

Sage 100  
Contractor

# Sage 100 Contractor 2013

(formerly Sage Master Builder)

User's Guide

sage

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# Welcome to Sage 100 Contractor

## Sage 100 Contractor - A better way to run your business

Welcome to Sage 100 Contractor. 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 is new in the latest 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, on the Main Sage 100 Contractor window, click **Help > Printable Documentation > Release Notes**.

## Sage 100 Contractor Printed and Printable Documentation

### 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, then 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.

Click **Help > Printable Documentation** on the main Sage 100 Contractor window to see a list of printable documentation. Then click a document to open it with your PDF viewer.

## Sage 100 Contractor Release Notes

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

It also provides, where applicable, information and comments about recently discovered issues that have not yet been resolved before the latest software release. Release Notes are available in PDF format by clicking **Help > Printable Documentation > Release Notes** on the main Sage 100 Contractor window.

## Printing Sage 100 Contractor Documentation

Links to the printable documentation are located under the **Help > Printable Documentation** menu on 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 On the main window, click **Help > Printable Documentation**.
- 2 From the menu list, select the printable document you want to open. Adobe Reader opens and loads the guide.
- 3 From the **File** menu, click **Print**.
- 4 To print a section of pages, from the Adobe Reader **Print** window, select **Print Range > Pages from**, and type a range of pages.

# Customer Support and Resources

## Before you contact Customer Support

Before you decide to contact the customer support call center, there are many resources available to you. Our in-product help system offers a comprehensive library of easy-to-find topics. Depending on your Sage service plan, we also offer a web-based Sage Knowledgebase and online user community forums. These services are available 24 hours a day, seven days a week. Please see below for detailed information about all the resources available to you.

## Sage 100 Contractor Help

You can access help about specific procedures, topics, fields, or buttons from anywhere in the software.

## Sage Knowledgebase

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. Depending on your Sage service plan, you can access this Knowledgebase at [www.sagecre.com](http://www.sagecre.com) or through the in-product Help menu.

### To access the Technical Support Knowledgebase:

- 1 Click [www.sagecre.com/customerlogin](http://www.sagecre.com/customerlogin).
- 2 On the Welcome page, in the left column, click **Knowledgebase Search** to open a list of products.
- 3 Complete **Step 1** by selecting Sage 100 Contractor from the list of products.
- 4 Complete **Step 2** by entering a search term in the box.
- 5 Click **Search**. The search results appear below the box.

## Sage 100 Contractor InfoCenter

Find all the information you need about Sage 100 Contractor software notices, industry news, products, services, new enhancements, tips, training, special offers and more.

<http://www.na.sage.com/sage-100-contractor/infocenter-news>

## Technical Documentation Available on the Software CDs

A number of guides are included on the software CDs we ship to you. Access important release information such as system requirements, software enhancements, quickly and easily.

## Sage Summit Customer Conference

Interact with and learn from Sage Construction and Real Estate senior leadership, product experts, and fellow customers in one location. Get the latest information on product updates as well as network and share experiences with your peers. Check our website for current conference information.

## Prepare to contact 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. Before you call, here is a quick reference list of questions we will often ask to help resolve your question. Prepare your answers to these questions before calling Sage Customer Support to save you time when calling us.

Question	How to Find the Answer
What is your Sage client ID number?	Your client ID number can be found on correspondence you receive from Sage. If you do not know your Sage client ID, please contact the person at your company who maintains your relationship with Sage.
What CD version are you using?	To find the version, open Sage 100 Contractor; click <b>Help &gt; About Sage 100 Contractor</b> and note the number listed.
What application or area in the software are you calling about?	On the menu list, identify the application and number where you are work (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 <b>[File&gt; Open Company]</b> , then change the drive letter on the dropdown to C:, select Sample Company.
What kind of network are you using?	If you do not know, please contact your network administrator.
What operating system is on your computer?	For XP: Click <b>[Start]</b> , click <b>[Run]</b> , type winver and click <b>[OK]</b> . For Vista: Click <b>[Start]</b> , type winver in the 'start search' window and click <b>[OK]</b> .
What printers and print drivers are installed?	If you do not know, please contact your network administrator.
When was your last backup?	If you do not know, please contact your network administrator.

## Customer Support Call Responses

Our goal is to answer all calls within the first three minutes, but more often than not we answer your call on the first ring! Once calls are answered, our support analysts resolve over 90% of questions during the first contact. They work with you to identify call urgency and respond accordingly. Call urgencies range from a simple explanation of software settings to critical situations in which work is stopped or data integrity is compromised. The support analyst will work with you based on the urgency to take the appropriate action, if a call is unable to be resolved immediately. 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 to until a resolution or agreement can be reached.

Depending on your Sage Service plan, if you have an open support ticket, you may check the status or update, or even create a new support ticket online. Just visit [www.sagecre.com](http://www.sagecre.com) and click the **[Customer Support]** button. Logon to the Sage Customer Portal. Next, select the Support tab and choose the **[Self Service]** button.

You may check the status of an open support ticket, update new information you've discovered on an open issue, or create a non-urgent request for help online. Just visit [www.sagecre.com](http://www.sagecre.com) and click the **[Customer Support]** button. Logon to the Sage Customer Portal. Next, select the Support tab and choose the **[Self Service]** button.

