**.

Working with the Calculator

You can display the calculator from any window, cell or box by pressing **F3**. The calculator displays the results in a list similar to a calculator tape. When you use the calculator, you can paste the results to the selected cell or box in the active window.

> **Tip:**
> In most numeric fields that have decimal values, when you enter an arithmetic operator (such as **+**, **-**, *****, or **/**), Sage 100 Contractor evaluates the arithmetic as you type it, displaying the result as you go. For these fields, the calculator appears because the calculation is automatic.
>
> For numeric fields on the **9-3 Assemblies** and the **9-5 Takeoffs** windows, you use the calculator to perform arithmetic operations. The program displays the calculator when you press an arithmetic operator.

There are several ways to display the calculator from some numeric-entry cells in a grid.

To display the calculator, do one of the following

- Enter a number followed by an operator.
- Press **F3**.

To perform calculations

1. Select the cell or box in the active window, and open the calculator.
2. Enter the first number in the calculation.
3. Click an operator.
4. Enter the next number in the calculation.
5. Click **Enter**.

To paste from the calculator, do one of the following

- Click the check mark button next to the **Entry**, **Memory**, or **Total** boxes.
- Use the **Copy** and **Paste** commands.

To convert measurements on the calculator

1. Open the calculator.
2. Enter the number you want to convert.
3. On the **Conversions** menu, point to **Standard**, **US to Metric**, **Metric to US**, or **Pitch** and select the type of conversion you want.

To select the number of decimal places

- Under **Places**, select the option for the number of decimal places you want.

To store a figure in the calculator's memory for use in future calculations

To	Do this
Place a number in memory	Click the **Memory** button.
Recall a number in memory	Click the **Recall** button.
Add a number to memory	Click the **M+** button.
Remove a number from memory	Click the **M-** button.

Working with Notes

You can keep notes with each record, which can prove helpful when reviewing data later. You can save notes with individual records, as well as with individual rows in a grid. Some notes print with

specific reports; other notes function as memos to a specific topic and can only be printed from the notes window itself.

You can paste a selection of text from Word or Excel into any Sage 100 Contractor Notes window, for example, the notes window on **9-5 Takeoffs**.

> **Note:** When you paste into a Notes window, you are pasting unformatted text from your computer's clipboard. Because of that, copying the contents of multiple Excel rows and columns and pasting it into a Notes window removes all the row and column structure.

To paste a selection of text from Word or Excel to Sage 100 ContractorNotes

1. In Word or Excel, select text, right-click it, and choose **Copy**.
2. Open a Sage 100 Contractor **Notes** window.
3. Right-click once in the window, and choose **Paste**.

If you want to move the location where notes print on a document, you can modify the form design.

> **Important!** When you create a note in a **Report Printing** window, the note appears on all documents.

To enter a note

1. On the menu bar, click **Notes**.
2. Type the note.
3. On the **File** menu, click **Save**.

> **Note:** After creating a note, the **Create Note** button changes to the **Notepad** button.

To view a note

- To view a record note, on the menu bar, click the **Notes** button.
- To view a grid note, from a grid with a **Notes** column, double-click the **Notes** cell.

To print a note

- In the **Report Printing** window, select the **Notes** or **Grid Notes** check boxes.

To delete a note

1. On the menu bar, do one of the following:

- For a record note, click the **Notes** button.
- For a grid note, double-click the **Notes** cell.

2. - On the **File** menu, click **New**.
   - To erase a portion of a note, select the text and press the Delete key.

   Do one of the following:

3. On the **File** menu, click **Save**.

To insert information into a note

- To insert a date into a note, on the **Insert** menu, select **Current Date**.
- To insert a client's address into a note, on the **Insert** menu, select **Client Address**.
- To insert an employee address into a note, on the **Insert** menu, select **Employee Address**.
- To insert a vendor's address into a note, on the **Insert** menu, select **Vendor Address**.
- To insert a field into a note, on the **Insert** menu, click **Fields**.

To check the spelling in a note

- On the **Edit** menu, select **Spell Check**.

To enter a note for a line in a grid

1. In the **Notes** cell, type your note.
2. On the **File** menu, click **Save**.

To undo changes in a note

- On the **Edit** menu, select **Undo**.

Important! You can undo only the last change.

Opening text files

To open a text file:

1. On the **File** menu, click **Open**.
2. Select the file, and then click **OK**.

Working with Find queries

Using **Find**, you can create queries and search for records. When you query a database, Sage 100 Contractor locates all the records that match the criteria and displays the results in a **Quick Report** window. You can then select a record for display.

Queries are specific to the windows in which you create them. Suppose that in the **Accounts Payable Invoices** window you create a query titled **Disputed Invoices**, which searches for payable invoices assigned status **3-Dispute**. You can only find the **Disputed Invoices** query in the **Accounts Payable Invoices** window. It will not appear elsewhere in Sage 100 Contractor.

After using **Find** to query a database, Sage 100 Contractor displays the results in a **Quick Report** window. You can select a record, and then click the **Drill Down** button to display the record. When you are finished examining the record, close the window in which it appeared.

To create a query

1. On the **File** menu, click **Find**.
2. Click **New**.
3. In the **Name** box, enter the name of the query.
4. Using the **Query Wizard**, create the query.

Tip: After you create a query, Sage 100 Contractor automatically saves it.

To run a saved query

1. On the **File** menu, click **Find**.
2. In the list, click the query you want.
3. Click **Run**.

To delete a saved query

1. On the **File** menu, click **Find**.
2. In the list, click the query you want.
3. Click **Delete**.

About customizing Sage 100 Contractor defaults

You can customize many different aspects of Sage 100 Contractor. For example, by using security groups, you can grant or restrict access to specific windows. Within a window, you can customize text boxes, lists, check boxes, and columns to increase data entry speed and accuracy. Within each window, you can set up default information, require entries, skip entries, or even limit access to specific security groups.

For example, in the **1-1 Cheques Bank Charges** window, you can set the default ledger account number for your chequing account in the **Account Number** box. When you open the window, Sage 100 Contractor automatically inserts the account number.

Working with Images

You can include images with certain types of records, such as employee records. Sage 100 Contractor supports **BMP**, **JPEG or jPG**, **GIF**, **EMF**, **WMF**, and **ICO** file formats.

You can assign a single image or a series of images to a record. When you include an image in a file, Sage 100 Contractor saves a copy to the **Images** folder, which is located in the **\\[ServerName]\[CompanyName]** folder.

Before assigning an image to a record, make sure that the name of the image file uses the following naming convention: a word or words, followed by a space, followed by a number (for example**, BL Johnson 01.bmp**). After you assign an image file to a record, you can include other image files with similar names.

For example, suppose you have been taking pictures of the progress at a job site. The fourth photo in the series is named **BL Johnson 04.bmp** and is assigned to the job record. You can view the three previous photos, **BL Johnson 01.bmp**, **BL Johnson 02.bmp**, and **BL Johnson 03.bmp** from the **Image** window.

By changing only the number, you can keep a series of pictures with file names that identify the associated record. Assign each image in the series to the record. Sage 100 Contractor copies the image files to the appropriate folder for you.

To assign an image to a record

1. Using the data control, select the record to which you want to assign an image.
2. On the **Edit** menu, click **Image**.
3. Click **Browse**.

4. In the **Assign Image** dialog box, select the image you want to assign to the record, and then click **Open**.
5. Click **OK**.

To view an image on a record

1. Using the data control, select the record from which you want to view an image.
2. On the **Edit** menu, click **Image**.

To delete an image

1. Using the data control, select the record from which you want to delete an image.
2. On the **Edit** menu, click **Image**.
3. Click **Clear**.
4. Click **OK**.

Working with Templates

Many windows throughout Sage 100 Contractor let you create templates. A template can include any information you want to provide such as dates, descriptions, or other important information. You can create a template from scratch, or modify an existing record and save it as a template. Unlike a record, you do not have to complete required fields to create a template.

Suppose that you are building homes in a residential subdivision. The budget and proposal for the base design are established and do not vary. Using templates in the **6-4 Change Orders** window, you can create a different template for each upgrade. When you are informed which upgrades the home buyer wants, you can load the corresponding templates to create the necessary change orders.

When creating a template, some information is not preserved in the template. For example, **Phase** information is not saved in the template when creating a template from **3-5 Jobs (Accounts Receivable)**. However, you can print a report that shows that information.

To save a template

1. On the **File** menu, click **Save As Template**.
2. On the **Save Template** window, in the **Template Name** box, type the name of the template.
3. Click **OK**.

To load a template

1. On the **File** menu, click **Load/Delete Template**.

2. Select the template you want to load.
3. Click **Load**.

To delete a template

1. On the **File** menu, click **Load/Delete Template**.
2. Select the template you want to delete.
3. Click **Delete**.
4. Click **Close**.

Working with Document Tracking

- The program displays **Document Tracking** (formerly called Attachments) only in specific windows and only if you have used Document Tracking with those windows previously.
- **Document Tracking** tracks file information associated with a record. Its functionality is different from that of Attachments, in which you attach files and/or links to records directly. For more information about Attachments, see About file and link Attachments on records.

Document Tracking provides a way for you to track file information associated with a record. Document Tracking keeps track of many different type of files, such as DOC (Microsoft Word), a JPG (graphic), PDF (Adobe portable document format), XLS (Microsoft Excel), and so on.

A Document Tracking record must contain a **Description**, and may contain the following:

- Number of **Copies** sent
- **Return**, yes or no?
- Any **Notes** about the file being tracked.

To enter file information

1. On the **Options** menu, click **Document Tracking**.
2. In the **Document** column, enter the name of the document.
3. In the **Copies** column, enter the number of copies sent.
4. In the **Return** column, you can indicate whether the document has been returned or not. Type **Yes** if the document has been returned, or **No** if the document is still out.
5. In the **Note** column, double-click a cell and type a note as required.
6. On the **File** menu, click **Save**.

Exporting and Importing Files

An overview of moving data into and around Sage 100 Contractor

One of the strengths of Sage 100 Contractor is that you can move data into and around in Sage 100 Contractor in many different ways. Some data, such as a template, must be used “internally,” that is, within a single Sage 100 Contractor company. Other data can be moved from company to company and transferred to another party, for example, as a budget file. In addition, other data and lists can be imported via special functions and third-party applications.

Sage 100 Contractor provides standard, Microsoft Windows copy and paste functionality. You can copy and paste data from grid to grid in Sage 100 Contractor.

In some windows, you can save records as templates that are for use within a Sage 100 Contractor company. These are text files, and you cannot email them to an other party to use with a different company. They are for “internal” use within a specific company. A template can be a shell for maintaining a structure for data, or it can be a shell with some data in its structure. Consider that a template is the starting point for working with a set of data.

Other examples of data that can be moved around and into Sage 100 Contractor are referred to as “files” and “grid files.” These files and grid files can be considered a different type of template. Sage 100 Contractor provides a way for you to import and export these files from one part of Sage 100 Contractor to another, for example from **9-5 Takeoffs** to **6-2 Budgets**. Essentially, files and grid files represent work in progress to which you can add data at any time.

A file, such as a takeoff file or a budget file, is an entire unit of data, whereas a grid file is a portion of an entire unit of data. For example, a grid file could be a single phase of a budget or a specific bid item/phase combination of a takeoff. These files and grid files are created in Sage 100 Contractor for use in Sage 100 Contractor only. However, they can be emailed to another party or copied from one Sage 100 Contractor company to another.

There are important differences between files and grid files. For example, always import files before entering any other information in the grid because they overwrite any information that you have already entered in the header and grid cells. Grid files, in contrast, insert data at the cursor and do not overwrite the existing content. So you can import a grid file at a certain position in a grid.

You can move data into Sage 100 Contractor via specialized external imports with such features as adding parts and updating prices using database update services.

Finally, the Sage 100 Contractor API and third-party applications provide ways to import a variety of specialized data. Finally, the Sage 100 Contractor API and third-party applications provide ways to import a variety of specialized data. For more information about the Sage 100 Contractor API, see Appendix G.

Here is a basic list of ways to move data into and around in Sage 100 Contractor:

- Standard copy and paste
- Templates
- Specialized templates known as files and grid files
- External imports, for example price updating service
- Third-party applications and the Sage 100 Contractor API.

About exporting files

Depending on the type of work that you perform, you might need a few files or a large library. Careful thought should go into the creation of each file that you build. The mark of a good file is one that requires little modification. The more you have to change a file to suit a specific situation, the less time it saves you. Remember that a file can include as much or as little information as you want.

You can either use an existing record as the basis for a file or build a file completely from scratch. When using an existing record, most of the work is already completed. Simply recall the record, modify it to meet your needs, then export it as a file.

To export a budget file

1. Open **6-2 Budgets**.
2. On the **Options** menu, point to **Export**, then click **Budget File**.
3. Name the file, then click **Save**.

Note: Files are specific to the company in which you save them.

To export a proposal file

Note: You can create a file from an existing proposal. Sage 100 Contractor only creates a file for the currently displayed grid. Files are specific to the company in which you save them.

1. Open **6-9 Proposals**.
2. In the data control box, enter the job number for the proposal that you want to use.
3. In the **Phase** list, click the phase, then edit the content of the phase.
4. On the **Options** menu, point to **Export**, and then click **Proposal File**.
5. Name the file, and click **Save**.

Tip: Instead of using a proposal from an existing job, you can create a new proposal.

To export a unitary proposal file

Important! Files are specific to the company in which you save them.

1. Open **6-10 Unitary Proposals**.
2. In the data control box, enter the job number for the proposal that you want to use.
3. In the **Phase** list, click the phase. Edit the content of the phase as needed.
4. On the **Options** menu, point to **Export**, and click **Proposal File**.
5. Name the file, and then click **Save**.

Tip: Instead of using a proposal from an existing job, you can create a new proposal.

To export a takeoff to a file

Note: This functionality is available only if you have the Estimating Module.

Important! Consider the following points before exporting takeoffs to files:

- You can make a file containing most all the assemblies and parts necessary, or you can make one containing a simple outline.
- Instead of using an existing takeoff, you can create a new takeoff for the file.

1. In the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
2. In the **Takeoff Launch** window, double-click a job to launch a takeoff.
3. Do the following for each grid:
   - Delete any unwanted assemblies or parts.
   - Delete any unnecessary values for variables.
   - Delete any unnecessary quantities.
4. On the **Export** menu, click **Takeoff File**.

   The **Save File** window opens.
5. Name the file, and then click **Save**.

To export a scheduling grid file

Important! Scheduling files cannot contain job numbers or phases.

1. Open **10-3 Schedules**.
2. To create a file from a phase in an existing schedule, do the following:

3. In the data control box, enter the job number.
4. In the **Phase** list, click the phase.
5. Edit the content of the phase.

   Tip: Instead of using a schedule from an existing job, you can create a new schedule.

6. On the **Options** menu, point to **Export 10-3**, then click **Grid File**.
7. Name the file, then click **OK**.

   Note: Files are specific to the company in which you save them.

About exporting reports to other programs

You can export Sage 100 Contractor documents for use with other word processing or spreadsheet programs. Using the Generic/Text Only printer driver supplied with your operating system, print the report to a ***.prn** file (a simple ASCII formatted file). You can then open the ***.prn** file in Sage 100 Contractor that you want to use. Most programs now use wizards to help you convert the file to the appropriate format.

Before you can create a ***.prn** file, you must install the Generic/Text Only printer driver using the Windows operating system CD.

To install the Generic/Text Only printer driver

1. Click the **Start** button, point to **Settings**, then click **Printers**.
2. Double-click the **Add Printer** icon.
3. Follow the directions in the **Add Printer Wizard**. Be sure to do the following:
   - Under **Manufacturers**, select **Generic**.
   - Under **Printers**, select **Generic/Text Only**.
   - Under **Available Ports**, select **File**.

To print to file using the Generic/Text only driver

1. On the menu bar, click **Print Records**.
2. In the **Report Type** list, click the report that you want to print.
3. In the **Printers** list, click **Generic/Text Only**.
4. In the **Form Design** list, click the form design that you want.
5. On the **Selection Criteria** tab, enter the criteria that you want to use for selecting data.

6. To preview the document, click the **Preview** button.
7. On the menu bar, click **Print Records**.

About Open Database Connectivity (ODBC)

ODBC allows programs to share database information. The files in Sage 100 Contractor are ODBC-compliant using the FoxPro version 2.6 database file format. You can access the files using other programs such as Microsoft Excel.

Sage 100 Contractor itself is not ODBC-compliant. Sage 100 Contractor does not let you select an ODBC format other than FoxPro version 2.6.

Exporting data to PDF format

Adobe® System's Portable Document Format (**PDF**) is a convenient way to control the way your document looks when you send it electronically (such as by email).

There are two ways to export Sage 100 Contractor Data to PDF format:

- Click the Adobe PDF button in the toolbar
- Export data to the Sage 100 Contractor PDF driver

To export data using the Adobe PDF button:

1. On the toolbar, click the [**Adobe PDF**] button.
2. Verify the filename and location in the **Export to File** dialog box.
3. Click the [**Save**] button.

To export data in PDF format:

1. On the menu bar, click **File**> **Print**.
2. Click **Sage 100 Contractor PDF Export** in the **Printer** list.

Exporting data in RTF format

Rich Text Format (**.rtf**) is a standard file format for word processors and can be sent as an email attachment. Use this option if you want to export a report or document to Microsoft Word or another word processor.

There are two ways to export Sage 100 Contractor Data to RTF format:

- Click the Microsoft Word button in the toolbar
- Export data to the Sage 100 Contractor RTF driver

To export data using the Microsoft Word button

1. On the toolbar, click the **Microsoft Word** button.
2. Verify the filename and location in the Export to File dialog box.
3. Click the [**Save**] button.

To export data in RTF format:

1. Click **Sage 100 Contractor RTF Export** in the **Printer** drop-down list.
2. On the menu bar, click **File**, then click **Print**.
3. Verify the filename and location in the Export to File dialog box.
4. Click the [**Save**] button.

Appendix B: Sage 100 Contractor Reports

1-General Ledger Reports

1-1 Cheques/Bank Charges

Report Name	Locked
21–Cash Cheques	Yes

1-2 Deposits-Interest

Report Name	Locked
21–Deposit	Yes

1-3 Journal Transactions

Report Name	Locked
21–Journal Transaction Record	Yes

1-4 Recurring Journal Transactions

Report Name	Locked
21–Recurring Journal Transaction Record	No
22–Recurring Journal Transaction Record~with Notes	No
31–Recurring Journal Transactions List	No

1-5 Bank Reconciliation

Report Name	Locked
21–Bank Reconciliation	Yes

1-7 General Ledger Accounts

Report Name	Locked
21–General Ledger Account Record	No

1-7 Subsidiary Account

Report Name	Locked
21–General Ledger Subaccount Record	No

1-8 General Ledger Setup

Report Name	Locked
21–General Ledger Setup	Yes

1-1 Cheques and Bank Charges

Report Name	Locked
21–Cash cheques	Yes

1-2 Deposits-Interest

Report Name	Locked
21–Deposit	Yes

1-3 Journal Transactions

Report Name	Locked
21–Journal Transaction Record	Yes

1-4 Recurring Journal Transactions

Report Name	Locked
21–Recurring Journal Transaction Record	No
22–Recurring Journal Transaction Record~with Notes	No
31–Recurring Journal Transactions List	No

1-5 Bank Reconciliation

Report Name	Locked
21–Bank Reconciliation	Yes

1-7 General Ledger Accounts

Report Name	Locked
21–General Ledger Account Record	No

1-7 Subsidiary Account

Report Name	Locked
21–General Ledger Subaccount Record	No

1-8 General Ledger Setup

Report Name	Locked
21–General Ledger Setup	Yes

2-Accounting Reports

2-1 Trial Balance Reports

Report Name	Locked
21–Trial Balance	Yes
31–Trial Balance~Working	Yes

2-2 Balance Sheet Reports

Report Name	Locked
21–Balance Sheet	Yes
31–Balance Sheet~This Year/Last Year Comparison	Yes

2-3 Income Statement Reports

Report Name	Locked
21–Income Statement	Yes
31–Income Statement~Period and YTD	Yes
32–Income Statement~This Year/Last Year Comparison	Yes
33–Income Statement~Actual/Budget Comparison	Yes
34–Income Statement~All Periods For details about printing this report on legal-sized paper, see the note in the Help topic, About report printing.	Yes
41–Dept. Income Statement	Yes
51–Dept. Income Statement~Period/Year	Yes
53–Dept. Income Statement~Actual/Budget Comparison	Yes

Report Name	Locked
61–General Ledger Cost Comparison	Yes
71–Income Summary~with Subaccount Detail Period and YTD	Yes

2-4 General Ledger Reports

Report Name	Locked
21–General Ledger	Yes
31–General Ledger~Land	Yes
41–General Ledger~Summary	Yes
51–Subsidiary Ledger	Yes
53–Subsidiary Ledger~Land	Yes
61–Subsidiary Summary	Yes

2-5 General Journal Reports

Report Name	Locked
21–General Journal	Yes
31–Journal Summary	Yes

2-6 Cheque Register Reports

Report Name	Locked
21–Cheque Register~ChequesOnly	Yes
31–Cheque Register	Yes
41–Cheque Register~Deposits Only	Yes

2-7 Chart of Accounts Reports

Report Name	Locked
21–Chart of Accounts	No
22–Chart of Accounts~with Notes	No
31–Chart of Subsidiary Accounts	No
41–Subsidiary Account Balances	No

2-8 Financial Reports

Report Name	Locked
21–Financial Report	Yes

2-9 Statement of Cash Flows Reports

Report Name	Locked
21–Statement of Cash Flows	Yes

2-11 GST/HST Filing Reports

Report Name	Locked
21–GST/HST Filing Report	Yes

2-1 Trial Balance Reports

Report Name	Locked
21–Trial Balance	Yes
31–Trial Balance~Working	Yes

2-2 Balance Sheet Reports

Report Name	Locked
21–Balance Sheet	Yes
31–Balance Sheet~This Year/Last Year Comparison	Yes

2-3 Income Statement Reports

Report Name	Locked
21–Income Statement	Yes
31–Income Statement~Period and YTD	Yes
32–Income Statement~This Year/Last Year Comparison	Yes
33–Income Statement~Actual/Budget Comparison	Yes
34–Income Statement~All Periods For details about printing this report on legal-sized paper, see the note in the Help topic, About report printing.	Yes
41–Dept. Income Statement	Yes
51–Dept. Income Statement~Period/Year	Yes
53–Dept. Income Statement~Actual/Budget Comparison	Yes
61–General Ledger Cost Comparison	Yes
71–Income Summary~with Subaccount Detail Period and YTD	Yes

2-4 General Ledger Reports

Report Name	Locked
21–General Ledger	Yes
31–General Ledger~Land	Yes

Report Name	Locked
41–General Ledger~Summary	Yes
51–Subsidiary Ledger	Yes
53–Subsidiary Ledger~Land	Yes
61–Subsidiary Summary	Yes

2-5 General Journal Reports

Report Name	Locked
21–General Journal	Yes
31–Journal Summary	Yes

2-6 Cheque Register Reports

Report Name	Locked
21–Cheque Register~Cheques Only	Yes
31–Cheque Register	Yes
41–Cheque Register~Deposits Only	Yes

2-7 Chart of Accounts Reports

Report Name	Locked
21–Chart of Accounts	No
22–Chart of Accounts~with Notes	No
31–Chart of Subsidiary Accounts	No
41–Subsidiary Account Balances	No

2-8 Financial Reports

Report Name	Locked
21–Financial Report	Yes

2-9 Statement of Cash Flows Reports

Report Name	Locked
21–Statement of Cash Flows	Yes

3-Accounts Receivable Reports

3-1-1 Receivable List

Report Name	Locked
21–Job List	No
22–Job List~by Client	No
23–Job List~with Notes	No
26–Job List~Alpha	No
27–Job List~by Client; Alpha	No
28–Job List~Alpha; with Notes	No
31–Job List~Long	No
32–Job List~Long; by Client	No
41–Contracts	No
42–Contracts~by Client	No
43–Contracts~Alpha	No
45–Contracts~by Client; with Notes	No
51–Job Liens	No
53–Job Liens~with Notes	No
61–Job Balances	No
62–Job Balances~by Job Type	No
63–Job Balances~by Job Type; with Notes	No

3-1-2 Receivable Invoice List

Report Name	Locked
21–AR Invoice List	No

Report Name	Locked
22–AR Invoice List~with Notes	No
23–AR Invoice List~with Payments	No
31–AR Invoice List~by Job	No
32–AR Invoice List~by Job; with Notes	No
33–AR Invoice List~by Job; with Payments	No
36–AR Invoice List~Alpha; by Job	No
37–AR Invoice List~Alpha; by Job; with Notes	No
38–AR Invoice List~Alpha; by Job; with Payments	No
41–AR Invoice List~by Client/Job	No
42–AR Invoice List~by Client/Job; with Notes	No
43–AR Invoice List~by Client/Job; with Payments	No
46–AR Invoice List~Alpha; by Client/Job	No
47–AR Invoice List~Alpha; by Client/Job; with Notes	No
48–AR Invoice List~Alpha; by Client/Job; with Payments	No
51–AR Invoice List~Long	No
52–AR Invoice List~Long; with Notes	No
53–AR Invoice List~Long; with Payments	No
61–AR Invoice List~Long; by Job	No
62–AR Invoice List~Long; by Job; with Notes	No
66–AR Invoice List~Long; Alpha; by Job	No
67–AR Invoice List~Long; Alpha; by Job; with Notes	No
71–AR Invoice List~Long; by Client/Job	No
72–AR Invoice List~Long; by Client/Job; with Notes	No
73–AR Invoice List~Long; by Client/Job; with Payments	No

Report Name	Locked
76–AR Invoice List~Long; Alpha; by Client/Job	No
77–AR Invoice List~Long; Alpha; by Client/Job; with Notes	No
78–AR Invoice List~Long; Alpha; by Client/Job; with Payments	No
81–AR Invoice List with Holdback~By Job	No

3-1-3 Receivable Aging

Report Name	Locked
21–AR Invoice Aging	Yes
26–AR Invoice Aging~Land	Yes
31–Job Current Aging	No
32–Job Current Aging~Alpha	No
36–Job Current Aging~Land	No
37–Job Current Aging~Land; Alpha	No
41–Job Period Aging	No
42–Job Period Aging~Alpha	No
46–Job Period Aging~Land	No
47–Job Period Aging~Land; Alpha	No

3-1-4 Receivable Journal-Ledger

Report Name	Locked
21–Receivable Journal	Yes
31–Receivable Journal~Cash Receipts	Yes
41–Receivable Journal~Income	Yes
51–Receivable Ledger	Yes

3-1-5 Receivable Call Sheet

Report Name	Locked
21–A/R Call Sheet	No
22–A/R Call Sheet~with Client Notes	No
23–A/R Call Sheet~with Job Notes	No
24–A/R Call Sheet~with Client and Job Notes	No
26–A/R Call Sheet~Alpha	No
27–A/R Call Sheet~Alpha; with Client Notes	No
28–A/R Call Sheet~Alpha; with Job Notes	No
29–A/R Call Sheet~Alpha; with Client and Job Notes	No
31–A/R Call Sheet~with Invoice Detail	No
32–A/R Call Sheet~with Invoice Detail and Client Notes	No
33–A/R Call Sheet~with Invoice Detail and Job Notes	No
34–A/R Call Sheet~with Invoice Detail, Client and Job Notes	No
36–A/R Call Sheet~Alpha; with Invoice Detail	No
37–A/R Call Sheet~Alpha; with Invoice Detail and Client Notes	No
38–A/R Call Sheet~Alpha; with Invoice Detail and Job Notes	No
39–A/R Call Sheet~Alpha; with Invoice Detail, Client and Job Notes	No
41–A/R Aged Call Sheet	No
42–A/R Aged Call Sheet~with Client Notes	No
43–A/R Aged Call Sheet~with Job Notes	No
44–A/R Aged Call Sheet~with Client and Job Notes	No

Report Name	Locked
46–A/R Aged Call Sheet~Alpha	No
47–A/R Aged Call Sheet~Alpha; with Client Notes	No
48–A/R Aged Call Sheet~Alpha; with Job Notes	No
49–A/R Aged Call Sheet~Alpha; with Client and Job Notes	No
51–A/R Aged Call Sheet~with Invoice Detail	No
52–A/R Aged Call Sheet~with Invoice Detail and Client Notes	No
53–A/R Aged Call Sheet~with Invoice Detail and Job Notes	No
54–A/R Aged Call Sheet~with Invoice Detail, Client and Job Notes	No
56–A/R Aged Call Sheet~Alpha; with Invoice Detail	No
57–A/R Aged Call Sheet~Alpha; with Invoice Detail and Client Notes	No
58–A/R Aged Call Sheet~Alpha; with Invoice Detail and Job Notes	No
59–A/R Aged Call Sheet~Alpha; with Invoice Detail, Client and Job Notes	No

3-1-6 Client List

Report Name	Locked
21–Client List	No
22–Client List~with Notes	No
31–Client List~Alpha	No
32–Client List~Alpha; with Notes	No
41–Client List~Long	No
42–Client List~Long; Alpha	No

3-1-7 Client Documents

Report Name	Locked
31–Client Mail Label~Sheet	No
41–Client Mail Label~Tractor Feed	No

3-1-8 Job Documents

Report Name	Locked
31–Job Mail Label~Sheet	No
41–Job Mail Label~Tractor Feed	No

3-1-9 Overdue Receivable Reminders

Report Name	Locked
21–Overdue Receivable Reminders	No

3-1-10 Pre-Lien Notices

Report Name	Locked
21–Pre-Lien Notice	No
31–Pre-Lien Notice~CA Public Works	No

3-2 Receivable Invoices/Credits

Report Name	Locked
21–Receivable Invoice	No
22–Receivable Invoice~with Notes	No
26–Receivable Invoice~Paid	No
27–Receivable Invoice~Paid with Notes	No
31–Receivable Credit	No

Report Name	Locked
32–Receivable Credit~with Notes	No
36–Receivable Credit~Paid	No
37–Receivable Credit~Paid with Notes	No

3-3-1 Cash Receipts

Report Name	Locked
21–Cash Receipts~Land	Yes
31–Cash Receipts	Yes

3-3-2 Electronic Receipts

Report Name	Locked
21–Cash Receipts~Land	Yes
31–Cash Receipts	Yes

3-4 Statements

Report Name	Locked
21–Job Statements	Yes
22–Client Service Statements	Yes
23–Client Contract Statements	Yes
24–Combined Statements	Yes

3-5 Jobs (Accounts Receivable)

Report Name	Locked
21–Job Record	No
31–Job Record~With Notes	No

Report Name	Locked
41–Job Contact List	No
51–Job Contact List~With Notes	No

3-6 Receivable Clients

Report Name	Locked
21–Client Record	No
31–Client Record~With Notes	No

3-7 Progress Billing

Report Name	Locked
21–Progress Billing~by Cost Code	No
23–Progress Billing~by Cost Code; with Description	No
31–Progress Billing~by Division	No
33–Progress Billing~by Division; with Description	No
41–Progress Billing~with Description	No

3-8 Loan Draw Requests

Report Name	Locked
21–Loan Draw Request	No
26–Loan Draw Request~Description	No
31–Loan Draw Request Sheet	No
36–Loan Draw Request Sheet~Description	No

3-9 Unitary Billing

Report Name	Locked
21–Unitary Billing	No
31–Unitary Sheet	No

3-10-1 T & M Billing Setup

Report Name	Locked
21–T&M Billing Setup	No

3-10-3 Print T&M Invoices

Report Name	Locked
21–T&M Invoice~by Cost Type	No
22–T&M Invoice~by Cost Type; with Employee	No
23–T&M Invoice~by Cost Type; with Employee and Hours	No
26–T&M Invoice~by Cost Type; with Taxable	No
27–T&M Invoice~by Cost Type; with Taxable and Employee	No
28–T&M Invoice~by Cost Type; with Taxable, Employee and Hours	No
31–T&M Invoice~by Cost Code	No
32–T&M Invoice~by Cost Code; with Employee	No
33–T&M Invoice~by Cost Code; with Employee and Hours	No
36–T&M Invoice~by Cost Code; with Taxable	No
37–T&M Invoice~by Cost Code; with Taxable and Employee	No
38–T&M Invoice~by Cost Code; with Taxable,	No

Report Name	Locked
Employee and Hours	
41–T&M Invoice~Land; by Cost Type; with Taxable	No
42–T&M Invoice~Land; by Cost Type; with Taxable and Employee	No
43–T&M Invoice~Land; by Cost Type; with Taxable, Employee and Hours	No
51–T&M Invoice~Land; by Cost Code; with Taxable	No
52–T&M Invoice~Land; by Cost Code; with Taxable and Employee	No
53–T&M Invoice~Land; by Cost Code; with Taxable, Employee and Hours	No
61–T&M Parts Invoice Detail Addendum	Yes
91–T&M~Detail Worksheet~with Total Markup Percentage	No
92–T&M~Detail Worksheet~with Gross Margin Percentage	No

3-10-5 T&M Wage Rates

Report Name	Locked
21–T&M Wage Rates	No
31–T&M Wage Rates~with Notes	No

3-10-6 T&M Equipment Rates

Report Name	Locked
21–T&M Equipment Rates	No
31–T&M Equipment Rates~with Notes	No

3-10-7 T&M Journal

Report Name	Locked
21–T&M Journal	No
22–T&M Journal~Include Open Billing Status	No
26–T&M Journal~with Notes	No
27–T&M Journal~Include Open Billing Status; with Notes	No
31–T&M Journal~by Job	No
32–T&M Journal~by Job; Include Open Billing Status	No
36–T&M Journal~by Job; with Notes	No
37–T&M Journal~by Job; Include Open Billing Status; with Notes	No
41–T&M Journal~by Cost Code	No
42–T&M Journal~by Cost Code; Include Open Billing Status	No
46–T&M Journal~by Cost Code; with Notes	No
47–T&M Journal~by Cost Code; Include Open Billing Status; with Notes	No
51–T&M Journal~by Cost Type	No
52–T&M Journal~by Cost Type; Include Open Billing Status	No
56–T&M Journal~by Cost Type; Include Notes	No
57–T&M Journal~by Cost Type; Include Open Billing Status; with Notes	No

3-10-8 T&M Summary

Report Name	Locked
21–T&M Summary	Yes

Report Name	Locked
26–T&M Summary~by Division	Yes
31–T&M Summary~Land	Yes
36–T&M Summary~Land; by Division	Yes

3-1-1 Receivable List

Report Name	Locked
21–Job List	No
22–Job List~by Client	No
23–Job List~with Notes	No
26–Job List~Alpha	No
27–Job List~by Client; Alpha	No
28–Job List~Alpha; with Notes	No
31–Job List~Long	No
32–Job List~Long; by Client	No
41–Contracts	No
42–Contracts~by Client	No
43–Contracts~Alpha	No
45–Contracts~by Client; with Notes	No
51–Job Liens	No
53–Job Liens~with Notes	No
61–Job Balances	No
62–Job Balances~by Job Type	No
63–Job Balances~by Job Type; with Notes	No

3-1-2 Receivable Invoice List

Report Name	Locked
21–AR Invoice List	No
22–AR Invoice List~with Notes	No
23–AR Invoice List~with Payments	No
31–AR Invoice List~by Job	No
32–AR Invoice List~by Job; with Notes	No
33–AR Invoice List~by Job; with Payments	No
36–AR Invoice List~Alpha; by Job	No
37–AR Invoice List~Alpha; by Job; with Notes	No
38–AR Invoice List~Alpha; by Job; with Payments	No
41–AR Invoice List~by Client/Job	No
42–AR Invoice List~by Client/Job; with Notes	No
43–AR Invoice List~by Client/Job; with Payments	No
46–AR Invoice List~Alpha; by Client/Job	No
47–AR Invoice List~Alpha; by Client/Job; with Notes	No
48–AR Invoice List~Alpha; by Client/Job; with Payments	No
51–AR Invoice List~Long	No
52–AR Invoice List~Long; with Notes	No
53–AR Invoice List~Long; with Payments	No
61–AR Invoice List~Long; by Job	No
62–AR Invoice List~Long; by Job; with Notes	No
66–AR Invoice List~Long; Alpha; by Job	No
67–AR Invoice List~Long; Alpha; by Job; with Notes	No
71–AR Invoice List~Long; by Client/Job	No

Report Name	Locked
72–AR Invoice List~Long; by Client/Job; with Notes	No
73–AR Invoice List~Long; by Client/Job; with Payments	No
76–AR Invoice List~Long; Alpha; by Client/Job	No
77–AR Invoice List~Long; Alpha; by Client/Job; with Notes	No
78–AR Invoice List~Long; Alpha; by Client/Job; with Payments	No

3-1-3 Receivable Aging

Report Name	Locked
21–AR Invoice Aging	Yes
26–AR Invoice Aging~Land	Yes
31–Job Current Aging	No
32–Job Current Aging~Alpha	No
36–Job Current Aging~Land	No
37–Job Current Aging~Land; Alpha	No
41–Job Period Aging	No
42–Job Period Aging~Alpha	No
46–Job Period Aging~Land	No
47–Job Period Aging~Land; Alpha	No
51–AR Invoice Aging~Aged by Date	Yes
56– AR Invoice Aging~Land; Aged by Invoice Date	Yes
61– Job Current Aging~Aged by Invoice Date	No
62– Job Current Aging~Alpha; Aged by Invoice Date	No
66– Job Current Aging~Land; Aged by Invoice Date	No

Report Name	Locked
67– Job Current Aging~Land; Alpha; Aged by Invoice Date	No
71– Job Period Aging~Aged by Invoice Date	No
72– Job Period Aging~Alpha; Aged by Invoice Date	No
76– Job Period Aging~Land; Aged by Invoice Date	No
77– Job Period Aging~Land; Alpha; Aged by Invoice Date	No
81– Combined AR/SR Invoice Aging	Yes
86– Combined AR/SR Invoice Aging~Land	Yes
91– Combined AR/SR Invoice Aging~Aged by Invoice Date	Yes
96– Combined AR/SR Invoice Aging~Land; Aged by Invoice Date	Yes

3-1-4 Receivable Journal-Ledger

Report Name	Locked
21–Receivable Journal	Yes
31–Receivable Journal~Cash Receipts	Yes
41–Receivable Journal~Income	Yes
51–Receivable Ledger	Yes

3-1-5 Receivable Call Sheet

Report Name	Locked
21–A/R Call Sheet	No
22–A/R Call Sheet~with Client Notes	No
23–A/R Call Sheet~with Job Notes	No
24–A/R Call Sheet~with Client and Job Notes	No
26–A/R Call Sheet~Alpha	No
27–A/R Call Sheet~Alpha; with Client Notes	No