## Contact Customer Support

Contact Customer Support in the United States and Canada at: [www.sagecre.com](http://www.sagecre.com)

Sage 100 Contractor toll free: 800-866-8049

International: 503-690-6775

## Customer Support Hours

Telephone support is available Monday through Friday from 6 a.m. to 5 p.m. Pacific Time with the exceptions listed below. Online support incidents can be submitted 24 hours a day, seven days a week by logging on to [www.sagecre.com/customerlogin](http://www.sagecre.com/customerlogin). Our customer support team will reply to your questions during normal support hours.

- Every Thursday from 2 p.m. to 3 p.m. Pacific Time, closed for staff meetings.
- Standard United States holidays.
- Quarterly company meetings.

Any additional closures will be communicated by our regular customer email newsletters.

## Training Resources

Whether you choose to take online classes from Sage, participate in classroom training, or work directly with your 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 [www.sageu.com/masterbuilder](http://www.sageu.com/masterbuilder).

## Overview of customer classes

Online classes help make learning Sage 100 Contractor convenient. Each instructor has years of experience using Sage 100 Contractor and will lead you step-by-step through the class material.

Online classes allow you to view the instructor's computer screen as he or she demonstrates Sage 100 Contractor software. Once you register for your class via Sage University, you will receive email communications that tell you how to access the training. Because the classes are live, you can ask questions and benefit from hearing other students' questions. Classes cover all aspects of Sage 100 Contractor, including project management, estimating, scheduling, and payroll. For more information, visit [www.sageu.com/masterbuilder](http://www.sageu.com/masterbuilder).

## Getting started with training

All customers should begin with our New Customer Training (NCT) series, which is included in our Essentials Training Package in recorded format for 24/7 access. These classes include an overview of the Sage 100 Contractor system and its features. Customers that prefer live online training can register for the Realtime Learning version of these NCT courses. For more information, visit [www.sageu.com/masterbuilder](http://www.sageu.com/masterbuilder).

## Business Partners

To serve you better, Sage 100 Contractor products and services are available to you through an authorized network of business partners.

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, please contact your Sage 100 Contractor business partner.

## Business Forms

Sage 100 Contractor is designed to work with generic checks 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 checks through *Sage Construction and Real Estate Forms* by calling 800-760-7929 or by visiting [www.sagecreforms.biz](http://www.sagecreforms.biz).

## Sage 100 Contractor Add-on Modules

There are currently 5 add-on modules for use with Sage 100 Contractor: "Estimating," "Equipment," "Document Control," "Inventory," and the combined "Service Receivables/Inventory."

### Estimating

The Estimating module accurate, and fully integrated into scheduling, project management, and accounting. By combining the best features of databases and spreadsheets, we have developed the easiest assembly estimating system on the market.

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 fax them directly to your subs and suppliers without printing them out.

With the data import feature, you can import a parts list, update prices directly from your suppliers, or use one of our free parts lists to build your database immediately. Databases are available that will provide an extensive up-to-date foundation for your personalized assembly estimating system. 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://www.sage100contractor.com/InfoCenter>.

### 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://www.sage100contractor.com/InfoCenter> .

## 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://www.sage100contractor.com/InfoCenter>.

## 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 labor. 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.

For more information on the Service Receivables and Inventory add-on module, visit <http://www.sage100contractor.com/InfoCenter>.

## 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 ZIP 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.

The service client file supports multiple locations for every client and installed equipment at every location so that you can track what was done on any piece of your client's equipment. The system integrates with payroll so you can directly import hours from your service work orders.

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# 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, checks, 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-Account Reports**.

## General Ledger Reports

[1-General Ledger Reports](#)

[1-1 Checks-Bank Charges](#)

[1-2 Deposits-Interest](#)

[1-3 Journal Transactions](#)

[1-4 Recurring Journal Transactions](#)

[1-5 Bank Reconciliation](#)

[1-7 General Ledger Accounts](#)

[1-8 General Ledger Setup](#)

## 1-1 Checks and Bank Charges

### About checks and bank charges

Using **1-1 Checks/Bank Charges**, you can produce general ledger checks, transfer funds between cash accounts, enter bank charges, and cancel check numbers. When entering a check, 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 check through **4-3 Vendor Payments**.

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

You can also enter transactions that do not require printed checks. For example, you might issue a hand written check and will not need to print a check. In this case, you enter the check number you issued in the **Check#** 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 cost record.

## Entering general ledger checks

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 1099** balance by the total amount of the check.

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

### To enter a general ledger check:

- 1 Open **1-1 Checks/Bank Charges**.
- 2 In the **Account#** box, enter the ledger account number for the checking account
- 3 In the **Check#** box, type 0000.
  - a When you print the check, Sage 100 Contractor assigns the check number to the record.
  - b If you have already issued the check, enter the check number in the **Check#** box.
- 4 In the **Date** box, enter the date of the check.
- 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, do the following:
  - a In the **Description** cell, enter a brief statement about the item.
  - b In the **Account** cell, enter the ledger account number.
  - c In the **Subaccount** cell, enter the subsidiary account number.
  - d In the **Debit Amount** cell, enter the amount.
- 8 Repeat step 7 for each item that you want to include in the check.
- 9 On the **File** menu, click **Save**.