Report Name	Locked
28–A/R Call Sheet~Alpha; with Job Notes	No
29–A/R Call Sheet~Alpha; with Client and Job Notes	No
31–A/R Call Sheet~with Invoice Detail	No
32–A/R Call Sheet~with Invoice Detail and Client Notes	No
33–A/R Call Sheet~with Invoice Detail and Job Notes	No
34–A/R Call Sheet~with Invoice Detail, Client and Job Notes	No
36–A/R Call Sheet~Alpha; with Invoice Detail	No
37–A/R Call Sheet~Alpha; with Invoice Detail and Client Notes	No
38–A/R Call Sheet~Alpha; with Invoice Detail and Job Notes	No
39–A/R Call Sheet~Alpha; with Invoice Detail, Client and Job Notes	No
41–A/R Aged Call Sheet	No
42–A/R Aged Call Sheet~with Client Notes	No
43–A/R Aged Call Sheet~with Job Notes	No
44–A/R Aged Call Sheet~with Client and Job Notes	No
46–A/R Aged Call Sheet~Alpha	No
47–A/R Aged Call Sheet~Alpha; with Client Notes	No
48–A/R Aged Call Sheet~Alpha; with Job Notes	No
49–A/R Aged Call Sheet~Alpha; with Client and Job Notes	No
51–A/R Aged Call Sheet~with Invoice Detail	No
52–A/R Aged Call Sheet~with Invoice Detail and Client Notes	No
53–A/R Aged Call Sheet~with Invoice Detail and Job	No

Report Name	Locked
Notes	
54–A/R Aged Call Sheet~with Invoice Detail, Client and Job Notes	No
56–A/R Aged Call Sheet~Alpha; with Invoice Detail	No
57–A/R Aged Call Sheet~Alpha; with Invoice Detail and Client Notes	No
58–A/R Aged Call Sheet~Alpha; with Invoice Detail and Job Notes	No
59–A/R Aged Call Sheet~Alpha; with Invoice Detail, Client and Job Notes	No

3-1-6 Client List

Report Name	Locked
21–Client List	No
22–Client List~with Notes	No
31–Client List~Alpha	No
32–Client List~Alpha; with Notes	No
41–Client List~Long	No
42–Client List~Long; Alpha	No

3-1-7 Client Documents

Report Name	Locked
31–Client Mail Label~Sheet	No
41–Client Mail Label~Tractor Feed	No

3-1-8 Job Documents

Report Name	Locked
31–Job Mail Label~Sheet	No
41–Job Mail Label~Tractor Feed	No

3-1-9 Overdue Receivable Reminders

Report Name	Locked
21–Overdue Receivable Reminders	No

3-1-10 Pre-Lien Notices

Report Name	Locked
21–Pre-Lien Notice	No
31–Pre-Lien Notice~CA Public Works	No

3-2 Receivable Invoices-Credits

Report Name	Locked
21–Receivable Invoice	No
22–Receivable Invoice~with Notes	No
23–Receivable Invoice~Holdback	No
24–Receivable Invoice~Holdback; with Notes	No
26–Receivable Invoice~Paid	No
27–Receivable Invoice~Paid with Notes	No
31–Receivable Credit	No
32–Receivable Credit~with Notes	No
36–Receivable Credit~Paid	No
37–Receivable Credit~Paid with Notes	No

3-3-1 Cash Receipts

Report Name	Locked
21–Cash Receipts~Land	Yes
31–Cash Receipts	Yes

3-4 Statements

Report Name	Locked
21–Job Statements	Yes
22–Client Service Statements	Yes
23–Client Contract Statements	Yes
24–Combined Statements	Yes

3-5 Jobs (Accounts Receivable)

Report Name	Locked
21–Job Record	No
31–Job Record~With Notes	No

3-6 Receivable Clients

Report Name	Locked
21–Client Record	No
31–Client Record~With Notes	No

3-7 Progress Billing

Report Name	Locked
21–Progress Billing~by Cost Code	No
22–Progress Billing~by Cost Code; Rounded	No

Report Name	Locked
23–Progress Billing~by Cost Code; with Description	No
24–Progress Billing~by Cost Code; with Description; Rounded	No
31–Progress Billing~by Division	No
32–Progress Billing~by Division; Rounded	No
33–Progress Billing~by Division; with Description	No
34–Progress Billing~by Division; with Description; Rounded	No
41–Progress Billing~with Description	No
42–Progress Billing~with Description; Rounded	No
51–AIA Form Fill~by Cost Code	No
52–AIA Form Fill~by Cost Code; Rounded	No
56–AIA Form Fill~with Description	No
57–AIA Form Fill~with Description; Rounded	No
61–Progress Sheet~by Cost Code; Rounded	No
62–Progress Sheet~by Cost Code; with Description; Rounded	No
71–Progress Sheet~by Division; Rounded	No
72–Progress Sheet~by Division; with Description; Rounded	No
81–Progress Sheet~with Description; Rounded	No

3-8 Loan Draw Requests

Report Name	Locked
21–Loan Draw Request	No
26–Loan Draw Request~Description	No
31–Loan Draw Request Sheet	No

Report Name	Locked
36–Loan Draw Request Sheet~Description	No

3-9 Unitary Billing

Report Name	Locked
21–Unitary Billing	No
31–Unitary Sheet	No

3-10-1 T & M Billing Setup

Report Name	Locked
21–T&M Billing Setup	No

3-10-3 Print T&M Invoices

Report Name	Locked
21–T&M Invoice~by Cost Type	No
22–T&M Invoice~by Cost Type; with Employee	No
23–T&M Invoice~by Cost Type; with Employee and Hours	No
26–T&M Invoice~by Cost Type; with Taxable	No
27–T&M Invoice~by Cost Type; with Taxable and Employee	No
28–T&M Invoice~by Cost Type; with Taxable, Employee and Hours	No
31–T&M Invoice~by Cost Code	No
32–T&M Invoice~by Cost Code; with Employee	No
33–T&M Invoice~by Cost Code; with Employee and Hours	No
36–T&M Invoice~by Cost Code; with Taxable	No

Report Name	Locked
37–T&M Invoice~by Cost Code; with Taxable and Employee	No
38–T&M Invoice~by Cost Code; with Taxable, Employee and Hours	No
41–T&M Invoice~Land; by Cost Type; with Taxable	No
42–T&M Invoice~Land; by Cost Type; with Taxable and Employee	No
43–T&M Invoice~Land; by Cost Type; with Taxable, Employee and Hours	No
51–T&M Invoice~Land; by Cost Code; with Taxable	No
52–T&M Invoice~Land; by Cost Code; with Taxable and Employee	No
53–T&M Invoice~Land; by Cost Code; with Taxable, Employee and Hours	No
61–T&M Parts Invoice Detail Addendum	Yes
91–T&M~Detail Worksheet~with Total Markup Percentage	No
92–T&M~Detail Worksheet~with Gross Margin Percentage	No

3-10-5 T&M Wage Rates

Report Name	Locked
21–T&M Wage Rates	No
31–T&M Wage Rates~with Notes	No

3-10-6 T&M Equipment Rates

Report Name	Locked
21–T&M Equipment Rates	No
31–T&M Equipment Rates~with Notes	No

3-10-7 T&M Journal

Report Name	Locked
21–T&M Journal	No
22–T&M Journal~Include Open Billing Status	No
26–T&M Journal~with Notes	No
27–T&M Journal~Include Open Billing Status; with Notes	No
31–T&M Journal~by Job	No
32–T&M Journal~by Job; Include Open Billing Status	No
36–T&M Journal~by Job; with Notes	No
37–T&M Journal~by Job; Include Open Billing Status; with Notes	No
41–T&M Journal~by Cost Code	No
42–T&M Journal~by Cost Code; Include Open Billing Status	No
46–T&M Journal~by Cost Code; with Notes	No
47–T&M Journal~by Cost Code; Include Open Billing Status; with Notes	No
51–T&M Journal~by Cost Type	No
52–T&M Journal~by Cost Type; Include Open Billing Status	No
56–T&M Journal~by Cost Type; Include Notes	No
57–T&M Journal~by Cost Type; Include Open Billing Status; with Notes	No

3-10-8 T&M Summary

Report Name	Locked
	Yes

Report Name	Locked
	Yes
	Yes
	Yes

4-Accounts Payable Reports

4-1-1 Vendor List

Report Name	Locked
21–Vendor List	No
22–Vendor List~by Vendor Type	No
23–Vendor List~Alpha	No
26–Vendor List~with Notes	No
27–Vendor List~by Vendor Type; with Notes	No
28–Vendor List~Alpha; with Notes	No
31–Vendor List~Long	No
32–Vendor List~Long; by Vendor Type	No
33–Vendor List~Long; Alpha	No
36–Vendor List~Long; with Notes	No
37–Vendor List~Long; by Vendor Type; with Notes	No
38–Vendor List~Long; Alpha; with Notes	No
41–Insurance Report	No
42–Insurance Report~by Vendor Type	No
43–Insurance Report~Alpha	No
46–Insurance Report~with Notes	No
47–Insurance Report~by Vendor Type; with Notes	No
48–Insurance Report~Alpha; with Notes	No
51–Vendor Balances	No
52–Vendor Balances~Alpha	No
53–Vendor Balances~by Vendor Type	No
54–Vendor Balances~by Vendor Type; with Notes	No

Report Name	Locked
61–Vendor T5018 Report	No
62–Vendor T5018 Report~Alpha	No

4-1-2 Payable Invoice List

Report Name	Locked
21–AP Invoice List	No
22–AP Invoice List~with Notes	No
23–AP Invoice List~with Payments	No
31–AP Invoice List~by Vendor	No
32–AP Invoice List~by Vendor; wth Notes	No
33–AP Invoice List~by Vendor; with Payments	No
36–AP Invoice List~Alpha; by Vendor	No
37–AP Invoice List~Alpha; by Vendor; with Notes	No
38–AP Invoice List~Alpha; by Vendor; with Payments	No
41–AP Invoice List~by Vendor/Job	No
42–AP Invoice List~by Vendor/Job; with Notes	No
43–AP Invoice List~by Vendor/Job; with Payments	No
44–AP Invoice List~Alpha; by Vendor/Job	No
45–AP Invoice List~Alpha; by Vendor/Job; with Notes	No
46–AP Invoice List~Alpha; by Vendor/Job; with Payments	No
47–AP Invoice List~Alpha; by Job/Vendor	No
48–AP Invoice List~Alpha; by Job/Vendor; with Notes	No
49–AP Invoice List~Alpha; by Job/Vendor; with Payments	No
51–AP Invoice List~Land	No

Report Name	Locked
52–AP Invoice List~Land; with Notes	No
53–AP Invoice List~Land; with Payments	No
61–AP Invoice List~Land; by Vendor	No
62–AP Invoice List~Land; by Vendor; with Notes	No
63–AP Invoice List~Land; by Vendor; with Payments	No
66–AP Invoice List~Land; Alpha; by Vendor	No
67–AP Invoice List~Land; Alpha; by Vendor; with Notes	No
68–AP Invoice List~Land; Alpha; by Vendor; with Payments	No
71–AP Invoice List~Land; by Vendor/Job	No
72–AP Invoice List~Land; by Vendor/Job; with Notes	No
73–AP Invoice List~Land; by Vendor/Job; with Payments	No
74–AP Invoice List~Land; Alpha; by Vendor/Job	No
75–AP Invoice List~Land; Alpha; by Vendor/Job; with Notes	No
76–AP Invoice List~Land; Alpha; by Vendor/Job; with Payments	No
77–AP Invoice List~Land; Alpha; by Job/Vendor	No
78–AP Invoice List~Land; Alpha; by Job/Vendor; with Notes	No
79–AP Invoice List~Land; Alpha; by Job/Vendor; with Payments	No
81–AP Invoice List~Long	No
82–AP Invoice List~Long; with Notes	No
83–AP Invoice List~Long; with Payments	No
84–AP Invoice List~Long; by Vendor	No

Report Name	Locked
85–AP Invoice List~Long; by Vendor; with Notes	No
86–AP Invoice List~Long; by Vendor; with Payments	No
87–AP Invoice List~Long; Alpha; by Vendor	No
88–AP Invoice List~Long; Alpha; by Vendor; with Notes	No
89–AP Invoice List~Long; Alpha; by Vendor; with Payments	No
91–AP Invoice List~Holdback by Vendor	No
92–Taxable HST~By Province and Period	No
96–AP Ledger Distribution	No
97–AP Ledger Distribution~with Detail	No
99–AP Job Cost Audit	Yes

4-1-3 Payable Aging

Report Name	Locked
21–AP Invoice Aging	Yes
26–AP Invoice Aging~Land	Yes
31–Vendor Current Aging	No
32–Vendor Current Aging~Alpha	No
36–Vendor Current Aging~Land	No
37–Vendor Current Aging~Land; Alpha	No
41–Vendor Period Aging	No
42–Vendor Period Aging~Alpha	No
46–Vendor Period Aging~Land	No
47–Vendor Period Aging~Land; Alpha	No
51–AP Invoice Aging~Aged by Invoice Date	Yes

Report Name	Locked
56–AP Invoice Aging~Land; Aged by Invoice Date	Yes
61–Vendor Current Aging~Aged by Invoice Date	No
62–Vendor Current Aging~Alpha; Aged by Invoice Date	No
66–Vendor Current Aging~Land; Aged by Invoice Date	No
67–Vendor Current Aging~Land; Alpha; Aged by Invoice Date	No
71–Vendor Period Aging~Aged by Invoice Date	No
72–Vendor Period Aging~Alpha; Aged by Invoice Date	No
76–Vendor Period Aging~Land; Aged by Invoice Date	No
77–Vendor Period Aging~Land; Alpha; Aged by Invoice Date	No

4-1-4 Payable Journal-Ledger

Report Name	Locked
21–Payable Journal	Yes
31–Payable Invoice Journal	Yes
41–Payable Journal~Cheques	Yes
51–Payable Ledger	Yes

4-1-5 Vendor Payment Journal

Important! The **4-1-5-31 Vendor Worker's Comp Report** requires that the Workers' Compensation insurance certificate information be in Row 1 of the **Certificates** window grid. To verify that Workers' Compensation insurance certificate information is in Row 1, see the topic 4-4 Vendors (Accounts Payable) regarding entering vendor certificate information.

Report Name	Locked
21–Vendor Payments	Yes

Report Name	Locked
31–Vendor Workers Comp Report	Yes
41–Job Payments	No
42–Job Payments~Alpha	No
51–Payable Cheque Details~Alpha by Vendor	No
52–Payable Cheque Details~Job; by Vendor Alpha	No

4-1-6 Vendor Documents

Report Name	Locked
31–Vendor Mail Label~Sheet	No
41–Vendor Mail Label~Tractor Feed	No
51–Expired Certificates Letter	No

4-2 Payable Invoices-Credits

Report Name	Locked
21–Payable Invoice	No
22–Payable Invoice~With Notes	No

4-3-2 Cheque Report

Report Name	Locked
21–ChequeTransmittal Report	Yes

4-3-5 Cheques

Report Name	Locked
21–Open Stub	Yes
22–Formatted Stub	Yes
23–No Job Stub	Yes

4-3-3 Lien Waivers

Report Name	Locked
21–Lien Waiver	No
22–Lien Waiver~Hide Discount	No
26–Lien Waiver~By Alpha	No
27–Lien Waiver~By Alpha, Hide Discount	No
31–Lien Waiver 2	No
36–Lien Waiver 2~By Alpha	No
41–Lien Waiver 4	No
46–Lien Waiver 4~By Alpha	No

4-3-1 Set to Pay Report

Report Name	Locked
21–Set to Pay Report	No
31–Set to Pay Report~by Vendor/Job	No
41–Set to Pay Report~by Job/Vendor	No
51–Set to Pay~Vendor Totals	No
56–Set to Pay~Vendor Totals; Alpha	No
61–Set to Pay~Job Totals	No
66–Set to Pay~Job Totals; Alpha	No

4-3-4 Voucher

Report Name	Locked
21–Voucher	Yes

4-4 Vendors (Accounts Payable)

Report Name	Locked
21–Vendor Record	No
31–Vendor Record~with Notes	No
41–Vendor Contact List	No
51–Vendor Contact List~with Notes	No

4-5 Vendor T5018

Report Name	Locked
T5018 Summary Form	Yes
T5018 Recipient Copy	Yes

4-6 Recurring Payables

Report Name	Locked
21–Recurring Payable Record	No
22–Recurring Payable Record~with Notes	No
31–Recurring Payable List	No
32–Recurring Payable List~with Notes	No

4-7-3 Credit Card Receipts

Report Name	Locked
21–Credit Card Receipt	No

4-7-4 Enter Recurring Charges

Report Name	Locked
21–Recurring Charges Record	No

Report Name	Locked
22–Recurring Charges Record~with Notes	No
31–Recurring Charges List	No
32–Recurring Charges List~with Notes	No

4-7-5 Reconcile Credit Card Statements

Report Name	Locked
21–Credit Card Reconciliation	Yes

5-Payroll Reports

5-1-1 Employee List

Report Name	Locked
21–Employee List	No
22–Employee List~with Pay Rates	No
23–Employee List~by Position	No
26–Employee List~with Earnings	No
27–Employee List~with Earnings and Pay Rates	No
31–Employee List~Alpha	No
32–Employee List~Alpha; with Pay Rates	No
36–Employee List~Alpha; with Earnings	No
37–Employee List~Alpha; with Earnings and Pay Rates	No
41–Employee Licenses	No
46–Employee Licenses~Alpha	No
51–Employee Training Report	No
56–Employee Training Report~Alpha	No

5-1-2 Payroll Cheque Register

Report Name	Locked
21–PayrollCheque Register~with Calculations	Yes
31–Payroll Cheque Register~by Check Date	No
36–Payroll ChequeRegister~by Employee	No
37–PayrollCheque Register~by Position/Employee	No
39–Payroll Cheque Register~Alpha	No

Report Name	Locked
41–PayrollCheque Register~Totals Page	Yes
51–PayrollCheque Register~Long	No
56–Payroll Cheque Register~Long; by Employee	No
57–Payroll Cheque Register~Long; by Position/Employee	No
59–PayrollCheque Register~Long; Alpha	No

5-1-3 Federal Tax Report

Report Name	Locked
21–Federal Tax Report~Excluding Quebec	Yes
22–Federal Tax Report~Quebec Only	Yes
31–Federal Tax Report~Long Excluding Quebec	Yes
32–Federal Tax Report~Long Quebec Only	Yes
41–Federal/Provincial Tax Report~Excluding Quebec	Yes
42–Federal/Provincial Tax Report~Quebec Only	Yes

When printing Federal Tax reports and Provincial Tax reports, you can select the **Use Taxable Gross** option to exclude from gross wages any benefits, allowances, and deductions that are not subject to tax. These exclusions can include, for example, overtime meal allowances, reimbursement of moving expenses, or union dues.

- If you select the **Use Taxable Gross** check box, the tax report includes a Taxable Gross column that displays only wages on which income tax is calculated.
- If you *do not* select this check box, the tax report includes a Total Gross column that displays all wages, which can include non-taxable benefits, allowances, and deductions.

5-1-4 Provincial Tax Report

Report Name	Locked
21–Provincial Tax Report	Yes
22–Quebec Provincial Tax Report	Yes

Report Name	Locked
31–Provincial Tax Report~Long	Yes
32–Quebec Provincial Tax Report~Long	Yes
71–Employer Health Tax Report	Yes

When printing Federal Tax reports and Provincial Tax reports, you can select the **Use Taxable Gross** option to exclude from gross wages any benefits, allowances, and deductions that are not subject to tax. These exclusions can include, for example, overtime meal allowances, reimbursement of moving expenses, or union dues.

- If you select the **Use Taxable Gross** check box, the tax report includes a Taxable Gross column that displays only wages on which income tax is calculated.
- If you *do not* select this check box, the tax report includes a Total Gross column that displays all wages, which can include non-taxable benefits, allowances, and deductions.