## Cancelling check numbers

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

 **IMPORTANT:** To cancel a series of check numbers, you must cancel each number through a separate transaction.

### To cancel a check number:

- 1 Open **1-1 Checks/Bank Charges**.
- 2 In the **Account#** box, enter the ledger account number for the checking account.
- 3 In the **Check#** box, enter the check 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**.

## Entering outstanding checks or bank charges

When working with a bank charge, you can type Bank Charge in the **Check #** box on the **1-1 Checks/Bank Charges** window. You can also type it as BCmm/dd/yyyy (where mm/dd/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 checks area.

Caution!

Do not enter a vendor number. It would otherwise affect the vendor 1099 balances. The vendor 1099 balances are set up later.

### To enter outstanding checks or bank charges:

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

## Setting the default ledger checking account to a new account

### To set the default ledger checking account to a new account:

- 1 Open **1-1 Checks/Bank Charges**.
- 2 In the **Account#** box, type the number of the checking 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 Check/Bank Charges**, and then open it again.
- 7 When the window opens, note that the **Account#** box defaults to the new account.

## Working with Checks

### Printing general ledger checks

You can print general ledger checks from the **Checks/Bank Charges** window; however, you must first complete the check entry process.

#### To print general ledger checks:

- 1 Open **1-1 Checks/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 **Check Printing** window, enter a valid check number and a date.
- 5 In the confirmation box, click **OK**.
- 6 In the **Assign/Post Checks** window, select **Assign Check Numbers**, and click **Continue**.

The check prints.

### About reprinting checks

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

### Reprinting general ledger checks

You can reprint a general ledger check using a two-step process. First you locate the check 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 check number when it assigns the new check number to the existing ledger record.

#### **IMPORTANT:**

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

#### To reprint a general ledger check:

- 1 Open **1-3 Journal Transactions**, and select the check record that you want to reprint.
- 2 In the **Trans#** box, delete the original check number, and type 0000.
- 3 On the **File** menu, click **Save**.
- 4 Open **1-1 Checks/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 **Check Printing** window, enter a valid check number and a date.
- 8 In the confirmation box, click **OK**.
- 9 On the **Assign/Post Checks** window, select **Assign Check Numbers**, and click **Continue**.

The check prints.

## About voiding checks



**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 check and save it, Sage 100 Contractor posts the check to the general ledger. You cannot void these checks in the **1-3 Journal Transactions** window unless the status is **1-Open**. When you do void a check, Sage 100 Contractor assigns the check status **3-Void** and adjusts the invoice and vendor balances accordingly. If the check 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**.

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

## Voiding checks

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 check:

- 1 Open **1-3 Journal Transactions**.
- 2 Using the data control, select the record of the check (**Trans#**) you wish 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**.

## Voiding general ledger checks from a prior year

The **Void Transaction** command on the **Edit** menu is unavailable for all cash transactions posted to prior years. To maintain an audit trail, transactions posted to prior years cannot be voided, but must be reversed.

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



**NOTE:** Checks 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 click the **Clear** button.

### Part 1 - Enter the reversing transaction:

- 1 Open **1-2 Deposits and Interest**, and from the **Edit** menu, choose **Period**.
- 2 Double-click **00-Prior Year**.
- 3 To the message to verify that you want this period, click **Yes**.
- 4 In the **Account#** box, enter the account from which the original check was drawn.

- 5 In the **Deposit#** box, enter the original check number.
- 6 In the **Date** box, enter the date of the original check.
- 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 check.
- 9 From the **File** menu, select **Save**.
- 10 To the message, **Post to archive?** click **Yes**.

## Part 2 - Clear the original check 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 check date.

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

## Finding and resolving unprinted checks 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 checks were found.

 **TIP:** This message is informational only. It does not stop you from closing your books; however, you should resolve the unprinted checks issue.

### To find and resolve unprinted checks:

- 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 check, open **1-1 Checks/Bank Charges** and click the **Print Records** button to print the check if desired. If you don't need to print a check, 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 check number would have been changed to 0000 unless the paycheck had to be reprinted immediately.

## 1-2 Deposits & Interest

### About deposits and interest

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

### Entering deposits

#### 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, do the following:
  - 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 check for the job deposit in the **1-2 Deposits/Interest** window. If you only receive a few deposits each fiscal year, deposit the check to the checking 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 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.

## Voiding deposits



**IMPORTANT:** 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**.

### To void a deposit:

- 1 Open **1-3 Journal Transactions**.
- 2 Using the data control, select the record of the deposit (**Trans#**) you wish 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

### About transferring funds

You can transfer funds between accounts in the **1-1 Checks/Bank Charges** or the **1-2 Deposits/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 check reconciliation of both accounts until you clear it from one account or the other. After clearing the transaction for one account, it does not appear in the reconciliation for the other account. As this might prove confusing, it is a good idea to use a clearing account when transferring funds.

While using a clearing account requires a few extra steps, this type of transfer has a distinct advantage over the direct method. To transfer the funds using a clearing account requires you to enter two transactions. When reconciling bank statements, each account then has a transaction to clear. If you decide to use a clearing account for this purpose, create 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. 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 checking account to a payroll checking account. Using a clearing account, you would create a transaction in each account.