5-1-5 Workers Comp Report

Report Name	Locked
21–Workers' Comp Report	Yes

5-1-7 Union Reports

Report Name	Locked
21–Union Report	Yes
26–Weekly Union Report	Yes
31–Union Paygroup Report	Yes
36–Paygroup Summary	Yes

5-1-8 Hours Report

Report Name	Locked
21–Employee Hours	No
22–Employee Hours~by Position	No
31–Employee Hours~Alpha	No

Report Name	Locked
32–Employee Hours~Alpha; by Position	No
41–Job Hours	No
51–Job Hours~Alpha	No
61–Paygroup Hours	No
71–Paygroup Hours~Alpha	No
81–Sick Hours Earned and Used	No
86–Vacation Hours Earned and Used	No

5-1-10 Employee Documents

Report Name	Locked
21–Employee Label~Sheet	No
31–Employee Label~Tractor Feed	No

5-2-1 Employees

Report Name	Locked
21–Employee Record	No
22–Employee Record~with Notes	No
26–Employee Contact List	No
27–Employee Contact List~with Notes	No
31–Employee Record~with Earnings	No
32–Employee Record~with Earnings and Notes	No
41–Employee Record~Calculations	No
51–Employee Direct Deposit Accounts	No

5-2-2 Payroll Records

Report Name	Locked
21–Payroll Record	No
22–Payroll Record~with Timecard Details	No
23–Payroll Record~with Calculations	No
26–Payroll Record~with Timecard Details and Calculations	No
31–Payroll Record~by Employee	No
32–Payroll Record~by Employee; with Timecard Details	No
33–Payroll Record~by Employee; with Calculations	No
36–Payroll Record~by Employee, with Timecard Details and Calculations	No
42–Payroll Record~Land; with Timecard Details	No

5-2-4 Payroll Cheques

Report Name	Locked
21–Payroll Cheques	Yes
22–Payroll Cheques~Direct Deposit	Yes
31–Payroll Cheques~with Paygroup Year to Date	Yes
32–Payroll Cheques~Direct Deposit with Paygroup Year to Date	Yes
36–Payroll Cheques~with Paygroup Compensation	Yes
37–Payroll Cheques~Direct Deposit with Paygroup Compensation	Yes

5-2-5 Direct Deposit File Manager

Report Name	Locked
21–Direct Deposit File Report	Yes

5-2-7 Compensation Slips

Report Name	Locked
21–Compensation Slip	No
31–Compensation Slip~Alpha	No
41–Pay Statement	No

5-2-8 Timecard Journal

Report Name	Locked
21–Timecard Journal	No
22–Timecard Journal~with Notes	No
31–Timecard Journal~by Employee	No
32–Timecard Journal~by Employee; with Notes	No
41–Timecard Journal~by Alpha	No
42–Timecard Journal~by Alpha; with Notes	No
51–Timecard Journal~Long	No
52–Timecard Journal~Long; with Notes	No
61–Timecard Journal~Long; by Employee	No
62–Timecard Journal~Long; by Employee; with Notes	No
71–Timecard Journal~Long; Alpha	No
72–Timecard Journal~Long; Alpha; with Notes	No

5-3-1 Payroll Calculations

Report Name	Locked
21–Calculation List	No
31–Payroll Calculations~Long	No
41–Payroll Calculations~with Detail	No

5-3-4 Paygroups

Report Name	Locked
21–Paygroup List	No
22–Paygroup List~with Benefits	No
31–Paygroup List~with Notes	No
32–Paygroup List~with Benefits and Notes	No

5-4-1 Federal Tax Forms and eFiling by Aatrix

Report Name	Locked
ROE Record of Employment	Yes
T4 Employee Report	Yes
T4 Summary	Yes

5-5-1 Daily Payroll Entry

Report Name	Locked
21–Daily Payroll Report	No
26–Daily Payroll Report~with Notes	No
31–Daily Payroll Report~by Employee	No
36–Daily Payroll Report~by Employee; with Notes	No
41–Daily Payroll Report~by Job	No

Report Name	Locked
46–Daily Payroll Report~by Job; with Notes	No

5-5-2 Daily Job Reports

Report Name	Locked
21–Daily Job Report	Yes

5-5-3 Daily Labour Reports

Report Name	Locked
21–Daily Labour Report	No
26–Daily Labour Report~with Notes	No
31–Daily Labour Report~by Employee	No
36–Daily Labour Report~by Employee; with Notes	No
41–Daily Labour Report~by Job	No
46–Daily Labour Report~by Job; with Notes	No

5-5-4 Daily Equipment Reports

Report Name	Locked
21–Daily Equipment Report	No
26–Daily Equipment Report~with Notes	No

6-Project Management Reports

6-1-1 Job Status Report

Report Name	Locked
21–Job Status Report	Yes
31–Job Status Report~Land	Yes

6-1-2 Job Cost Journal

Report Name	Locked
21–Job Cost Journal	No
22–Job Cost Journal~(separate reports)	No
23–Job Cost Journal~with Notes	No
24–Job Cost Journal~with Notes (separate reports)	No
31–Job Cost Journal~by Job	No
32–Job Cost Journal~by Job (separate reports)	No
33–Job Cost Journal~by Job; with Notes	No
34–Job Cost Journal~by Job; with Notes (separate reports)	No
41–Job Cost Journal~by Job/Cost Code	No
42–Job Cost Journal~by Job/Cost Code (separate reports)	No
43–Job Cost Journal~by Job/Cost Code; with Notes	No
44–Job Cost Journal~by Job/Cost Code; with Notes (Separate Reports)	No
47–Job Cost Journal~Actual/Budget; by Cost Code (Separate Reports) 06-01-02-47 **Note:** This report was formerly Job Cost Journal~by	Yes

Report Name	Locked
Cost Code; with Budget (Separate Report) 06-01-02-47	
48–Job Cost Journal~by Job/Cost Code with Hours	No
49–Job Cost Journal~by Job/Cost Code with Hours and Notes	No
51–Job Cost Journal~by Job/Phase/Cost Code	No
52–Job Cost Journal~by Job/Phase/Cost Code (separate reports)	No
53–Job Cost Journal~by Job/Phase/Cost Code; with Notes	No
54–Job Cost Journal~by Job/Phase/Cost Code; with Notes (separate reports)	No
61–Job Cost Journal~by Vendor	No
62–Job Cost Journal~by Vendor (separate reports)	No
63–Job Cost Journal~by Vendor; with Notes	No
64–Job Cost Journal~by Vendor; with Notes (separate reports)	No

6-1-3 Job Labour Journal

Report Name	Locked
21–Job Labour Journal	No
22–Job Labour Journal~by Job	No
23–Job Labour Journal~by Job/Cost Code	No
24–Job Labour Journal~by Job/Phase/Cost Code	No
26–Job Labour Journal~with Notes	No
27–Job Labour Journal~by Job; with Notes	No
28–Job Labour Journal~by Job/Cost Code; with Notes	No

Report Name	Locked
29–Job Labour Journal~by Job/Phase/Cost Code; with Notes	No
31–Job Labour Totals~by Job	No
32–Job Labour Totals~by Job/Cost Code	No
33–Job Labour Totals~by Job/Phase/Cost Code	No
41–Job Labour Hours Actual/Budget~With Uncomputed Payroll by Cost Code	Yes

6-1-4 Job Summary Report

Report Name	Locked
21–Job Cost Summary	Yes
31–Job Cost Summary~Long	Yes
41–Job Cost Summary~by Phase	Yes
51–Job Billing Summary	Yes
61–Job Profitability~Combined Contract and Service	Yes
71–Job Income Statement	Yes
81–Job Hours Summary Actual/Budget~With Uncomputed Payroll	Yes
82–Job Hours Summary Actual/Budget~With Uncomputed Payroll	Yes

6-1-4-61 Job Profitability Report information

Important! A client must be entered in the **Client** text box on the **3-5 Jobs (Accounts Receivable)** window for the service receivable invoice to be included in the Service Billing. If you use a specific client in the report selection criteria that is not included on the 3-5 Jobs window, you may get the message “No Matching Records Found.”

Note: Service billing and contract billing do not include PST/QST/HST/GST.

6-1-4-71 Job Income Statement Report information

This report provides a job-by-job profit and loss (gross profit) view of each of your jobs and phases. It lists total accounts receivable and service billing by job, and then subtracts related job costs by cost type. The report foots to gross profit per job and also shows the percentage profit each job and phase contributes to the total for all jobs. The following lists some of its features:

- Lists job costs by cost type
- Lists gross profit and percentage profit for each job and phase
- Lists Accounts Receivable and Service Receivable billing
- If a specific period isn't selected, then the report displays periods 0-12
- Each job is a separate page
- Each phase is a separate page (if phase is a criteria)

6-1-4-81 Job Hours Summary Actual/Budet with Uncomputed Payroll

This report lists job hours that are over and under budgeted hours for all cost codes that have a budget for hours. This report includes uncomputed payroll and daily payroll.

Note: Optionally, you can include hours for cost codes that have no budget for hours, and you can choose to print separate reports by supervisor.

You can drill down from this report to the **6-1-3-41 Job Labor Hours** window from the cost code and the job.

6-1-4-82 Job Hours Summary Actual/Budgeet Finished Jobs By Supervisor

This report shows over and under budget hours, printing one line per job for completed and closed jobs.

Note: Optionally, you can include hours for cost codes that have no budget for hours, and you can choose to print separate reports by supervisor.

You can drill down from this report to the **6-1-3-81Job Hours Summary Actual/Budget~With Uncomputed Payroll** report from the job.

6-1-5 Current Cost Summary

Report Name	Locked
21–Current Cost Summary	Yes
31–Buy Out Report~PO’s Only	Yes

Report Name	Locked
36–Buy Out Report~PO's and Subcontracts	Yes

6-1-6 Job Cost Totals

Report Name	Locked
21–Job Cost Totals~Land; by Job	No
26–Job Cost Totals~Land; Alpha; by Job	No
31–Job Cost Totals~Land; by Job/Division	No
36–Job Cost Totals~Land; Alpha; by Job/Division	No
41–Job Cost Totals~Land; by Job/Phase	No
46–Job Cost Totals~Land; Alpha; by Job/Phase	No

6-1-7 Over-Under Billing Report

Report Name	Locked
21–Over/Under Billings	Yes
31–Over/Under Billings~Extended	Yes

6-1-8 Bonding Report

Report Name	Locked
21–Bonding Report	Yes

6-1-9 Budgets

Report Name	Locked
21–Budget~Land (separate reports)	No
22–Budget~Land; by Division (separate reports)	No
26–Budget~Land; with Notes (separate reports)	No
27–Budget~Land; by Division; with Notes (separate	No

Report Name	Locked
reports)	
31–Budget~(separate reports)	No
32–Budget~by Division (separate reports)	No
36–Budget~with Notes (separate reports)	No
37–Budget~by Division; with Notes (separate reports)	No

6-1-10 Budget Totals

Report Name	Locked
21–Budget Totals	No
31–Budget Totals~by Division	No
41–Labour Budget	No
46–Labour Budget~by Division	No
51–Hours Budget	No
56–Hours Budget~by Division	No

6-1-11 Proposals

Report Name	Locked
21–Proposal~Land	No
22–Proposal~Land; by Division	No
23–Proposal~Land; by Phase	No
24–Proposal~Land; by Phase/Division	No
31–Proposal~Land; with Notes	No
32–Proposal~Land; by Division; with Notes	No
33–Proposal~Land; by Phase; with Notes	No
34–Proposal~Land; by Phase/Division; with Notes	No

Report Name	Locked
41–Proposal	No
42–Proposal~by Division	No
43–Proposal~by Phase	No
44–Proposal~by Phase/Division	No
51–Proposal~Totals	No
52–Proposal~Totals; by Division	No
53–Proposal~Totals; by Phase	No
54–Proposal~Totals; by Phase/Division	No
63–Proposal~Totals; by Phase; with Notes	No
64–Proposal~Totals; by Phase/Division; with Notes	No

6-1-12 Committed Cost Report

Report Name	Locked
21–Committed Costs	Yes
31–Committed Costs~Land	Yes
41–Committed Costs~Totals	Yes
51–Committed Costs~Developer	Yes
61–Committed Costs~With Cost To Complete	Yes

6-1-13 Home Builder Reports

Report Name	Locked
21–Committed Budget/Cost Variance~by Cost Code	Yes
26–Committed Budget/Job Cost Variance~ Jobs by Cost Code	Yes
31–Completed Jobs SqFt Comparison~by Cost Code	Yes
41–Job Settlement~by Cost Code	Yes

Report Name	Locked
51–Gross Profit~by Job	Yes
52–Profit Analysis~by Job	No

6-3 Job Costs

Report Name	Locked
21–Job Cost Record	No
31–Job Cost Record~with Notes	No
41–Job Cost Reconciliation	No
42–Job Cost Type Reconciliation	No

6-4-2 Print Change Orders

Report Name	Locked
21–Prime Change Order~Requested	No
22–Prime Change Order~Requested; with Notes	No
31–Prime Change Order~Approved	No
32–Prime Change Order~Approved; with Notes	No

6-4-3 Print Subcontract Orders

Report Name	Locked
21–Subcontract Change Order	No
31–Subcontract Change Order~with Notes	No

6-4-4 Prime Change List

Report Name	Locked
21–Prime Change List	No

Report Name	Locked
22–Prime Change List~with Detail	No
23–Prime Change List~with Notes	No
24–Prime Change List~with Detail and Notes	No
26–Prime Change List~Alpha	No
27–Prime Change List~Alpha; with Detail	No
28–Prime Change List~Alpha; with Notes	No
29–Prime Change List~Alpha; with Detail and Notes	No
31–Prime Change List~Land	No
32–Prime Change List~Land; with Detail	No
33–Prime Change List~Land; with Notes	No
34–Prime Change List~Land; with Detail and Notes	No
36–Prime Change List~Land; Alpha	No
37–Prime Change List~Land; Alpha; with Detail	No
38–Prime Change List~Land; Alpha; with Notes	No
39–Prime Change List~Land; Alpha; with Detail and Notes	No
51–Prime Change List~Land; with Aging	No
52–Prime Change List~Land; Alpha; with Aging	No

6-4-5 Subcontract Change List

Report Name	Locked
21–Subcontract Change List	No
23–Subcontract Change List~with Notes	No
26–Subcontract Change List~Alpha	No
28–Subcontract Change List~Alpha; with Notes	No

6-4-6 Prime Contract Audit

Report Name	Locked
21–Prime Contract Audit	Yes

6-6-1 Purchase Orders

Report Name	Locked
21–Purchase Order	No
26–Purchase Order~Land	No
31–Purchase Order~with Notes	No
36–Purchase Order~Land; with Notes	No

6-6-2 Purchase Order List

Report Name	Locked
21–Purchase Order List	No
22–Purchase Order List~with Detail	No
23–Purchase Order List~with Notes	No
24–Purchase Order List~with Detail and Notes	No
31–Purchase Order List~by Job	No
32–Purchase Order List~by Job; with Detail	No
33–Purchase Order List~by Job; with Notes	No
34–Purchase Order List~by Job; with Detail and Notes	No
36–Purchase Order List~Alpha; by Job	No
37–Purchase Order List~Alpha; by Job; with Detail	No
38–Purchase Order List~Alpha; by Job; with Notes	No
39–Purchase Order List~Alpha; by Job; with Detail and Notes	No

Report Name	Locked
41–Purchase Order List~by Job/Vendor	No
42–Purchase Order List~by Job/Vendor; with Detail	No
43–Purchase Order List~by Job/Vendor; with Notes	No
44–Purchase Order List~by Job/Vendor; with Detail and Notes	No
46–Purchase Order List~Alpha; by Job/Vendor	No
47–Purchase Order List~Alpha; by Job/Vendor; with Detail	No
48–Purchase Order List~Alpha; by Job/Vendor; with Notes	No
49–Purchase Order List~Alpha; by Job/Vendor; with Detail and Notes	No
51–Purchase Order List~by Vendor	No
52–Purchase Order List~by Vendor; with Detail	No
53–Purchase Order List~by Vendor; with Notes	No
54–Purchase Order List~by Vendor; with Detail and Notes	No
56–Purchase Order List~Alpha; by Vendor	No
57–Purchase Order List~Alpha; by Vendor; with Detail	No
58–Purchase Order List~Alpha; by Vendor; with Notes	No
59–Purchase Order List~Alpha; by Vendor; with Detail and Notes	No
61–Purchase Order List~Land	No
62–Purchase Order List~Land; with Details	No
63–Purchase Order List~Land; with Notes	No
64–Purchase Order List~Land; with Details and Notes	No
71–Purchase Order List~Land; by Job	No

Report Name	Locked
72–Purchase Order List~Land; by Job; with Details	No
73–Purchase Order List~Land; by Job; with Notes	No
74–Purchase Order List~Land; by Job; with Details and Notes	No
76–Purchase Order List~Land; Alpha; by Job	No
77–Purchase Order List~Land; Alpha; by Job; with Details	No
78–Purchase Order List~Land; Alpha; by Job; with Notes	No
79–Purchase Order List~Land; Alpha; by Job; with Details and Notes	No
81–Purchase Order List~Land; by Job/Vendor	No
82–Purchase Order List~Land; by Job/Vendor; with Details	No
83–Purchase Order List~Land; by Job/Vendor; with Notes	No
84–Purchase Order List~Land; by Job/Vendor; with Details and Notes	No
86–Purchase Order List~Land; Alpha; by Job/Vendor	No
87–Purchase Order List~Land; Alpha; by Job/Vendor; with Details	No
88–Purchase Order List~Land; Alpha; by Job/Vendor; with Notes	No
89–Purchase Order List~Land; Alpha; by Job/Vendor; with Details and Notes	No
91–Purchase Order List~Land; by Vendor	No
92–Purchase Order List~Land; by Vendor; with Details	No
93–Purchase Order List~Land; by Vendor; with Notes	No
94–Purchase Order List~Land; by Vendor; with Details	No

Report Name	Locked
and Notes	
96–Purchase Order List~Land; Alpha; by Vendor	No
97–Purchase Order List~Land; Alpha; by Vendor; with Details	No
98–Purchase Order List~Land; Alpha; by Vendor; with Notes	No
99–Purchase Order List~Land; Alpha; by Vendor; with Details and Notes	No

6-6-3 Purchase Order Audit

Report Name	Locked
21–Purchase Order Audit	Yes
31–Purchase Order Audit~Land	Yes
41–Purchase Order Audit~Totals	Yes
51–Invoices by Purchase Order	Yes

6-6-4 Purchase Order Materials

Report Name	Locked
21–Purchase Order Material List	No
22–Purchase Order Material List~by Job	No
23–Purchase Order Material List~by Vendor	No
24–Purchase Order Material List~by Job/Vendor	No
31–Purchase Order Material List~Alpha; by Job	No
32–Purchase Order Material List~Alpha; by Vendor	No
33–Purchase Order Material List~Alpha; by Job/Vendor	No
41–Purchase Order Material List~Remaining	No

Report Name	Locked
42–Purchase Order Material List~Remaining; by Job	No
43–Purchase Order Material List~Remaining; by Vendor	No
44–Purchase Order Material List~Remaining; by Job/Vendor	No
51–Purchase Order Material List~Remaining; Alpha; by Job	No
52–Purchase Order Material List~Remaining; Alpha; by Vendor	No
53–Purchase Order Material List~Remaining; Alpha; by Job/Vendor	No
81–Purchase Order Material List~Land	No
82–Purchase Order Material List~Land; with Notes	No

6-7-2 Print Subcontracts

Report Name	Locked
21–Subcontract	No
22–Subcontract~with Notes	No

6-7-3 Subcontract List

Report Name	Locked
21–Subcontract List	No
22–Subcontract List~with Details	No
23–Subcontract List~with Notes	No
24–Subcontract List~with Details and Notes	No
31–Subcontract List~by Job	No
32–Subcontract List~by Job; with Details	No

Report Name	Locked
33–Subcontract List~by Job; with Notes	No
34–Subcontract List~by Job; with Details and Notes	No
36–Subcontract List~Alpha; by Job	No
37–Subcontract List~Alpha; by Job; with Details	No
38–Subcontract List~Alpha; by Job; with Notes	No
39–Subcontract List~Alpha; by Job; with Details and Notes	No
41–Subcontract List~by Vendor	No
42–Subcontract List~by Vendor; with Details	No
43–Subcontract List~by Vendor; with Notes	No
44–Subcontract List~by Vendor; with Details and Notes	No
46–Subcontract List~Alpha; by Vendor	No
47–Subcontract List~Alpha; by Vendor; with Details	No
48–Subcontract List~Alpha; by Vendor; with Notes	No
49–Subcontract List~Alpha; by Vendor; with Details and Notes	No
51–Subcontract List~Long	No
52–Subcontract List~Long; with Details	No
53–Subcontract List~Long; with Notes	No
61–Subcontract List~Long; by Job	No
62–Subcontract List~Long; by Job; with Details	No
63–Subcontract List~Long; by Job; with Notes	No
64–Subcontract List~Long; by Job; with Details and Notes	No
66–Subcontract List~Long; Alpha; by Job	No

Report Name	Locked
67–Subcontract List~Long; Alpha; by Job; with Details	No
68–Subcontract List~Long; Alpha; by Job; with Notes	No
69–Subcontract List~Long; Alpha; by Job; with Details and Notes	No
71–Subcontract List~Long; by Vendor	No
72–Subcontract List~Long; by Vendor; with Details	No
73–Subcontract List~Long; by Vendor; with Notes	No
74–Subcontract List~Long; by Vendor; with Details and Notes	No
76–Subcontract List~Long; Alpha; by Vendor	No
77–Subcontract List~Long; Alpha; by Vendor; with Details	No
78–Subcontract List~Long; Alpha; by Vendor; with Notes	No
79–Subcontract List~Long; Alpha; by Vendor; with Details and Notes	No

6-7-4 Subcontract Audit

Report Name	Locked
21–Subcontract Audit	Yes
31–Subcontract Audit~Land	Yes
41–Subcontract Audit~Summary	Yes

6-8-1 Cost to Complete

Report Name	Locked
21–Cost to Complete Report~Land	No

6-8-2 Hours to Complete

Report Name	Locked
21–Hours to Complete Report~Land	No

6-8-3 Units to Complete

Report Name	Locked
21–Units to Complete Report~Land	No

6-9 Proposals

Report Name	Locked
21–Proposal~Land	No
22–Proposal~Land; by Division	No
23–Proposal~Land; by Phase	No
24–Proposal~Land; by Phase/Division	No
31–Proposal~Land; with Notes	No
32–Proposal~Land; by Division; with Notes	No
33–Proposal~Land; by Phase; with Notes	No
34–Proposal~Land; by Phase/Division; with Notes	No
41–Proposal	No
42–Proposal; by Division	No
43–Proposal; by Phase	No
44–Proposal; by Phase/Division	No
51–Proposal~Totals	No
52–Proposal~Totals; by Division	No
53–Proposal~Totals; by Phase	No

Report Name	Locked
54–Proposal~Totals; by Phase/Division	No
63–Proposal~Totals; by Phase; with Notes	No
64–Proposal~Totals; by Phase/Division; with Notes	No

6-10 Unitary Proposals

Report Name	Locked
21–Unitary Proposal	No
31–Unitary Proposal~with Notes	No

6-11-1 Requests for Proposal

Report Name	Locked
21–Request for Proposal	No
22–Request for Proposal~with Notes	No
31–Requests For Proposal List~by Job	No
41–Requests For Proposal List~by Vendor	No
43–Requests For Proposal List~by Vendor Type	No

6-11-2 Requests for Information

Report Name	Locked
21–Request for Information	No
26–Request for Information~with Notes	No
31–Request for Information List~by Job	No
36–Request for Information List~by Job; with Notes	No
41–Request for Information List~by Vendor	No
46–Request for Information List~by Vendor; with Notes	No

Report Name	Locked
51–Request for Information List~by Client	No
56–Request for Information List~by Client; with Notes	No

6-11-3 Transmittals

Report Name	Locked
21–Transmittal	No
26–Transmittal~with Notes	No
31–Transmittal List~by Job	No
36–Transmittal List~by Job; with Notes	No
41–Transmittal List~by Vendor	No
46–Transmittal List~by Vendor; with Notes	No
51–Transmittal List~by Client	No
56–Transmittal List~by Client; with Notes	No

6-11-4 Submittals

Report Name	Locked
21–Submittal	No
26–Submittal~with Notes	No
31–Submittal List~by Job	No
36–Submittal List~by Job; with Notes	No
41–Submittal List~by Vendor	No
46–Submittal List~by Vendor; with Notes	No
51–Submittal List~by Client	No
56–Submittal List~by Client; with Notes	No

6-11-5 Plan Records

Report Name	Locked
21–Plan Records	No
31–Plan Records List~by Job	No
41–Plan Records Distribution	No

6-11-6 Daily Field Reports

Report Name	Locked
21–Daily Field Report	Yes
22–Daily Field Report~Meetings Only	Yes

6-11-7 Punch Lists

Report Name	Locked
21–Punch List~to Complete; with Notes	No
31–Punch List~to Approve; with Notes	No
41–Punch List~Final; with Notes	No

6-11-8 Correspondence

Report Name	Locked
21–Correspondence	No
31–Correspondence List~by Job	No
41–Correspondence List~by Vendor	No
51–Correspondence List~by Client	No

6-12 Project Work Center

Report Name	Locked
21–Project Work Center	Yes

8-Equipment Management Reports

8-1-1 Equipment List

Report Name	Locked
21–Equipment List	No
22–Equipment List~by Type	No
26–Equipment List~Alpha	No
27–Equipment List~Alpha; by Type	No
31–Equipment Payment List	No
32–Equipment Payment List~with Notes	No
36–Equipment Payment List~Alpha	No
37–Equipment Payment List~Alpha; with notes	No
41–Equipment Cost Recovery Data	No
42–Equipment Cost Recovery Data~with Notes	No
46–Equipment Cost Recovery Data~Alpha	No
47–Equipment Cost Recovery Data~Alpha; with Notes	No
51–Equipment Cost/Rental Rates	No
52–Equipment Cost/Rental Rates~with Notes	No
56–Equipment Cost/Rental Rates~Alpha	No
57–Equipment Cost/Rental Rates~Alpha; with Notes	No
61–Equipment License List	No
62–Equipment License List~with Notes	No
66–Equipment License List~Alpha	No
67–Equipment License List~Alpha; with Notes	No
71–Equipment Depreciation List	No
72–Equipment Depreciation List~with Notes	No

Report Name	Locked
76–Equipment Depreciation List~Alpha	No
77–Equipment Depreciation List~Alpha; with Notes	No

8-1-2 Equipment Cost Journal

Report Name	Locked
21–Equipment Cost Journal	No
26–Equipment Cost Journal~by Cost Code	No
31–Equipment Cost Journal~by Equipment	No
36–Equipment Cost Journal~by Equipment/Cost Code	No
41–Equipment Cost Journal~Land	No
46–Equipment Cost Journal~Land; by Cost Code	No
51–Equipment Cost Journal~Land; by Equipment	No
56–Equipment Cost Journal~Land; by Equipment/Cost Code	No

8-1-3 Equipment Journal-Ledger

Report Name	Locked
21–Equipment Journal	Yes
31–Equipment Ledger	Yes

8-1-4 Equipment Management Reports

Report Name	Locked
21–Equipment Management Report	No
22–Equipment Management Report~With Period Select	No
26–Equipment Management Report~by Type	No

Report Name	Locked
27–Equipment Management Report~by Type; With Period Select	No
31–Equipment Management Report~Operated Only	No
32–Equipment Management Report~Operated Only; With Period Select	No
36–Equipment Management Report~Operated Only; by Type	No
37–Equipment Management Report~Operated Only; by Type; With Period Select	No

8-1-5 Equipment Maintenance Reports

Report Name	Locked
21–Equipment Maintenance	No
26–Equipment Maintenance~with Notes	No
31–Equipment Maintenance~Service Past Due	No
36–Equipment Maintenance~Service Past Due; with Notes	No

8-1-7 Equipment Revenue Journal

Report Name	Locked
21–Equipment Revenue Journal	No
22–Equipment Revenue Journal~with Notes	No
31–Equipment Revenue Journal~by Equipment	No
32–Equipment Revenue Journal~by Equipment; with Notes	No
36–Equipment Revenue Journal~by Equipment/Job	No
37–Equipment Revenue Journal~by Equipment/Job; with Notes	No

Report Name	Locked
46–Equipment Revenue Journal~by Job/Equipment	No
47–Equipment Revenue Journal~by Job/Equipment; with Notes	No

8-2 Equipment Costs

Report Name	Locked
21–Equipment Cost Record	No
31–Equipment Cost Record~with Notes	No

8-3 Equipment

Report Name	Locked
21–Equipment Record	No
31–Equipment Record~with Notes	No

8-4 Equipment Allocation

Report Name	Locked
21–Equipment Allocation	Yes

8-5 Equipment Payments

Report Name	Locked
21–Equipment Cheques	Yes

8-6 Equipment Depreciation

Report Name	Locked
21–Equipment Depreciation	Yes

8-7 Equipment Revenue

Report Name	Locked
21–Equipment Revenue Record	No
31–Equipment Revenue Record~with Notes	No

9-Estimating Reports

9-1-1 Parts List

Report Name	Locked
21–Part List	No
22–Part List~with Notes	No
26–Part List~with Vendors	No
27–Part List~with Vendors and Notes	No
31–Part List~by Class	No
32–Part List~by Class; with Notes	No
36–Part List~by Class; with Vendors	No
37–Part List~by Class; with Vendors and Notes	No
41–Part List~Land	No
42–Part List~Land; with Notes	No
46–Part List~Land; with Vendors	No
47–Part List~Land; with Vendors and Notes	No
51–Part List~Land; by Class	No
52–Part List~Land; by Class; with Notes	No
56–Part List~Land; by Class; with Vendors	No
57–Part List~Land; by Class; with Vendors and Notes	No

9-1-2 Assembly List

Report Name	Locked
21–Assembly List	No
22–Assembly List~with Notes	No

Report Name	Locked
31–Assembly List~with Details	No
32–Assembly List~with Details and Notes	No

9-1-3 Takeoff List

Report Name	Locked
21–Takeoff List	No
22–Takeoff List~with Notes	No
31–Takeoff List~Long	No
32–Takeoff List~Long; with Notes	No

9-1-4 Takeoff Parts

Report Name	Locked
21–Takeoff Parts	No
26–Takeoff Parts~(separate reports)	No
31–Takeoff Parts~by Vendor	No
36–Takeoff Parts~by Vendor (separate reports)	No
41–Takeoff Parts~by Task	No
46–Takeoff Parts~by Task (separate reports)	No
51–Takeoff Parts~by Phase	No
56–Takeoff Parts~by Phase (separate reports)	No
61–Takeoff Parts~by Bid Item	No
66–Takeoff Parts~by Bid Item (separate reports)	No

9-1-5 Takeoff Assemblies

Report Name	Locked
21–Takeoff Assemblies List	No
23–Takeoff Assemblies List~with Notes	No
31–Takeoff Assemblies List~by Phase	No
33–Takeoff Assemblies List~by Phase; with Notes	No
41–Takeoff Assemblies List~by Bid Item	No
43–Takeoff Assemblies List~by Bid Item; with Notes	No
51–Takeoff Assembly Budget Costs~by Job	No
56–Takeoff Assembly Budget Costs~by Job (separate reports)	No
61–Takeoff Assembly Budget Costs~by Phase	No
66–Takeoff Assembly Budget Costs~by Phase (separate reports)	No
71–Takeoff Assembly Budget Costs~by Bid Item	No
76–Takeoff Assembly Budget Costs~by Bid Item (separate reports)	No

9-1-6 Takeoff Bid Requests

Report Name	Locked
21–Takeoff Bid Request	Yes

9-1-7 Takeoff Recaps

Report Name	Locked
21–Takeoff Details Recap~by Cost Code (separate reports)	No
31–Takeoff Details Recap~by Task (separate reports)	No

Report Name	Locked
41–Takeoff Details Recap~by Vendor (separate reports)	No
51–Takeoff Details Recap~by Phase (separate reports)	No
61–Takeoff Details Recap~by Bid Item Type	No
71–Takeoff Details Recap~by Bid Item/Cost Code (separate reports)	No
81–Takeoff Details Recap for Cost Type~by Bid Item/Phase	Yes

9-1-8 Takeoff Bid

Report Name	Locked
21–Takeoff Bid Ext. Price~by Cost Code	No
31–Takeoff Bid Ext. Price~by Phase	No
36–Takeoff Bid Ext. Price~by Phase/Cost Code	No
37–Takeoff Bid Ext. Price~by Phase/Bid Item	No
41–Takeoff Bid Ext. Price~by Bid Item	No
46–Takeoff Bid Ext. Price~by Bid Item Type/Bid Item	No

9-1-9 Takeoff Vendor Lists

Report Name	Locked
21–Takeoff Vendor List	No
31–Takeoff Vendor List~by Vendor Type	No
41–Takeoff Vendor List~Alpha	No
51–Minority Vendor List~(separate reports)	No

9-2 Parts

Report Name	Locked
21–Part Record	No
31–Part Record~with Notes	No

9-3 Assemblies

Report Name	Locked
21–Assembly Record	No
31–Assembly Record~with Notes	No

9-4 Part-Assembly Classes

Report Name	Locked
21–Part Classes	No
31–Assembly Classes	No

9-5 Takeoffs

Report Name	Locked
21–Takeoff Worksheet	No
22–Takeoff Worksheet~with Notes	No
24–Takeoff Worksheet~with Summary Tab Amounts	No
25–Takeoff Worksheet~with Summary Tab Amounts and Notes	No
31–Takeoff Worksheet~by Phase	No
32–Takeoff Worksheet~by Phase; with Notes	No
41–Takeoff Worksheet~by Bid Item	No
42–Takeoff Worksheet~by Bid Item; with Notes	No

Report Name	Locked
46–Takeoff Worksheet~by Phase/Bid Item	No
47–Takeoff Worksheet~by Phase/Bid Item; with Notes	No
71–Bid Summary	Yes

10-Scheduling Reports

10-1-1 Subcontract Notices

Report Name	Locked
21–Subcontract Notice	Yes

10-1-2 Scheduled Tasks

Report Name	Locked
21–Scheduled Tasks	Yes
22–Scheduled Tasks~by Phase	Yes

10-1-3 Schedule Resource Reports

Report Name	Locked
21–Resource Report~Subcontractors	Yes
31–Resource Report~Employees	Yes
41–Resource Report~Equipment	Yes

10-1-4 Subcontract Call Sheet

Report Name	Locked
21–Call Sheet	Yes

10-1-5 Gantt Chart

Report Name	Locked
21–Gantt Chart	Yes

10-1-6 Original-Actual Report

Report Name	Locked
21–Original/Actual~by Job	No
31–Original/Actual~by Job; with Notes	No
41–Schedule Variance~by Job	Yes
46–Schedule Detail~by Phase	Yes
47–Schedule Detail with Resources~by Phase	Yes

10-1-7 Scheduled Cash Flow

Report Name	Locked
21–Cash Flow	Yes

10-1-8 Critical Path Report

Report Name	Locked
21–Critical Path Report~(separate reports)	No
31–Critical Path Report~with Float (separate reports)	No

10-3 Schedules

Select check boxes on the Report Printing to generate the report with the following options: Notes, Predecessors, Equipment Resources, Subcontract Resources, and Employee Resources.

Report Name	Locked
21–Schedule Worksheet~(Separate Reports)	Yes

11-Service Reports

11-1-1 Client List

Report Name	Locked
21–Client List	No
22–Client List~with Notes	No
31–Client List~Alpha	No
32–Client List~Alpha; with Notes	No
41–Client List~Long	No
42–Client List~Long; Alpha	No
51–Client Balances	No
52–Client Balances~Alpha	No
53–Client Balances~by Client Type	No
54–Client Balances~by Client Type; with Notes	No

11-1-2 Service Invoice List

Report Name	Locked
21–Service Invoice List	No
22–Service Invoice List~with Notes	No
23–Service Invoice List~with Payments	No
31–Service Invoice List~by Client	No
32–Service Invoice List~by Client; with Notes	No
33–Service Invoice List~by Client; with Payments	No
36–Service Invoice List~Alpha; by Client	No
37–Service Invoice List~Alpha; by Client; with Notes	No
38–Service Invoice List~Alpha; by Client; with	No

Report Name	Locked
Payments	
41–Service Invoice List~by Client/Location	No
42–Service Invoice List~by Client/Location; with Notes	No
43–Service Invoice List~by Client/Location; with Payments	No
46–Service Invoice List~Alpha; by Client/Location	No
47–Service Invoice List~Alpha; by Client/Location; with Notes	No
48–Service Invoice List~Alpha; by Client/Location; with Payments	No
61–Service Invoice Profitability~by Client	No
62–Service Invoice Profitability~by Client/Job	No
71–Service Invoice Profitability~by Invoice Type/Job	No
72–Service Invoice Profitability~by Salesperson/Job	No
91–Estimated Work Order Profitability	Yes

11-1-3 Service Aging

Report Name	Locked
21–Service Invoice Aging	Yes
26–Service Invoice Aging~Land	Yes
31–Client Current Aging	No
32–Client Current Aging~Alpha	No
36–Client Current Aging~Land	No
37–Client Current Aging~Land; Alpha	No
41–Client Period Aging	No
42–Client Period Aging~Alpha	No
46–Client Period Aging~Land	No

Report Name	Locked
47–Client Period Aging~Land; Alpha	No
51–Service Invoice Aging~Aged by Invoice Date	Yes
56–Service Invoice Aging~Land; Aged by Invoice Date (locked)	Yes
61–Client Current Aging~Aged by Invoice Date	No
62–Client Current Aging~Alpha; Aged by Invoice Date	No
66–Client Current Aging~Land; Aged by Invoice Date	No
67–Client Current Aging~Land; Alpha; Aged by Invoice Date	No
71–Client Current Aging~Aged by Invoice Date	No
71–Client Current Aging~Aged by Invoice Date	No
72–Client Current Aging~Alpha; Aged by Invoice Date	No
76–Client Current Aging~Land; Aged by Invoice Date	No
77–Client Current Aging~Land; Alpha; Aged by Invoice Date	No
81–Combined AR/SR Invoice Aging	Yes
86–Combined AR/SR Invoice Aging~Land	Yes
91–Combined AR/SR Invoice Aging~Aged by Invoice Date	Yes
96–Combined AR/SR Invoice Aging~Land; Aged by Invoice Date	Yes

11-1-4 Service Journal-Ledger

Report Name	Locked
21–Service Journal	Yes
31–Service Journal~Income	Yes

Report Name	Locked
41–Service Journal~Cash Receipts	Yes
51–Service Ledger	Yes

11-1-5 Service Call Sheet

Report Name	Locked
21–Service Call Sheet	No
22–Service Call Sheet~with Client Notes	No
26–Service Call Sheet~Alpha	No
27–Service Call Sheet~Alpha; with Client Notes	No
31–Service Call Sheet~with Invoice Detail	No
32–Service Call Sheet~with Invoice Detail and Client Notes	No
36–Service Call Sheet~Alpha; with Invoice Detail	No
37–Service Call Sheet~Alpha; with Invoice Detail and Client Notes	No
41–Service Aged Call Sheet	No
42–Service Aged Call Sheet~with Client Notes	No
46–Service Aged Call Sheet~Alpha	No
47–Service Aged Call Sheet~Alpha; with Client Notes	No
51–Service Aged Call Sheet~with Invoice Detail	No
52–Service Aged Call Sheet~with Invoice Detail and Client Notes	No
56–Service Aged Call Sheet~Alpha; with Invoice Detail	No
57–Service Aged Call Sheet~Alpha; with Invoice Detail and Client Notes	No