Window of entry	Debit	Credit
Checks/Bank Charges	Clearing	General Checking
Deposits/Interest	Payroll Checking	Clearing

## Creating clearing accounts

A clearing account is a temporary account containing costs or amounts that are to be transferred to another account. Clearing accounts are usually set up in the cash accounts section of the general ledger accounts.

### 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**.

## Entering clearing account transfers

### To enter clearing account transfers:

- 1 Open **1-1 Checks/Bank Charges**. In the **Account#** box, enter the source account.
- 2 In the **Check#** box, enter the bank transaction number or a dummy transaction number.
- 3 In the **Date** box, enter the date of transfer.
- 4 In the **Description** box, enter a brief statement about the transfer.
- 5 In the **Vendor** box, enter the vendor number.
- 6 In the **Status** list, click **1-Open**.
- 7 In the grid, do the following:
  - a In the **Account** cell, enter the clearing account to which you are transferring funds.
  - b If the account selected has subsidiary accounts, enter the number in the **Subaccount** cell.
  - c In the **Debit Amount** cell, enter the amount of the transfer.
- 8 On the **File** menu, click **Save**.
- 9 Open **1-2 Deposits/Interest**. In the **Account#** box, enter the destination account number.
- 10 In the **Deposit#** box, enter the bank transaction number or a dummy transaction number.
- 11 In the **Date** box, enter the date of the transfer.
- 12 In the **Description** box, enter a brief statement about the transfer.
- 13 In the **Status** list, click **1-Open**.
- 14 In the grid, do the following:
  - a In the **Account** cell, enter the clearing account from which funds originate.

- b If the account selected has subsidiary accounts, enter the number in the **Subaccount** cell.
- c In the **Credit Amount** cell, enter the amount of the transfer.

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



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

## Entering direct transfers

### To enter direct transfers:

- 1 Open **1-1 Checks/Bank Charges**.
- 2 In the **Account#** box, enter the source account.
- 3 In the **Check#** box, enter the bank transaction number or a dummy transaction number.
- 4 In the **Date** box, enter the date of transfer.
- 5 In the **Description** box, enter a brief statement about the transfer.
- 6 In the **Vendor** box, enter the vendor number.
- 7 In the **Status** list, click **1-Open**.
- 8 In the grid, do the following:
  - a In the **Account** cell, enter the account to which you are transferring funds.
  - b In the **Debit Amount** cell, enter the amount of the transfer.
- 9 On the **File** menu, click **Save**.



**NOTE:** You can also use **1-2 Deposits/Interest** to transfer funds. Because you are making a deposit, enter the destination account in the **Account#** box. Then in the **Account** column, enter the account number from which the funds originate.

## About suspense accounts

Suppose your company receives a corporate tax refund, and you want to deposit the check, but you do not know how to correctly post the transaction. The correct approach is to deposit the check 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

### About 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 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**.

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

## Entering journal transactions

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 **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 line item.
- 5 In the **Status** list, click the record status.
- 6 In the grid, do the following:
  - 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.
- 7 Repeat step 6 for each item.
- 8 On the **File** menu, click **Save**.

### **TIPS:**

- 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. Sales taxes and 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 the Supervisor user 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.



**NOTE:** If posting a transaction to period 12, you cannot select the **Reverse in Next Period** check box. Post the transaction, and then after closing the books for the fiscal year manually post the reversing entry to period 1.

### 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 check 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 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**.

It is possible to void records with a status of **1-Open**; however, the program only allows you to void records from within their original posting period.

## Entering journal balances

### To enter journal balances:

- 1 Open **1-3 Journal Transactions**.
- 2 On the **Edit** menu, click **Period**. Select the appropriate period.
- 3 In the **Trans#** box, enter the transaction number.
- 4 In the **Date** box, enter the transaction date.
- 5 In the **Description** box, type Period Balances.
- 6 In the **Status** list, click **1-Open**.
- 7 In the grid, do the following:
  - 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** or **Credit Amount** cell.
- 8 Repeat step 7 for each account.
- 9 On the **File** menu, click **Save**.

## 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 checking account. You enter \$500 in checks 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.

## Zeroing out the clearing account

### To zero out the clearing 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.
- 5 In the **Status** list, click **2-Cleared**.
- 6 On a grid line, do the following 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 7 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

### About recurring journal transactions

Every business has transactions that occur on a regular calendar basis. You can set up any transaction as a recurring transaction if it consistently posts the same amount on a regular basis. However, Sage 100 Contractor does not automatically post the recurring transactions to the general ledger. You retain complete control over posting the transactions. You can even set a reminder to prompt users in a specific security group when it is time to post recurring transactions.

Look at the posting date of a transaction to determine when to post the transaction. After posting the transaction, Sage 100 Contractor advances the posting date based on the transaction cycle. The transaction date does not control or affect the period to which you are posting the transaction. If you need to post a recurring transaction to a different period, change the posting period.

### Examples of recurring transactions

The best transactions to set up on a recurring basis are those with amounts that do not vary and post on a regular cycle. Recurring transactions cannot be set up for direct expenses, equipment expenses, inventory, or service receivables.

Transaction	Description
Recurring Payments	Regular payments such as rents, vehicle insurance, janitorial services, and subscriptions or dues.
Pre-paid Expenses	Payments made for a time longer 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 <b>8-6 Equipment Depreciation</b> window.