11-1-6 Service Employee Reports

Report Name	Locked
21–Service Employee Report	No

11-1-7 Service Advertising Reports

Report Name	Locked
21–Service Advertising Report	Yes

11-1-8 Service Resource Reports

Report Name	Locked
21–Service Resource Report~by Part	No
22–Service Resource Report~by Work Order	No
26–Service Resource Report~by Employee/Part	No
27–Service Resource Report~by Employee/Work Order	No
31–Service Resource Value Report~by Part	No
32–Service Resource Value Report~by Work Order	No

11-1-9 Client Documents

Report Name	Locked
31–Client Mail Label~Sheet	No
41–Client Mail Label~Tractor Feed	No

11-1-11 Overdue Service Reminders

Report Name	Locked
21–Overdue Service Reminders	No

11-1-12 Service Route Sheet

Report Name	Locked
21–Service Route Sheet	No
26–Service Route Sheet~with Notes	No
31–Service Route Sheet~with Address	No
36–Service Route Sheet~with Address; and Notes	No

11-1-13 Service Price Book

Report Name	Locked
21–Service Price Book	No
22–Service Price Book~with Notes	No
31–Service Price Book~with Tech Data	No
32–Service Price Book~with Tech Data and Notes	No
41–Service Price Book~with Add Ons	No
42–Service Price Book~with Add Ons and Notes	No
46–Service Price Book~with Add Ons and Tech Data	No
47–Service Price Book~with Add Ons, Tech Data and Notes	No
51–Service Price Book~Show Parts	No
52–Service Price Book~Show Parts; with Notes	No
61–Service Price Book~Show Parts; with Tech Data	No
62–Service Price Book~Show Parts; with Tech Data and Notes	No
71–Service Price Book~Show Parts; with Add Ons	No
72–Service Price Book~Show Parts; with Add Ons and Notes	No
76–Service Price Book~Show Parts; with Add Ons and	No

Report Name	Locked
Tech Data	
77–Service Price Book~Show Parts; with Add Ons, Tech Data and Notes	No

11-2 Work Orders-Invoices-Credits

Report Name	Locked
21–Service Invoice	No
22–Service Invoice~with Notes	No
23–Service Invoice~with Equipment	No
24–Service Invoice~with Equipment and Notes	No
26–Service Invoice~Hide Assembly Parts	No
27–Service Invoice~Hide Assembly Parts; with Notes	No
31–Service Invoice~Land	No
32–Service Invoice~Land; with Notes	No
33–Service Invoice~Land; Hide Assembly Parts	No
34–Service Invoice~Land; Hide Assembly Parts; with Notes	No
36–Service Invoice~Land; with Equipment	No
37–Service Invoice~Land; with Equipment and Notes	No
41–Service Work Order	No
42–Service Work Order~with Notes	No
46–Service Work Order~with Equipment	No
47–Service Work Order~with Equipment and Notes	No
51–Service Quote	No
52–Service Quote~with Owner Notes	No
53–Service Quote~with Work Order Notes	No

Report Name	Locked
56–Service Quote~Hide Assembly Parts	No
57–Service Quote~Hide Assembly Parts; with Owner Notes	No
58–Service Quote~Hide Assembly Parts; with Work Order Notes	No
61–Service Credit	No
62–Service Credit~with Notes	No

12-Inventory Reports

12-1-1 Allocation List

Report Name	Locked
21–Allocation List	No
22–Allocation List~with Details	No
23–Allocation List~with Notes	No
24–Allocation List~with Details and Notes	No
31–Allocation List~Land	No
32–Allocation List~Land; with Details	No
33–Allocation List~Land; with Notes	No
34–Allocation List~Land; with Details and Notes	No

12-1-2 Quantity on Hand

Report Name	Locked
21–Quantity on Hand	No
22–Quantity on Hand~with Location	No
31–Quantity on Hand~Land	No
32–Quantity on Hand~Land; with Location	No
41–WAC Value Report~Land	No
42–WAC Value Report~Land; with Location	No
43–LIFO/FIFO Value Report~by Part	No

12-1-3 Inventory Journal-Ledger

Report Name	Locked
21–Inventory Journal~by Entry	Yes
31–Inventory Journal~by Part	Yes
41–Inventory Ledger	Yes
51–Inventory Ledger~Land Summary	Yes
61–Inventory Variance	No
71–LIFO/FIFO Inventory Detail	No
72–LIFO/FIFO Inventory Detail~with Remaining Quantity	No

12-1-4 Inventory Order Report

Report Name	Locked
21–Material Order Report	Yes
31–Material Order Report~Long	Yes
41–Material Order Report~by Location	Yes

12-2 Inventory Allocation

Report Name	Locked
21–Packing Slip	No
31–Packing Slip~Land	No

12-4 Purchase Order Receipts

Report Name	Locked
21–PO Receipt	Yes

13-Review and Reporting Reports

13-6 Report-Query Lists Reports

Report Name	Locked
21–Report List~by Menu	Yes
26–Query List~by Menu Option	Yes

Appendix C: Timetable of Office Procedures

About office procedures

Establishing routine accounting procedures for a company is extremely important. The management, controller, and bookkeeping staff should agree on the procedures and routines.

If your company has not established a routine for accounting procedures, use the following routines as a guide.

- Using daily routines in Sage 100 Contractor
- Using weekly routines in Sage 100 Contractor
- Using monthly routines in Sage 100 Contractor
- Using quarterly routines in Sage 100 Contractor

Daily Routines

Using daily routines in Sage 100 Contractor

We recommend that you perform the following tasks on a daily basis. Be aware, however, that you may need to customize your list of daily accounting tasks to fit your company's specific needs.

To perform daily accounting tasks:

1. Sort and open the daily mail. Write the cost codes on receipts and invoices as necessary.
2. Perform the following **General Ledger** tasks:
   a. In the **1-1 Cheques/Bank Charges** window, post handwritten field cheques.
   b. In the **1-2 Deposits/Interest** window, post non job-related deposits.
   c. In the **1-4 Recurring Journal Transactions** window, post recurring journal transactions.

3. Perform the following **Accounts Receivable** tasks:
   a. In the **3-2 Receivable Invoices/Credits** window, prepare contract invoices and credits.
   b. File copies awaiting payment.
   c. In the **3-3-1 Cash Receipts** window, deposit and post any cash receipts.
   d. In the **3-3-2 Electronic Receipts** window, enter and post any electronic receipts.
   e. Indicate the job and invoice number on the deposit slip.
   f. In the **3-11 Recurring Receivables** window, post recurring receivables.
4. Perform the following **Service Receivables** tasks:
   a. In the **11-2 Work Orders/Invoices/Credits** window, enter work orders and requests for quotes, including new client information.
   b. In the **11-2 Work Orders/Invoices/Credits** window, schedule the work orders.
   c. In the **11-2 Work Orders/Invoices/Credits** window, prepare the service invoices and credits.
   d. In the **11-2 Work Orders/Invoices/Credits** window, post work orders.
   e. File the copies awaiting payment.
   f. In the **3-3-1 Cash Receipts** window, deposit and post any cash receipts.

      Note: Indicate the client and invoice number on the deposit slip.

   g. In the **3-3-2 Electronic Receipts** window, enter and post any electronic receipts.
5. Perform the following **Accounts Payable** tasks:
   a. Stamp and code invoices with vendor, general ledger account, job, and cost code numbers.
   b. In the **4-2 Payable Invoices/Credits** window, post the invoices and credits.
   c. Assign status **2-Review** if sending to the owner or project supervisor for approval.
   d. In the **4-2 Payable Invoices/Credits** window, review the entries with a batch report.
   e. Make duplicate invoices required for time and materials projects and fixed-asset tax information.
   f. File copies awaiting payment.
   g. In the **4-6 Recurring Payables** window, post recurring payables.

6. Perform the following **Daily Payroll** tasks:
   a. In the **5-5-1 Daily Payroll Entry** window, enter daily payroll timecards for:
      i. Labour
      ii. Equipment use.
   b. Print and review the following reports:
      i. 5-5-2 Daily Job Report
      ii. 5-5-3 Labour Report
      iii. 5-5-4 Equipment Report
   c. In the company calendar, enter the sick and vacation days for employees for whom you are not paying for the time off [**F2**].
7. Make a daily backup of the company data.

Monthly Routines

Using monthly routines in Sage 100 Contractor

We recommend that you perform the following tasks on a monthly basis. Be aware, however, that you may need to customize your list of monthly accounting tasks to fit your company's specific needs.

To perform monthly accounting tasks:

1. Perform the following **General Ledger** tasks:
   a. In the **1-1 Cheques/Bank Charges** window, post service charges from the bank statement.
   b. In the **1-2 Deposits/Interest** window, post interest earned on bank accounts.
   c. Reconcile chequesby doing the following:
   d. In the **1-5 Bank Reconciliation** window, print the preliminary cheque reconciliation report.
   e. In the **1-5 Bank Reconciliation** window, print the final cheque reconciliation report and file it with the bank statement.
   f. Manually reconcile petty cash.
   g. In the **1-3 Journal Transactions** window, post journal transactions to adjust the general ledger.
   h. In the **6-1-7 Over/Under Billing Report** window, make any applicable billing adjustments.

i. Enter fixed assets depreciation.

j. In the **1-6 Period/Fiscal Year Management** > **Change Period** window, chance the posting period.

k. Make a monthly backup of company data.

l. Try to repair any errors that may exist.

m. If errors persist, call Customer Support.

2. Generate the following accounting reports:
   - In the **2-2 Balance Sheet** window, print and review the **Balance Sheet**.
   - In the **2-3 Income Statement** window, print and review the **31-Income statement–Period and YTD** report.
3. Perform the following **Accounts Receivable** tasks:

   a. In the **3-7 Progress Billing** window, prepare and update the progress billing.

   b. Submit the invoices for approval.

   c. After approval, in the **3-7 Progress Billing** window, post the invoices to the general ledger.

   d. In the **3-8 Loan Draw Requests** window, prepare and update the loan draw requests.

   e. In the **3-9 Unitary Billing** window, prepare and update the unitary billing.

   f. Submit the invoices for approval.

   g. After approval, in the **3-9 Unitary Billing** window, post the invoices to the general ledger.

   h. Prepare statements by doing the following:

      i. In the **3-4 Statements** window, print statements without finance charges.

      ii. In the **3-4 Statements** window, print statements that include finance charges.

   i. In the **3-5 Jobs (Accounts Receivable)** window, change the job status for completed jobs.

   j. Perform the following collections tasks:

      i. In the **3-1-3 Receivable Aging** window, print and review aging reports.

      ii. In the **3-1-5 Receivable Call Sheet** window, print the receivable call sheet.

      iii. Contact any overdue accounts to request payment.

      iv. In the **3-1-9 Overdue Receivable Reminder** window, print overdue receivable reminders.

k. Perform the following **Service Receivables** tasks:

   i. Prepare statements by doing the following:

      - In the **3-4 Statements** window, print statements without finance charges.
      - In the **3-4 Statements** window, print statements that include finance charges.

l. Perform the following collections tasks:

   i. In the **11-1-3 Service Aging** window, print and review aging reports.

   ii. In the **11-1-5 Service Call Sheet** window, print the service receivable aged call sheet.

   iii. Contact any overdue accounts to request payment.

   iv. In the **11-1-11 Overdue Service Reminder** window, print overdue service receivable reminders.

4. Perform the following **Accounts Payable** tasks:

   a. In the **4-1-3 Payable Aging** window, print and review aging reports.

   b. In the **4-1-1 Vendor List** window, print and review the **41-Vendor Insurance** report to determine which vendors have expired insurance.

   c. If applicable, in the **4-1-6 Vendor Documents** window, print and mail notification letters for expired insurance.

5. Perform the following **Payroll** tasks:

   a. If applicable, manually update line **14-Total deposits for quarter**.

   b. In the **1-1 Cheques/Bank Charges** window:

      i. Enter the cheques.

      ii. Print the cheques.

   c. If applicable, in the **1-3 Journal Transactions** window, enter a general ledger transaction for telephone/automatic payments.

   d. In the **5-1-5 Workers Comp Report** window, print the applicable Workers' Compensation report.

   e. In the **5-1-7 Union Reports** window, print union reports.

6. Perform the following **Project Management** tasks:

   a. In the **6-8-1 Cost to Complete** window, prepare the **Cost to Complete** report.

   b. If applicable, in the **6-4-1 Change Orders** window, adjust job budgets via change orders.

   c. In the **6-1-7 Over/Under Billing Report** window, print the over/under billing report for open jobs.
   d. In the **6-1-8 Bonding Report** window, print the bonding report.
   e. In the **8-6 Equipment Depreciation** window, post the equipment depreciation.
7. Make a monthly backup of company data.

Quarterly Routines

Using quarterly routines in Sage 100 Contractor

We recommend that you perform the following tasks on a quarterly basis. Be aware, however, that you may need to customize your list of quarterly accounting tasks to fit your company's specific needs.

To perform quarterly accounting tasks:

1. Perform the following Payroll tasks:
   a. In the **5-3-7 Payroll Audit** window, run a payroll audit.
   b. If errors exist:
      i. Back up your data.
      ii. In the **5-3-7 Payroll Audit** window, repair the balances.
      iii. In the **5-3-7 Payroll Audit** window, print the audit report.
      iv. If errors still exist, call Customer Support.

Weekly Routines

Using weekly routines in Sage 100 Contractor

We recommend that you perform the following tasks on a weekly basis. Be aware, however, that you may need to customize your list of weekly accounting tasks to fit your company's specific needs.

To perform weekly accounting tasks:

1. Perform the following **Accounts Payable** tasks:
   a. In the **4-3 Vendor Payments** window, select the invoices for payment.
   b. In the **4-3 Vendor Payments** window, verify the selected invoices by doing the following:
   c. Review the vendor totals.
   d. Print and review the **Set to Pay** report.
   e. In the **4-3 Vendor Payments** window, print the **Lien Waivers**.
   f. In the **4-3 Vendor Payments** window, prepare the vendor payments by doing the following:
   g. Print payment vouchers.
   h. Print the cheque report.
   i. Print vendor cheques.
   j. File copies of vouchers and cheques with the original invoices being paid in vendor files.
2. Perform the following **Payroll** tasks:
   a. In the **5-2-1 Employees** window, enter new employees and modify existing employee information as needed.
   b. In the **5-5-1 Daily Payroll** window, process the daily payroll.
   c. In the **5-2-2 Payroll Records** window, enter weekly timecards.
   d. In the **5-2-3 Compute Payroll** window, trial-compute the payroll records.
   e. Verify the records as follows:
      i. In the **5-2-8 Timecard Journal** window, print the **21-Timecard Journal** report.
      ii. Submit the report to the owner or project supervisor for approval.
      iii. In the **5-1-2 Payroll Cheque Register** window, print the payroll cheque register, and then review the calculations.
      iv. In the **5-2-2 Payroll Records** window, enter the corrections to timecards or calculations.
   f. In the **5-2-3 Compute Payroll** window, final-compute the payroll records.

g. In the **5-2-4 Payroll Cheques** window, print payroll cheques.

h. In the **5-2-7 Compensation Slips** window, print compensation slips for prevailing-wage projects. You can also use this window to print pay statements that include additional information (such as details about timecards) than typical pay cheque stubs.

i. In the **5-1-2 Payroll Cheque Register** window, print the payroll cheque register.

j. In the **5-2-6 Post Payroll to GL** window, post the payroll to the general ledger.

k. In the **1-1 Cheques/Bank Charges** window, enter and print the cheque.

l. If applicable, in the **1-3 Journal Transactions** window, enter a general ledger transaction for telephone/automatic payments.

3. Perform the following **Accounts Receivable** tasks:

   a. In the **3-10-2 Compute T&M Invoices** window, compute the time and materials billing.

   b. In the **3-10-1 T&M Billing Setup** window, set up new time and materials jobs.

   c. In the **3-10-5 T&M Wage Rates** and **3-10-6 T&M Equipment Rates** windows, assign the wage and equipment rate tables as applicable.

   d. In the **3-10-3 Print T&M Invoices** window, print the time and materials invoices.

   e. In the **3-10-4 Post T&M Invoices** window, post the time and materials invoices to the general ledger.

   f. In the **8-5 Equipment Payments** window, prepare the equipment payments.

4. Make a weekly backup of company data.

Year-End Routines

Use the procedures in the year-end checklists to help simplify year-end processing.

Use the Archive Company tool in Database Administration when you need to archive data for a previous year.

For detailed instructions on archiving your company and payroll data, refer to the Database and Company Administration Guide.

Appendix D: Tax Setup Information

About tax setup information

This section provides information about provincial and federal tax setup information.

Setting Up a Federal Payroll Tax

To set up a federal payroll tax:

1. Create a federal tax payroll calculation in **5-3-1 Payroll Calculations**using tax type **5—Federal Income Tax.**
2. Open **5-2-1 Employees** and select an employee using the data control.
3. Click the [**Calculations**] tab.
4. In the Federal Tax calculation row, in the **TD1 Claim Code** column, enter the claim code that corresponds to the claim amount on line 13 of the employee's federal TD1 form.
5. Select **File > Save**.

Setting Up a Provincial Payroll Tax

Note: To set up a Quebec payroll tax, see Setting up Quebec payroll tax.

To set up a provincial payroll tax, except for Quebec:

1. Create a provincial tax payroll calculation in **5-3-1 Payroll Calculations**using tax type **7-Provincial Income Tax.** For more information, see Setting up payroll calculations.
2. Open **5-2-1 Employees** and select an employee using the data control.
3. Click the [**Calculations**] tab.
4. In the Province Tax calculation row, do the following:
5. In the **TD1 Claim Code** column, enter the claim code that corresponds to the claim amount on the employee's TD1 form.

6. In the **Other Tax Credits** column, enter any annual provincial non-refundable tax credits requested by the employee. This is where medical expenses or charitable donations authorized by a tax services office or tax centre should be entered.
7. (Optional) If the employee has disabled dependents and works in the Ontario province, enter the number of disabled dependents from the TD1ON form in the **Disabled Dependents** column.
8. Select **File > Save**.

Tip: If you are required by a province where you do business to file an Employer Health Tax (EHT) return, Sage 100 Contractor can track your EHT contributions and produce a report that lists the taxable gross, computed EHT, and EHT liability for each employee, to help you complete the return. Before you can run the **5-1-4-41 Employer Health Tax** report, however, you need to set up a payroll calculation for Employer Health Tax, and assign it to employee records.

There is no dedicated tax type for Employer Health Tax, but you can use **Tax Type = None**.

Setting up Quebec tax calculations

Note: To set up a payroll tax for any other province, see the Setting Up a Provincial Payroll Tax help topic.

To set up a Quebec payroll tax:

1. Create a provincial tax payroll calculation in **5-3-1 Payroll Calculations** using tax type **7-Provincial Income Tax**.
2. Create payroll calculations for tax types **8–Employee QPP Contributions**, **9–Employer QPP Contributions**, **12–Employee PPIP Premiums**, and **13–Employer PPIP Premiums**.
3. Open **5-2-1 Employees** and select an employee using the data control.
4. Add the five payroll calculations you just created to the employee using the display lookup window.
5. In the **Province Tax** calculation row:
   a. In the **TD1 Claim Code** column, enter the claim code that corresponds to the claim amount on the employee's TD1 form.
   b. In the **Other Tax Credits** column, enter any annual provincial non-refundable tax credits requested by the employee. This is where medical expenses or charitable donations authorized by a tax services office or tax centre should be entered.

6. Select **Options** > **Quebec Tax Setup** and then:
   a. Enter the indexed value of the personal tax credits, as found on line 7 of the employee's Form TP-1015.3-V.
   b. Enter the non-indexed value of personal tax credits, as found on line 9 of the employee's Form TP-1015.3-V.
   c. Enter the amount of any additional income tax per pay period, as found on line 11 of the employee's Form TP-1015.3-V.
   d. Enter the amount of any other deductions, as found on line 19 of the employee's Form TP-1015.3-V.
   e. Enter the amount of any deductions authorized by Revenu Quebec, after the employee has completed Form TP-1016-V.
   f. Enter the amount of any credits authorized by Revenu Quebec, after the employee has completed Form TP-1016-V.
   g. Click [**Save**].
7. Select **File > Save**.

Appendix E: Transaction Sources

About transaction sources

When you journalize a transaction, its source is recorded. You can use the transaction source to determine where a record was originally entered.

Transaction sources by menu

Number	Transaction Source
1	1-1 Cheques/Bank Charges
2	1-2 Deposits/Interest
3	1-3 Journal Transactions
4	1-4 Recurring Transactions
5	3-2 Receivable Invoices/Credits
6	3-11 Recurring Receivables
7	3-7 Progress Billing
8	3-9 Unitary Billing
9	3-10-4 Post T&M Invoices
10	3-3-1 Cash Receipts
11	4-2 Payable Invoices/Credits
12	4-6 Recurring Payables
13	12-4 Purchase Order Receipts
14	4-3-2 Payable Cheques
15	4-3-2 Payable Vouchers
16	5-2-6 Post Payroll

Number	Transaction Source
17	5-2-6 Post Payroll–Summary
18	5-5-1 Daily Payroll
19	8-4 Equipment Allocation
20	8-5 Equipment Payments
21	8-6 Equipment Depreciation
22	11-2 Service Invoices/Credits
23	12-2 Inventory Allocation
24	12-5 Inventory Audit (or possibly 4-2 Payable Invoices/Credits or 11-2 Work Orders/Invoices/Credits)
25	4-3-2 Payable Credit Cards
26	4-7-3 Enter Credit Card Receipts
27	4-7-4 Enter Recurring Charges
28	4-7-6 Pay Credit Cards
29	4-3-2 Payable Direct Deposit
30	3-3-2 Electronic Receipts
31	6-3 Job Costs
32	8-2 Equipment Costs
33	8-7 Equipment Revenue

Appendix F: System Configuration

This section provides information about general and specific configuration options.

For current information about supported operating systems, Internet browsers, and other software, and about system requirements for servers and client workstations, refer to our Knowledgebase article ID 90782, available at https://support.na.sage.com/selfservice/viewdocument.do?externalId=90782.

Configuring Windows Regional and Short Date Format

To specify regional formats for Windows:

1. Click the [**Start**] button, point to **Control Panel**, then click **Clock, Language, and Region** .
2. Click **Region and Language**.
3. On the **Formats** tab, select the format for your country.
4. Under **Date and time formats**, from the Short date format drop-down list, select the format used for your country.
5. Click [**OK**].
6. Close the **Clock, Language, and Region** window.

Special Configurations—Operating Systems and Services

Windows "Sleep Mode" prevents computers from obtaining a license use

If the computer you are using as a license server goes into sleep mode, other computers on the network cannot obtain a license.

To avoid this possibility, set **Sleep Mode** on your license server computer to **Never**.

To set the Sleep Mode to “Never”:

1. In Windows 8.1 Professional, Windows 10, or Server 2012 Standard, click **Start > All apps > Control Panel > System and Security > Power Options**.

   In Windows 7, click **Start > Control Panel > System and Security > Power Options**
2. Select **Change when computer sleeps**.
3. From the **Put computer to sleep** list, select **Never**.

Network configuration and licensing

About network configuration and TCP Remoting Channel

Sage 100 Contractor uses the TCP Remoting Channel, a Microsoft .NET Framework component, to enable communication among computers on a network. By default, Sage 100 Contractor uses the TCP starting port 48760. Certain configurations can potentially disable the communication:

- You must enable file sharing on your computers. To enable file sharing, follow the instructions in the Windows Help.
- TCP communication requires the selection of port numbers that are not in use by other processes on the local computer.
- Software firewalls running on the local computer can be configured to block processes from opening TCP ports, which will prevent communication through the TCP Remoting Channel.

Configuring Sage 100 Contractor Hosting Framework TCP port number

Sage 100 Contractor uses the TCP starting port number 48750 as the default. You can configure the port number using the XML file **Sage.CRE.HostingFramework.Service-InstanceConfig.xml**, located in the **Programs (x86)\Sage\Sage 100 Contractor folder.**

Warning! If you need to change the default port numbers for the Sage 100 Contractor Hosting Framework using the **Sage.CRE.HostingFramework.Service-InstanceConfig.xml** file, you must change it on every computer on the network where Sage 100 Contractor is installed. In addition, after making this change, the Sage 100 Contractor Hosting Framework on each computer running Sage 100 Contractor must be restarted.

Note: Consult your IT administrator for alternative port numbers.

To change the port numbers:

1. In Window Explorer, locate **Sage.CRE.HostingFramework.Service-InstanceConfig.xml** in the path Programs(x86)\Sage\Sage 100 Contractor.
2. Right-click **Sage.CRE.HostingFramework.Service-InstanceConfig.xml**, then open it with a text editor, such as Notepad.
3. Near the end of the file, between the **<StartingPort> </StartingPort>** tags, locate the port number.
4. Change the port number.
5. Save, and then close the file.

Repeat these steps on every computer running Sage 100 Contractor.

Configuring anti-virus software and third-party firewalls

During installation of the Sage 100 Contractor Hosting Framework, the Windows Firewall is configured automatically to allow the Sage 100 Contractor Hosting Framework to act as a TCP server. If you use some other firewall, however, you may need to manually adjust some settings in the firewall in order to ensure proper operation.

You can use the following basic procedure to manually configure the Windows Firewall to allow the Sage 100 Contractor Hosting Framework to communicate with other computers. Use it as the basis for manually configuring other third-party firewall products.

To configure the Windows Firewall:

1. For Windows Server 2008, click **Start > Control Panel > Security**.

   For Windows 7, click **Start > Control Panel > System and Security**.

   For Windows 8.1 and Windows 10, click **Start > All apps > Control Panel > System and Security**.
2. Open **Windows Firewall**, and then select **Allow a program or feature through Windows Firewall**.
3. Select Sage 100 Contractor **Hosting Framework** on the list, if it is not selected..

Note: By default, the exception is set to allow access by any computer on the network. You can refine this setting by selecting the **Change Scope** button. Be aware that restricting the scope incorrectly can cause the computer to be unable to connect with some or all of the other machines on the network.

Files to exclude when manually configuring your firewall for Windows 8.1 Professional 32-bit

- C:\ProgramData\Sage\Sage 100 Contractor
- C:\Program Files\Sage\Sage 100 Contractor
- C:\ProgramData\Aatrix Software
- C:\Program Files\Aatrix Software
- C:\%LocalAppData%\Sage\Sage 100 Contractor
- Network location of Sage 100 Contractor data. (If you install SQL Server Express using Database Administration, this location is C:\Sage100Con\Company\.)

Files to exclude when manually configuring your firewall for Windows 8.1 Professional 64-bit

- C:\ProgramData\Sage\Sage 100 Contractor
- C:\Program Files (x86)\Sage\Sage 100 Contractor
- C:\Program Files (x86)\Aatrix Software
- C:\ProgramData\Aatrix Software
- C:\%LocalAppData%\Sage\Sage 100 Contractor
- Network location of Sage 100 Contractor data. (If you install SQL Server Express using Database Administration, this location is C:\Sage100Con\Company\.)

Files to exclude when manually configuring your firewall for Windows 7 Professional 32-bit

- C:\ProgramData\Sage\Sage 100 Contractor
- C:\Program Files\Sage\Sage 100 Contractor
- C:\ProgramData\Aatrix Software
- C:\Program Files\Aatrix Software
- C:\%LocalAppData%\Sage\Sage 100 Contractor
- Network location of Sage 100 Contractor data. (If you install SQL Server Express using Database Administration, this location is C:\Sage100Con\Company\.)

Files to exclude when manually configuring your firewall for Windows 7 Professional 64-bit

- C:\ProgramData\Sage\Sage 100 Contractor
- C:\Program Files (x86)\Sage\Sage 100 Contractor
- C:\Program Files (x86)\Aatrix Software
- C:\ProgramData\Aatrix Software
- C:\%LocalAppData%\Sage\Sage 100 Contractor

- Network location of Sage 100 Contractor data. (If you install SQL Server Express using Database Administration, this location is C:\Sage100Con\Company\.)

Files to exclude when manually configuring your firewall for Windows 8.1 Professional

- C:\ProgramData\Sage\Sage 100 Contractor
- C:\Program Files (x86)\Sage\Sage 100 Contractor
- C:\Program Files (x86)\Aatrix Software
- C:\ProgramData\Aatrix Software
- C:\%LocalAppData%\Sage\Sage 100 Contractor
- Network location of Sage 100 Contractor data. (If you install SQL Server Express using Database Administration, this location is C:\Sage100Con\Company\.)

Files to exclude when manually configuring your firewall for Windows Server 2008 R2, 2011, 2012

- C:\ProgramData\Sage\Sage 100 Contractor
- C:\ProgramFiles (x86)\Sage\Sage 100 Contractor
- C:\Program Files (x86)\Aatrix Software
- C:\ProgramData\Aatrix Software
- C:\%LocalAppData%\Sage\Sage 100 Contractor
- Network location of Sage 100 Contractor data. (If you install SQL Server Express using Database Administration, this location is C:\Sage100Con\Company\.)

Windows 8.1 Professional and Server 2012 Standard Operating Systems

Sage licensing (Sage 100 Contractor Hosting Framework) cannot auto-start on Windows 8.1

The Sage licensing service (Sage 100 Contractor Hosting Framework) cannot auto-start on computers running the Windows 8.1 Professional or Windows 8.1 Enterprise operating systems. If the service stops, the program displays a message advising you to take further action to resolve this issue.

Server 2012 network configuration and TCP Remoting Channel

Sage 100 Contractor uses the TCP Remoting Channel, a Microsoft .NET Framework component to enable communication among computers on a network. File and printer sharing on computers running the Server 2012 operating system must be enabled. To enable file sharing, follow the instructions in the Windows Server 2012 Help.

Windows 7 Professional and Server 2008 R2 Standard Operating Systems

Sage licensing (Sage 100 Contractor Hosting Framework) cannot auto-start on Windows 7 Professional and Server 2008 R2 Standard

The Sage licensing service (Sage 100 Contractor Hosting Framework) cannot auto-start on computers running the Windows 7 Professional or Server 2008 R2 Standard operating systems. If the service stops, the program displays a message advising you to take further action to resolve this issue.

Server 2008 R2 network configuration and TCP Remoting Channel

Sage 100 Contractor uses the TCP Remoting Channel, a Microsoft .NET Framework component to enable communication among computers on a network. File and printer sharing on computers running the Server 2008 R2 operating system must be enabled. To enable file sharing, follow the instructions in the Windows Server 2008 R2 Help.

Turning on Microsoft .NET 3.5

Microsoft .NET 3.5 must be available and enabled prior to installing Sage 100 Contractor on a Windows Server 2008 R2 machine. Server 2008 R2 comes with .NET 3.5 loaded but not installed, so Sage 100 Contractor does not install it automatically.

If you attempt to install Sage 100 Contractor without .NET 3.5 installed, you receive the following message during the licensing install: “Sage.CRE.HostingFramework.Service v3.2 has stopped working.” When you click [**OK**], the installation continues, but the services have not been installed so Sage 100 Contractor cannot open. The Sage.CRE.HostingFramework Service will not install unless .NET 3.5 has been installed. If you receive the above message during installation, install .NET Framework 3.5., and then reinstall Sage 100 Contractor.

The following instructions are for Windows Server 2008 R2.

To verify that .NET 3.5 is installed on Windows Server 2008 R2:

1. Click the **Start** button in the lower left corner of the display.
2. Highlight **Administrative Tools** and select **Server Manager**.
3. In the **Server Manager** interface, click **Features** to display all the installed Features in the right-hand pane. Verify that .NET Framework 3.5.1 is listed.

To enable .NET 3.5 on Windows Server 2008 R2:

1. In the **Server Manager** interface, select **Add Features** to display a list of possible features.
2. In the **Select Features** interface, expand **.NET Framework 3.5.1 Features**.
3. Once you expand **.NET Framework 3.5.1 Features**, you will see two check boxes. Check the box next to .NET Framework 3.5.1 and click **Next**.
4. In the **Confirm Installation Selections** interface, review the selections and then click [**Install**].
5. Allow the installation process to complete and then click [**Close**].

Note: Enabling .NET Framework 3.5.1 may require a reboot.

Citrix and Terminal Servers

Using Citrix and Terminal Server with Sage 100 Contractor

Many people use Citrix and Terminal Server to manage remote access to their local area network (LAN). If Sage 100 Contractor is installed on the computer running Citrix or Terminal Server and on your laptop, then you may log on to the computer running Citrix or Terminal Server with your laptop and work in Sage 100 Contractor on your LAN. This enables you to work from home, from a job site, or from any number of other remote locations.

We recommend that you use DOS commands to change the operating mode from “execute” to “install” and then back to “execute.” When using the DOS commands to install, you may install the Sage 100 Contractor software as you would on any desktop or Windows server operating system that meets Sage 100 Contractor requirements.

Installing on computers running Citrix and Terminal Server using DOS commands

To install using DOS commands:

1. Click [**Start**] > **Run**.
2. On the **Run** window:
   a. In the **Open** drop-down box, type **cmd**.
   b. Press [**Enter**].

   The **\Windows\...\cmd.exe** window appears.
3. When prompted, type **change user /install**, and then press [**Enter**] to turn on the Install mode.
4. Install Sage 100 Contractor as you would on a typical workstation or Windows Server.
5. At the end of the installation process, launch the **License Administration** program.
6. Use the License Administration window to activate and manage your license.
7. After activation, click **Start > Run**.
8. On the Run window, in the Open drop-down box, type **cmd**, and then press [**Enter**].

   The **\Windows\...\cmd.exe** window appears.
9. When prompted, type **change user /execute** to turn on the Execute mode, the default mode for running Citrix and Terminal Server.
10. Exit the **Run** window.
11. Restart the server.

Important! If this message appears: “Install mode does not apply to a terminal server configured for remote administration,” it is not necessary to turn on the install mode. You may install the Sage 100 Contractor software as you would on a typical workstation.

Appendix H: User Interface Reference

Activity Center Icons

Icon	Description	Icon	Description
	Administration		Inventory and Equipment
	Banking Ledger		Inventory
	Clients		Projects
	Service and Clients		Purchasing
	Equipment		Reports
	Estimating & Scheduling		Scheduling
	Home		

Shortcut Icons

Alerts Manager	Pay Vendors
Assemblies	Payable Invoices and Credits
Bank Reconciliation	Payroll Audit
Budgets	Payroll Cheques
Change Orders	Payroll Records
Period / Fiscal Year Management	Post Payroll to GL
Cheque Register	Post T & M Invoices
Cheques and Bank Charges	Print T & M Invoices
Compute Payroll	Progress Billing
Compute T & M Invoices	Proposals

Change Orders	Purchase Order Receipts
Contact Manager	Purchase Orders
Daily Payroll Entry	Receivable Clients
Deposits and Interest	Reports
Direct Deposit File Manager	Request for Proposals
Dispatch Board	Schedules
Employees	Select Invoices to Pay
Enter Credit Card Receipts	Statements
Equipment	Subcontracts
Equipment Payments	Takeoffs
Inventory Allocation	Unitary Billing

	Job Costs		
	Jobs		
	Parts		

Appendix I: Working with the Act! Plug-in

Setting up Act! Integration

The powerful combination of Act! and Sage 100 Contractor provides an organized view of the people you do business with. Using the Act! plug-in, you can:

- Create clients, jobs, and vendors in Sage 100 Contractor from Act! companies.
- Create clients and jobs from Act! opportunities.
- Efficiently manage the transfer of information from your salespeople to accounting and project management staff.

Before setting up ACT! Integration

To integrate Sage 100 Contractor with Act!, your system must meet the following requirements:

- Sage 100 Contractor must be installed.
- Act! Premium or Act! PRO (version 2011 or later) must be installed.

  Note: Sage 100 Contractor and Act! must be installed on the same workstation.

- The Act! plug-in must be installed. For steps on installing the plug-in, see "To install the ACT!plug-in: " (page 1057).

  Important! You require an Act! plug-in license. The plug-in is licensed through the License Administration program, but is provided at no charge. Contact the Sage Sales team at 1-800-526-5805 to obtain your license.

In addition, an API user must be set up for any companies that are to be integrated.

- In Sage 100 Contractor, in **7-2-1 Security Groups**, an API security group must exist with the appropriate save permissions. See "Setting up an API security group and an API user in Sage 100 Contractor" (page 1057) to set up the API group.
- Sage 100 Contractor, in **7-2-2 User List**, a user that is a member of the API group must be set up.

Note: A password for the user is recommended, but not required.

To install the ACT!plug-in:

1. Navigate to the drive where Sage 100 Contractor is installed (for example, **C:/ > Program Files (x86) > Sage > Sage 100 Contractor**).
2. In the Plug-ins folder, double-click the **ACTPluginSetup.exe** file.

Important! If you uninstall Sage 100 Contractoror ACT!, you will need to run the ACTPluginSetup.exe again.

Setting up an API security group and an API user in Sage 100 Contractor

Security groups let you control users' ability to open windows as well as perform specific actions within a window. The **7-2-1 Security Groups** window in Sage 100 Contractor contains a grid with numbered rows on the left and eight columns:

- Group# (User input is required to save the record.)
- Group Name (User input is required to save the record.)
- Save
- Delete
- Void
- Chg Period
- Print Cheques
- Notes

When you set up user groups, you type a group number and group name. Then you determine whether or not that group will have rights to **Save**, **Delete**, and **Void** records, as well as to change the accounting period and print cheques. You may use the Notes column to add any pertinent information about each group.

You must create an API security group that is named exactly **API**. At least one user must be added to the API security group. You have to set rights to save, void, and so on.

Important! If you use security groups for the tasks performed by the employee in Sage 100 Contractor, make sure the API security group has access to **3-Accounts Receivable**, **3-5 Jobs (Accounts Receivable)**, **3-6 Receivable Clients**, **4-Accounts Payable**, **4-4 Vendors (Accounts Payable)**, **5-Payroll**, and **5-2-1 Employees**.

To set up a security group for using the API

1. Open **7-2-1 Security Groups**.
2. In the **Group#** cell, type a group number, such as **51**.
3. In the **Group Name** cell, type **API**, and then:

   Important! The API security group must be named exactly **API**.

   a. In the **Save** cell, type **Yes**.

   b. In the **Delete** cell, if you want to allow the users of the API group to delete records, type **Yes**.

      If you do not want these users to delete records, type **No**.

   c. In the **Void** cell, type **Yes**.

      If you do not want these users to void transactions, type **No**.

   d. In the **Chg Period** cell, type **Yes**.

      If you do not want these users to change periods, type **No**.

   e. In the **Print Cheques** cell, type **Yes**.

      If you do not want these users to print Cheques, type **No**.

   f. To store information that may be relevant or important to that specific group, type a note in the **Notes** cell.
4. Click **File** > **Save**.

Tips:

- Before you can use the API security group to access Sage 100 Contractor company data, you have to assign a user to the API security group.
- Security is set up for each individual company, not for the entire program. Each company can use different user names and passwords. If you have more than one company, you have to set up passwords for multiple companies.

Then you have to assign a user to the API security group using **7-2-2 User List**.

The **7-2-2 User List** window controls major features dealing with users and program security.

To assign a user to the API security group

1. Open **7-2-2 User List**.

2. In the **User Name** cell, enter a user name, such as APIUser.
3. For each API user:
   a. In the **Password** cell, enter a password.
   b. In the **Group 1** cell, click once in the cell, and then from the drop-down list, select the API group.
4. Click **File** > **Save**.