### Setting up recurring journal transactions

You can set up a recurring transaction for printing a check. In the **Trans#** box, type four zeros (0000). In the **Vendor#** box enter the vendor number for whom you are printing the check. Sage 100 Contractor increases the vendor 1099 balance by the total amount of the check. Then, in the **Account** column, indicate the checking account number.

After posting the transaction, you can print the check from the **1-1 Checks/Bank Charges** window with other checks. As you have posted the transaction, do not enter it in **1-1 Checks/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.
- 5 In the **Description** box, enter a brief statement about the line item.
- 6 In the grid, do the following:
  - a In the **Description** cell, enter a brief statement about the line item.
  - b In the **Account** cell, enter the ledger account.
  - c In the **Subaccount** cell, enter the subsidiary account.
  - d Enter the amount in the appropriate **Debit Amount** or **Credit Amount** cell.
- 7 Repeat step 6 for each item.
- 8 On the **File** menu, click **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 **7-2 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.

## Posting single recurring transactions in 1-4 Recurring Journal 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**.

## Posting groups of recurring transactions in 1-4 Recurring Journal Transactions

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 click **OK**.

## 1-5 Bank Reconciliation

### About 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 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.

The **1-5 Bank Reconciliation** window, similar to a check 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 check 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 checking 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 \\MB\your company\Reports. 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 check 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 Check Reconciliation** window, do one of the following:
  - a If you are not finished reconciling the account, click the **Trial** button.
  - b 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.

## Saving trial reconciliations

### 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 Check Reconciliation** window, click the **Trial** button.

## Recalling trial reconciliations

### 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.

When you save a trial reconciliation, the next time you recall the reconciliation, the checks 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.

## Reconciliation-in-process check box

In the **1-3 Journal Transactions** window, Sage 100 Contractor selects the **Active in Check 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.

## Reconciling beginning and ending balances

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

### Causes

- A transaction with a future date that falls beyond the **Statement Cutoff Date** was entered. See [clearing the Statement Cutoff date](#).
- For customers on Version 14.2 or earlier, outstanding transactions are only retained for one fiscal year. After that, they are removed from the **1-5 Bank Reconciliation**. You may be missing transactions that are more than one fiscal year old. See [is this the first bank reconciliation of the new fiscal year?](#)
- 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 locate the out-of-balance cause and provide a solution. More than one cause may apply, however, and 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 of balance, continue to the next step.

### In the **1-5 Bank Reconciliation** window, do you type a **Statement Cutoff Date**? If you do, 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. See the topic, [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. See the topic [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, refer to the topic [Creating a query for transaction status changes made in 1-3 Journal Transactions](#).

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

This query's output shows you entries that were cleared on previous bank reconciliations and helps you find entries that do not appear on the **1-5 Bank Reconciliation**.

### Creating the query for finding 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**.
- 5 That action selects the table from which you can pick fields for the query.
- 6 Under **Fields**, double-click the following fields to select them for display:
  - **IgtnIn.Igract Account**

- **IgtnIn.dbtamt Debit Amount**
- **IgtnIn.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.

- 7 Click **Next** through the **Group Fields** and **Sort Fields** windows.
- 8 In the **Selection Fields** window, double-click the **IgtnIn.Igract Account** field. It will be added to the list of fields under **Fields to Select By**.
- 9 Click **Next** to display the **Selection Criteria** window, and then click **Next** again to return to the **Query List** window.

### To run the query:

This query can be used to reconcile previous bank statements again and to look for journal transactions on the results of the query that are not on the bank statements. If you discover a transaction on the bank statement that is not on the results of the query, then the status on a transaction 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.
- 3 Click **Run** to display the transactions within the selection criteria. These results can be printed or exported.
- 4 Select **File > Print** to print the information, or select **File > Save As** to export the information.

## Clearing trial reconciliations



**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 Check Reconciliation** window, click the **Final** button.

## 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 checks 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 checks 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.

## Clearing outstanding bank transactions

### 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 check register from **2-6 Check 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	Checks occasionally clear the bank for a different amount. Look at the magnetic coding at the base of the check 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 check was written.
Incorrect dates	If a transaction appears on the bank statement but does not appear in the <b>1-5 Bank Reconciliation</b> window, you might have posted the transaction with incorrect dates. To locate the transaction, use <b>1-3 Journal Transactions</b> 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 <b>1-5 Bank Reconciliation</b> .
Returned items	If the bank returns a check due to insufficient funds, reverse the check and post the charge for insufficient funds.
Forged items	While rare, it is possible that someone has altered a check amount. Another possibility is that someone has stolen check forms and forged checks.  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 checks, deposits, or adjustments are missing from your bank reconciliation after closing the fiscal year, then you can find information in this topic about resolving those issues.

If you have closed your fiscal year-end and your **1-5 Bank Reconciliation** beginning balance does not match the ending balance from your prior year archive, transactions from more than one fiscal year ago are no longer displayed in the **1-5 Bank Reconciliation** window.

The first step in resolving these issues is to determining if this situation applies to you.