Restricting employee access to Sage 100 Contractor

You can use one of the two following scenarios as an alternate way to provide the access to send information to Sage 100 Contractor from Act!.

Scenario 1: Have a system administrator enter the API user and password on a workstation

If you would like the user to be able to select a salesperson when creating clients in Sage 100 Contractor, but not give the user the ability to log into Sage Sage 100 Contractor, use this method.

A single API user/password can be entered by a system administrator on one or more workstations, allowing the user to create vendors, clients, and jobs without gaining these additional permissions when logging into Sage 100 Contractor. Essentially, this means users cannot log into Sage 100 Contractor using the API credentials, but can send information to Sage 100 Contractor.

To set up security for Scenario 1

1. Create the API security group and API user and password as usual in Sage 100 Contractor.
2. Open Act!.
3. On each workstation that has the Act! integration:
   a. In the Tools menu, select **Sage 100 Contractor Company Settings...**.
   b. Click to enable the company the user can access.
   c. In the **User Name** field, enter the API username.
   d. In the **Password** field, enter the API user password.
   e. Click [**OK**].

Individual workstation users will not be able to log into Sage 100 Contractor and access employees.

Scenario 2: Restrict menu level security access to 5-2-1 Employees so employee cannot select a salesperson

If you would like to give each user their own username and password for the API, but not allow the user to select a salesperson when creating clients in Sage 100 Contractor, use this method.

You can choose to restrict menu level security access in Sage 100 Contractor to **5-2-1 Employees** for an ACT! user that has access to the API user login and password.

To set up menu level security for the API user

1. Open Sage 100 Contractor.
2. Create the API security group and API user and password as usual in Sage 100 Contractor.
3. In the System Menu tab, select **5-2-1 Employees**.
4. Click **F7** .
5. Clear the check box for API in the **Menu Level Security** dialog box.
6. Click [**Save**].

Important! Users will not be able to select a salesperson if you restrict access to **5-2-1 Employees** in Sage 100 Contractor.

Setting up companies in Act!

In order to transfer information from Act! to Sage 100 Contractor, Sage 100 Contractor companies need to be set up. This is accomplished via the **Tools > Sage 100 Contractor Company Settings...** option in Act!

If you have multiple Sage 100 Contractor companies, you can set up each company in Act!.

In the Sage 100 Contractor–Company Settings window, the following attributes of each company are displayed:

Column Name	Description
Enable	Whether or not the company is enabled for integration with Act!. Only companies that are checked will be available when sending information from an Act! company or opportunity.
Drive	(Read only) Drive where the Sage 100 Contractor company is located.

Column Name	Description
Company	(Read only) Company name
User Name	User name of the API user. This field is required for enabled companies.
Password	Password of the API user. This field will be visible while typing but will subsequently be hidden using password characters.

Important! Do not copy and paste a password after typing it in the Password field. Because the password is hidden by password characters after typing, pasting a copied password only pastes asterisks in the Password field.

To set up a company in Act!

1. Log into Act!.
2. In the Tools menu, click [Sage 100 Contractor **Company Settings...**].
3. Click [**Enable**] for the company in Sage 100 Contractor you want to set up in Act!.
4. In the User Name column, type in the user name of the API user set up in **7-2-2 User List**in Sage 100 Contractor.
5. In the Password column, type in the password of the API user set up in **7-2-2 User List**in Sage 100 Contractor.
6. Click [**OK**].

Creating a Sage 100 Contractor Client from an Act! Company

To create a client in Sage 100 Contractor from an Act! company

1. In the Act! Company record, select the Sage 100 Contractor tab.
2. Click the [**Create client...**] button.

   - If the **Create client...** button is not visible, click and drag the splitter bar (located above the tabs) until you see the button.
   - If more than one company is enabled in the Company Settings window, click to enable the correct one.

3. (Required) Select the **Client status**.
4. (Optional) Select the **Lead source**.
5. (Optional) Select the **Salesperson**.

   Important! You cannot select a salesperson if you restrict access to **5-2-1 Employees** in Sage 100 Contractor.

6. Enter a **Client ID**, or leave blank to automatically assign a **Client ID** number.
7. If necessary, change the Act! company name in the **Client name** field.
8. If necessary, change the Act! company name in the **Client short name** field.
9. Click [**OK**].

Once the client is created in Sage 100 Contractor, Act! keeps track of that client to prevent the same client from being created twice in the same company.

The fields associated with the Act! company are written to the appropriate client record in Sage 100 Contractor.

ACT! Company Field	Client Field
Company	Client Name/Short Name
Street Address	Address 1, Address 2
City	City
Provincial	Province
Postal	Postal
N/A	Source
N/A	Salesperson
Billing Address	Bill Address 1, Bill Address 2
Billing City	Bill City
Billing Province	Bill Province
Billing Postal	Bill Postal
Shipping Address	Ship Address 1, Ship Address 2

ACT! Company Field	Client Field
Shipping City	Ship City
Shipping Province	Ship Province
Shipping Postal	Ship Postal
N/A	Client Status

The contacts associated with the ACT! company are written to the appropriate client record in Sage 100 Contractor.

ACT! Contact Field	Client Field
Contact	Contact Name
Title	Job Title
Phone	Phone
Ext	Ext
Email	Email
Mobile	Cell Phone
Fax	Fax
Alternate	Other
N/A	Other Description

When an ACT! Company is opened in Detail View, the tab row at the bottom contains a Sage 100 Contractor tab. This tab contains a list of current Sage 100 Contractor entities for this company.

Note: This information only appears after the creation of the client and remains until the association is removed.

Associations in Sage 100 Contractor:

Field	Description
Drive	The drive that the company is located on.
Sage 100 Contractor Company	The Sage 100 Contractor company name.

Field	Description
Type	Entity type: Client
Number	Client ID
Name	Client name

Creating a Sage 100 Contractor Job from an Act! Company

To create a job in Sage 100 Contractor from an Act! company

1. In the Act! Company record, select the Sage 100 Contractor tab.
2. Click the [**Create job...**] button.

   - If the **Create job...** button is not visible, click and drag the splitter bar (located above the tabs) until you see the button.
   - If more than one company is enabled in the Company Settings window, click to enable the correct one.

3. (Required) Select the **Job status**.
4. (Required) Select the **Job type**.
5. Enter a **Job ID**, or leave blank to automatically assign a **Job ID** number.
6. If necessary, change the Act! company name in the **Job name** field.
7. If necessary, change the Act! company name in the **Job short name** field.
8. Click [**OK**].

Once the job is created in Sage 100 Contractor, Act! keeps track of that job to prevent the same job from being created twice in the same company.

The fields associated with the Act! company are written to the appropriate job record in Sage 100 Contractor, as shown in the table below.

ACT! Company Field	Job Field
N/A	Job Status
N/A	Job Type
Company	Job Name/Short Name
Address	Address 1, Address 2

ACT! Company Field	Job Field
City	City
State	Province
Zip	Postal

The contacts associated with the ACT! company are written to the appropriate job record in Sage 100 Contractor.

ACT! Contact Field	Job Contact Field
Contact	Contact Name
Title	Job Title
Phone	Phone
Ext	Ext
Email	Email
Mobile	Cell Phone
Fax	Fax
Alternate	Other
N/A	Other Description

When an ACT! Company is opened in Detail View, the tab row at the bottom contains a Sage 100 Contractor tab. This tab contains a list of current Sage 100 Contractor entities for this company.

Note: This information only appears after the creation of the job and remains until the association is removed.

Associations in Sage 100 Contractor:

Field	Description
Drive	The drive that the company is located on.
Sage 100 Contractor Company	The Sage 100 Contractor company name.
Type	Entity type: Job
Number	Job ID

Field	Description
Name	Job name

Creating a Sage 100 Contractor Client/Job from an Act! Opportunity

Note: To create a client/job in Sage 100 Contractor from an Act! opportunity, the opportunity status must be Closed-Won.

The client and job are created from an opportunity unless the client already exists. You cannot create the job without an associated client. The Act! company must be associated with a Sage 100 Contractor client to create the job from the Act! opportunity.

To create a client/job in Sage 100 Contractor from an Act! company

1. In the Act! Opportunity record, select the Sage 100 Contractor tab.
2. Click the [**Create job...**] button.

   Note: If the **Create job...** button is not visible, click and drag the splitter bar (located above the tabs) until you see the button.

3. If the opportunity is associated with more than one Act! company, select the company to associate with this job, and then click [**OK**].
4. If the Act! company is not associated with a Sage 100 Contractor client, create a client now by clicking [**Yes**], then filling out the requested information.

   Important! The Act! company must be associated with a Sage 100 Contractor client to continue creating the job from the Act! opportunity.

5. In the Sage 100 Contractor–Client Information window, do the following:
   - (Required) Select the **Client status**.
   - (Optional) Select the **Lead source**.
   - (Optional) Select the **Salesperson**.

   Note: You cannot select a salesperson if you restrict access to **5-2-1 Employees** in Sage 100 Contractor.

6. Enter a **Client ID**, or leave blank to automatically assign a **Client ID** number.

7. If necessary, update the value in the **Client name** field.
8. If necessary, update the value in the **Client short name** field.
9. Click [**OK**].
10. (Required) Select the **Job status**.
11. (Optional) Select the **Job type**.
12. Enter a **Job ID**, or leave blank to automatically assign a **Job ID** number.
13. If necessary, update the value in the **Job name** field.
14. If necessary, update the value in the **Job short name** field.
15. Click [**OK**].

Once the job is created in Sage 100 Contractor, Act! keeps track of that job to prevent the same job from being created twice in the same company.

The fields associated with the Act! company are written to the appropriate job record in Sage 100 Contractor, as shown in the table below.

ACT! Company Field	Job Field
N/A	Job Status
N/A	Job Type
Opportunity Name	Job Name/Short Name
Associated Company's Client	Client
Actual Closed Date	Contract Signed
Open Date	Bid Opening
Total	Contract Amount

The contacts associated with the ACT! company are written to the appropriate record in Sage 100 Contractor.

ACT! Contact Field	Job Contact Field
Contact	Contact Name
Title	Job Title
Phone	Phone

ACT! Contact Field	Job Contact Field
Ext	Ext
Email	Email
Mobile	Cell Phone
Fax	Fax
Alternate	Other
N/A	Other Description

When an Act! Opportunity is opened in Detail View, the tab row at the bottom contains a Sage 100 Contractor tab. This tab contains a list of current Sage 100 Contractor entities for this company.

Note: This information only appears after the creation of the client and remains until the association is removed.

Associations in Sage 100 Contractor:

Field	Description
Drive	The drive that the Sage 100 Contractor company is located on.
Sage 100 Contractor Company	The Sage 100 Contractor company name.
Job Number	Job ID
Job Name	Job Name
Client Number	Client ID
Client Name	Client Name

Creating a Sage 100 Contractor Vendor from an Act! Company

To create a vendor in Sage 100 Contractor from an Act! company

1. In the Act! Company record, select the Sage 100 Contractor tab.
2. Click the [**Create vendor...**] button.

Notes:

- If the **Create vendor...** button is not visible, click and drag the splitter bar (located above the tabs) until you see the button.
- If more than one company is enabled in the Company Settings window, click to enable the correct one.

3. (Required) Select the **Vendor type**.
4. Enter a **Vendor ID**, or leave blank to automatically assign a **Vendor ID** number.
5. If necessary, change the Act! company name in the **Vendor name** field.
6. If necessary, change the Act! company name in the **Vendor short name** field.
7. Click [**OK**].

Once the vendor is created in Sage 100 Contractor, Act! keeps track of that vendor to prevent the same vendor from being created twice in the same company.

The fields associated with the ACT! company are written to the appropriate vendor record in Sage 100 Contractor.

Act! Company Field	Vendor Field
Company	Vendor Name/Short Name
Address	Address 1, Address 2
City	City
State	Province
Zip	Postal
N/A	Vendor Type

The contacts associated with the Act! company are written to the appropriate vendor record in Sage 100 Contractor.

Act! Contact Field	Vendor Contact Field
Contact	Contact Name
Title	Job Title
Phone	Phone

Act! Contact Field	Vendor Contact Field
Ext	Ext
Email	Email
Mobile	Cell Phone
Fax	Fax
Alternate	Other
N/A	Other Description

When an Act! Company is opened in Detail View, the tab row at the bottom contains a Sage 100 Contractor tab. This tab contains a list of current Sage 100 Contractor entities for this company.

Note: This information only appears after the creation of the vendor and remains until the association is removed.

Associations in Sage 100 Contractor:

Field	Description
Drive	The drive that the company is located on.
Sage 100 Contractor Company	The Sage 100 Contractor company name.
Type	Entity type: Vendor
Number	Vendor ID
Name	Vendor name

Removing associations in Act! and deleting the entry in Sage 100 Contractor

You can remove an association from a job, client, or vendor, if you want to link to or create a different entity or accidentally created an association. If you remove an association in Act!, the corresponding vendor, client, or job in Sage 100 Contractor is not removed. If you need to remove the job, client, or vendor, you will need to remove it manually from within Sage 100 Contractor.

If you delete a job, client, or vendor in Sage 100 Contractor first, you still need to remove the association in Act!. There is no synchronization between Sage 100 Contractor and Act!.

Note: Removing the job association from the Opportunities tab does not remove the client association from the ACT! company.

To remove an association in Act!

1. Open Act!.
2. Locate the association in the Sage 100 Contractor tab.

   Note: If you are going to delete the associated job, vendor, or client in Sage 100 Contractor, note the corresponding ID number to use in the data control field in Sage 100 Contractor.

3. Right-click the association you want to remove.
4. Click [**Yes**] to remove the association.

To remove associations when created from an Act! opportunity

1. Open ACT!.

   Note: If you are going to delete the associated job in Sage 100 Contractor, note the corresponding job number to use in the data control field in Sage 100 Contractor.

2. In the Opportunities area, locate the job association in Sage 100 Contractor tab.
3. Right-click and select **Remove Association** and click [**Yes**] to remove the job association.

   Note: If you also need to remove the client association, go to the Companies area, locate the client association in the Sage 100 Contractor tab, then right-click to remove the association.

4. (Optional) Delete the job in Sage 100 Contractor.
5. (Optional) Delete the client in Sage 100 Contractor.

Note: You do not have to remove the association with the client.

To delete the job in Sage 100 Contractor

1. Open Sage 100 Contractor.
2. Go to **3-5 Jobs (Accounts Receivable)**.
3. Enter the job number in the data control.
4. Verify that the **Job Status** selection is **2–Refused** or **6–Closed**.

5. Click the [**Delete this record**] button in the toolbar.
6. Click [**Yes**] to continue deleting the record.

To delete the vendor in Sage 100 Contractor

1. Open Sage 100 Contractor.
2. Go to **4-4 Vendors (Accounts Payable)**.
3. Enter the vendor number in the data control.
4. Click the [**Delete this record**] button in the toolbar.
5. Click [**Yes**] to continue deleting the record.

To delete the client in Sage 100 Contractor

1. Open Sage 100 Contractor.
2. Go to **3-6 Receivable Clients**.
3. Enter the vendor number in the data control.
4. Click the [**Delete this record**] button in the toolbar.
5. Click [**Yes**] to continue deleting the record.

Appendix J: Working with Sage Construction Anywhere

Setting up Sage Construction Anywhere Integration

To integrate Sage 100 Contractor with Sage Construction Anywhere, you must first install and set up the following programs:

- Sage 100 Contractor 2018 version 21.2
- The most recent build of Sage Construction Anywhere

In addition, an API user needs to be set up for any companies that are to be integrated.

- In Sage 100 Contractor, in **7-2-1 Security Groups**, an API security group must exist with the appropriate save permissions. See "Setting up an API security group and an API user in Sage 100 Contractor" (page 1075) to set up the API group.
- In Sage 100 Contractor, in **7-2-2 User List**, a user that is a member of the API group must be set up.

Additional required software

- The Sage Construction Anywhere Connector should be installed on at least one computer running Sage 100 Contractor software that connect to Sage Construction Anywhere, but can also be installed to a separate server. The Sage Construction Anywhere Connector connects your back office software to your Sage Construction Anywhere site. The connector installation includes the Sage Construction Anywhere Connector software and its required prerequisite software.
- An Internet connection using a compatible web browser. See "Appendix A: System Requirements" for supported browsers in the Getting Started Guide at .

Note: A static Internet connection using a compatible web browser is required for Sage Construction Anywhere.

For current information on supported browsers, supported Sage 100 Contractor versions, and other system requirements, see the Sage Construction Anywhere help at http://help.sageconstructionanywhere.com/sage100contractor/help/Default.htm#01_Setup/System_requirements.htm.

Duration of the installation process

Plan on at least five to ten minutes per computer to install the Sage Construction Anywhere Connector software. The duration of the Sage 100 Contractor installation depends a great deal upon each computer's configuration. Installation to older computers may take more time.

Pre-installation information

To integrate Sage 100 Contractor with Sage Construction Anywhere, you must install and set up supported versions of the following programs:

- Sage 100 Contractor
- Sage Construction Anywhere

For current information on supported browsers, supported Sage 100 Contractor versions, and other system requirements, see the Sage Construction Anywhere help at http://help.sageconstructionanywhere.com/sage100contractor/help/Default.htm#01_Setup/System_requirements.htm.

Note: A static Internet connection using a compatible web browser is required for Sage Construction Anywhere..

Setting up an API security group and an API user in Sage 100 Contractor

Security groups let you control users' ability to open windows as well as perform specific actions within a window. The **7-2-1 Security Groups** window in Sage 100 Contractor contains a grid with numbered rows on the left and eight columns:

- Group# (User input is required to save the record.)
- Group Name (User input is required to save the record.)
- Save
- Delete
- Void
- Chg Period

- Print Cheques
- Notes

When you set up user groups, you type a group number and group name. Then you determine whether or not that group will have rights to **Save**, **Delete**, and **Void** records, as well as to change the accounting period and print cheques. You may use the Notes column to add any pertinent information about each group.

You must create an API security group that is named exactly **API**. At least one user must be added to the API security group. You have to set rights to save, void, and so on.

Important! If you use security groups for the tasks performed by the employee in Sage 100 Contractor, make sure the Sage Construction Anywhere user has access to all areas of Sage 100 Contractor.

To set up a security group for using the API

1. Open **7-2-1 Security Groups**.
2. In the **Group#** cell, type a group number, such as **51**.
3. In the **Group Name** cell, type **API** and do the following:

   Important! The API security group must be named exactly **API**.

   a. In the **Save**, **Delete**, **Void**, **Chg Period**, and **Print Cheques** cells, type **Yes**.

   b. To store information that may be relevant or important to that specific group, type a note in the **Notes** cell.
4. On the **File** menu, click **Save**.

- Before you can use the API security group to access Sage 100 Contractor company data, you have to assign a user to the API security group.
- Security is set up for each individual company, not for the entire program. Each company can use different user names and passwords. If you have more than one company, you have to set up passwords for multiple companies.

Then you have to assign a user to the API security group using **7-2-2 User List**.

The **7-2-2 User List** window controls major features dealing with users and program security.

Note: The user name and password created are for administrative use only. This information is for use by the Sage Construction Anywhere Connector program only, and is not needed by the individual employee(s) using Sage Construction Anywhere.

To assign a new user to the API security group

1. Open **7-2-2 User List**.
2. In the **User Name** cell, enter a user name, such as SCAUser.
3. In the **Password** cell, enter a password.
4. In the **Group 1** cell, click once in the cell, and from the drop-down list, select the API group.
5. Click **File** > **Save**.

To assign an existing user to the API security group

1. Open **7-2-2 User List**.
2. Find the **User Name** for the person who will use Sage Construction Anywhere.
3. In the **Group 1**, **Group 2**, **Group 3**, **Group 4**, or **Group 5** cell, click once in the cell, and from the drop-down list, select the API group.
4. Click **File** > **Save**.

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