- In the archive company, open **1-5 Bank Reconciliation**. Are there any items that appear here with a **P**?
  - If yes, make a note of these items and correct them as described below.
  - If no, but your beginning balance does not match the ending balance from your prior year archive, then this issue does not apply to you. See the topic, [Reconciling beginning and ending balances](#).

## Explanation

The file that stores prior year transactions for your bank reconciliation is overwritten when you close the fiscal year. The transactions still exist in the company folder they were created in, but each company folder holds only one year of transactions.

Outstanding transactions are retained in your bank reconciliation for two fiscal years. If prior year transactions were not cleared before you closed your fiscal year, the file is moved to the archive when you closed your fiscal year. This caused the statement beginning balance to adjust by the net amount of those transactions.

## Example

Outstanding transactions from 2009 will appear with a **P** next to them in your current company after closing the fiscal year and advancing to 2010. If these transactions are still outstanding when the 2010 year is closed, they will be overwritten with the 2011 outstanding transactions in the new 2011 data set. Your 2011 company will not contain the 2009 outstanding transactions.

## Solutions

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

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

## Solution A

**1** Open **1-1 Checks/Bank Charges**, and enter each missing check.

**2** Then for each one do the following:

- a** In the **Account#** box, enter the account from which original check was written.
- b** In the **Check#** box, enter the original check number.
- c** In the **Date** box, enter the date of the original check.
- 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, do the following:

- 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 check.
- 4 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.
  - 5 Save the entry, but select **No** when you are prompted to **Post to Archive** because it already exists in the archive.
  - 6 Repeat steps 1 through 3 for each missing check.
  - 7 Enter a deposit in **1-2 Deposits/Interest** for the total amount of checks from step 1,
  - 8 Then do the following:
    - a In the **Account#** box, enter the original cash account from the original check.
    - b In the **Deposit#** box, type an entry, as required.
    - c In the **Date** box, enter the date of original check.  
If there are multiple checks, 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**.
  - 9 In the grid, do the following:
    - 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 checks entered in step 1.
  - 10 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.
  - 11 Save the entry, but select **No** when prompted to **Post to Archive** because it already exists in the archive.
  - 12 Open **1-3 Journal Transactions**, and find the deposit transaction created in steps 5 through 7; then change the Status to **2-Cleared**, and finally save the transaction.

## Solution B

- 1 Open **1-2 Deposits/Interest**, and enter each missing deposit.
- 2 Then for each one do the following:
  - a In the **Account#** box, enter the account to which the original check 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, do the following:
  - 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.

- 4 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.
- 5 Save the entry, but select **No** when prompted to **Post to Archive** because it already exists in the archive.
- 6 Repeat steps 1 through 3 for each missing deposit.
- 7 Open **1-1 Checks/Bank Charges**, and enter the total amount of the deposit from step 1.
- 8 Then do the follow for each item:
  - a In the **Account#** box, type the cash account from which original deposit was entered.
  - b In the **Check#** 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**.
- 9 In the grid, do the following:
  - 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.
- 10 From the **Edit** menu, select **PEriod** and then select **Period 00 – Prior Year**.
- 11 Save the entry, but select **No** when prompted to **Post to Archive** because it already exists in the archive.
- 12 Open **1-3 Journal Transactions**, and find the check transaction created in steps 5 through 7; then change the **Status** to **2-Cleared**, and finally save the transaction.

### Solution C

- 1 Create the checks 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**, create an adjusting entry to zero out the amount in your cash clearing account.
- 8 Do the following:
  - 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.
- 9 In the grid, do the following:
  - a **Row 1 - Account box:** Enter the same cash account used for your checks 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 checks and deposits.
  - e If the noted amount from step 3 was positive, credit that amount.

- f If the noted amount from step 3 was negative, debit that amount.
- 10 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.
- 11 Save the entry, but select **No** when prompted to **Post to Archive** because it already exists in the archive.
- 12 From the **File** menu, select **Recall the transaction**.
- 13 Change the **Status** to **2-Cleared**.

## 1-6 Change Period-Close Year

### About 1-6 Change Period-Close Year

The **1-6 Change Period/Close Year** window provides options to several important accounting tasks. It also provides a link to allow you to view the audit history.

- o **Change Period** - Opens the **Change Period** window. You can set the posting period to any period from 0 to 12. When you advance the posting period, the program performs an audit automatically, and the audit results are logged. For more details about this functionality, see the topics in the section, [Change Posting Periods](#).
- o **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](#).
- o **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](#).
- o **Close Books for Fiscal Year** - Click to open the **Close Books for Fiscal Year** window. Closing at fiscal year-end is a multi-stepped process during which the program performs an audit. For more details about this functionality, see the topics in the section, [Close Books for Fiscal Year](#). When you close the books at fiscal year-end, the audit history log file is deleted. You start the new accounting year with no audit history.



**NOTE:** **Close Books for Fiscal Year** is only available if your posting period is set to 12.

- o **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:
  - o **Audit successful** - No errors were found.
  - o **Repair successful** - Errors were found and repaired when the balances were recalculated.
  - o **[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](#).

## Change Posting Periods

### About the Change Period window

Use the **Change Period** window to change the default current posting period for the entire program. The window allows you to change to any posting period within the current fiscal year. You can also choose to set the posting period to period 0 (**00-Prior 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.

 **TIP:** This window also provides a menu option, **Verify Job Removal**.

## Changing posting periods

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

 **IMPORTANT:** Changing posting periods requires that you have opened the company with exclusive access.

### To change a period:

- 1 Open **1-6 Change Period/Close Year**, and click **Change Period**.
- 2 On the **Change Period** window, under **Period Selection**, click the arrow next to the 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 Do one of the following:
  - a The program performed an audit, and you accept the posting period. Click **Yes** to change the period.
  - b The program changed the posting period you selected. Click **Yes** to change the period.

## 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.

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, users 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 Checks/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 supervisor.

### To lock access to posting periods:

- 1 On the **Edit** menu, click **Period**.
- 2 In the **Posting Period** 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 the period 0 archive

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.

You can also post to an archive. With an archive company on the same drive as the active company, you can simultaneously post to period 0 of the active company and period 12 of the archive. This allows you to post transactions such as your accountant's year-end adjusting entries to both the archive and active company with a single entry.



**TIP:** You can select the archive to which you post in the **7-2 Company Information** window.

Before posting a transaction to both period 0 of the active company and period 12 of an archive, Sage 100 Contractor determines whether the transaction will post to matching ledger accounts, subsidiary accounts, departments, and cost codes. If there are matching accounts, departments, and cost codes in the active company and the archive, Sage 100 Contractor posts the transaction to the appropriate accounts in both companies, adjusts the ending balances in the archive company, and adjusts the beginning balances in the active company. The accounts, departments, and/or cost codes will vary from company to company. If Sage 100 Contractor does not find the matching accounts, departments, or cost codes in the active company and the archive, then it will not post the transaction.



**NOTE:** When you change data in an archive, make new backups of the archived data. 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 Change Period/Close Year > 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 close the accounting at fiscal year-end, 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 discrepancies.

Sage 100 Contractor tracks audit errors in a log. You can access the log from the **View Audit History** link on the **1-6 Change Period/Close Books** 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 Change Period/Close Year > 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 Change Period/Close Year > 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 them 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.

## Recalculate Balances

### About the Recalculate Balances window and repairing the balances

Clicking **Recalculate Balances** recalculates and repairs the ledger balances, audits, and may resolve period audit errors. For example, if you notice "Period" errors on the error report, clicking **Recalculate Balances** often resolves them.

Resolving remaining audit errors after a repair requires assistance from Customer Support. You can contact them 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.

During the repair, Sage 100 Contractor recalculates account and subsidiary account balances. In addition, Sage 100 Contractor recalculates balances for jobs, vendors, service clients, and equipment.

#### To repair the ledger balances:

- 1 Open **1-6 Change Period/Close Year**.
- 2 Click the **Recalculate Balances** button.



**IMPORTANT:** After completing the ledger balance repair, Sage 100 Contractor audits the books. Resolving remaining audit errors after a repair requires assistance from **Customer Support**. You can contact them 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. 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 access this window from **1-6 Change Period/Close Year** via 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 Change Period/Close Year**.

#### To view the audit history:

- 1 Open **1-6 Change Period/Close Year**, 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.

## Close Books for Fiscal Year

### About closing the books

Sage 100 Contractor includes separate processes for closing the books:

- A process for closing payroll and 1099s only ([calendar year close](#))
- A process for closing general ledger and payroll in the Year-End Close wizard

For many companies, the fiscal year-end is the same as the calendar year-end on 12/31, while other companies have a fiscal year-end other than 12/31. Throughout this document we provide steps for both your fiscal year-end and your calendar year-end.

Closing your fiscal and calendar years can be a hectic time. Planning and preparation can help to make the close process much easier. Remember to plan enough time for learning about or refreshing your knowledge about the closing process before you begin.

To keep your ledgers current, accurate, and ready for year-end close, audit and close your books monthly. Several weeks before you plan to close the year, run an audit. This is important for both your fiscal and calendar years as it provides you time to resolve any errors that exist. After you resolve any audit errors and before closing the year, make at least two backups of your data for your permanent records.

The time required to close your year 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 close your year in a few hours:

- you have already prepared backups
- you have been keeping up with accounting period audits
- you only have repairable period audit errors

## What is a company archive?

Over the course of a year, the accounting and payroll databases grow as you enter records. Like a manual accounting system where you might move the previous year's records to storage boxes or a storage facility, you can move Sage 100 Contractor records to an archive file.

When you close your books, it is important that you create a mirror image of your data for tax reporting purposes. This is referred to as your company archive or archive directory. It is a duplicate copy of your existing company data up to the point when you create it.

 **IMPORTANT:** In order for Sage 100 Contractor to create an archive automatically, we strongly recommend that you always select the option **Create Archive Directory** when closing the books.

The company archive resides on the same drive as the active company. With an archive of the previous accounting year on the same drive as the active company, you can simultaneously post to period 0 in the active company and period 12 in the company archive.

## When closing and I don't have enough hard disk drive space to create an archive company, what can I do?

To create an archive when closing, you must have enough space on your hard disk drive for the archive to reside on the same drive as the active company. If you do not have the necessary space on that hard disk drive but need to close, you can manually copy the data to another hard disk drive, CD, or DVD. Call Technical Support for assistance in closing your books without creating an archive company.

## When do I create the company archive?

You can only make a company archive during the process of closing the books at the year-end. When you archive records for a company, Sage 100 Contractor copies all the data from the active company to a separate file. Sage 100 Contractor then removes the records you have selected from the active company to prepare it for the new fiscal or payroll year.

## Where in the program do I create a company archive?

Company archives can be created from two menu options: **1-6 Change Period/Close Year** or **5-3-8 Close Payroll Year**. Deciding which of the options you should use to create your archive directory depends on whether you base your company's tax reporting schedule on the calendar year or fiscal year.

## What about data backup?

To prevent loss of data, we highly recommend that you make two backups of the company data before creating the company archive and closing the books. Remember that the backups are your permanent records, and therefore we recommend that you always store one copy offsite for added security. After creating the company archive, review it to make certain that all records were copied correctly. If you find that the archive is incomplete, restore a backup, close the year, and create a new archive.

Every time you close a period, and when you close the 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 Change Period/Close Year > Recalculate Balances**, then **Recalculate Balances** again.

Any remaining audit errors require assistance from Sage Customer Support. You can contact us at 800-866-8049. Be prepared to provide your company name, telephone number, and the company contact person. A Sage Customer Support analyst may request additional reports to help determine the cause and resolution of the error.

Until you close the fiscal year, you cannot enter any transactions for the new fiscal year. Your accounting should be as complete as possible before closing, but do not delay closing the books for a few adjustments. You can enter adjustments for the prior year after closing the year by posting to period 00-Prior Year. Unnecessary delays can place you behind in beginning your accounting work in the new fiscal year.

After creating the archive, Sage 100 Contractor removes all ledger transactions and rolls over the ending balances for jobs, vendors, service clients, and equipment into the beginning balances for the new fiscal year. For ledger accounts, Sage 100 Contractor rolls over the ending balances for permanent accounts (also known as Balance Sheet accounts) to become the beginning balances for the new fiscal year. All period balances roll over becoming balances in the Last Year column. Income and expense balances roll into the Retained Earnings account beginning balance. Income and expense accounts are temporary accounts and start the year with zero balances.

 **IMPORTANT:** The Owner's Draw account is the only temporary account whose balance Sage 100 Contractor does not reset to zero. To clear the Owner's Draw account, post an adjusting journal entry to period 00-Prior Year in the new fiscal year, debiting the Owner's Equity account and crediting the Owner's Draw account.

The archive contains all the company data you have entered up to the point when you create the archive. With an archive on your hard drive, you can post adjustments to the beginning balances in the active company and to the ending balances in the archive. You can also run all preliminary and final financial reports from the archive.

## What happens when you click Close Fiscal Year?

During fiscal year-end closing, 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 removes transactions for the closing year and prepares the balances for the new fiscal year. It then copies the data in the active company to an archive directory on the same hard drive.

The archive contains all the company data you have entered up to the point when you create the archive. With an archive on your local workstation or server, you can post adjustments to the beginning balances in the active company and to the ending balances in the archive. You can also process all preliminary and final financial reports from the archive.

After creating the archive, Sage 100 Contractor closes the fiscal year, which removes all ledger transactions. Ending balances for jobs, vendors, service clients, and equipment are rolled forward into the beginning balances for the new fiscal year.

- For ledger accounts, Sage 100 Contractor rolls over the ending balances for permanent accounts to become the beginning balances for the new fiscal year.
- All period balances roll over becoming balances in the Last Year column.
- Income and expense balances roll into the Retained Earnings account beginning balance.
- Income and expense accounts are temporary accounts and start the year with zero balances.

Closing the fiscal year-end provides you with the opportunity to remove old job files. You can choose to remove job records assigned status 6-Closed or 2-Refused. Jobs must be fully invoiced and completely paid before Sage 100 Contractor will remove them.

Closing the accounting at the fiscal year-end provides you with the opportunity to remove old job files. You can elect to remove job records assigned status **6-Closed** or **2-Refused**. Unless all invoices and credit memos are in paid or void status, Sage 100 Contractor does not remove them.



**TIP:** Consider leaving jobs at status **5-Complete** for an additional year. The jobs will not be removed. If you get more work on the same job, you can set the status to **3-Contract** without having to set up the job again.

## About the Close Books for Fiscal Year window

When you are working in period 12, the **Close Books for Fiscal Year** button is enabled on **1-6 Change Period/Close Year**. Clicking the button opens the Close Books for Fiscal Year window. The informational text box at the top of the window provides important information about closing the books at fiscal year-end.



**IMPORTANT:** Only a supervisor user who has the company opened with exclusive access can close the fiscal year.

The window in this view displays **Fiscal Year End Options** for creating an archive directory (or not) and for removing completed jobs and other related records. This is your best opportunity to remove completed jobs and related job records from the database to maximize future performance.

Archive directory options

- **Create Archive Directory** option and **Include Image files** check box
- **Don't Copy to Archive** option

Removing closed or refused jobs and related records check boxes

- **Remove 'Closed' and 'Refused' jobs** (and related records)
- **Remove 'Paid' and 'Void' payable invoices with no Job#**
- **Remove 'Paid' and 'Void' service invoices dated prior to...**(type a date)
- **Remove 'Closed' purchase orders with no Job# dated prior to...**(type a date)

We recommend that you only remove jobs that will not have any additional activity. You might consider leaving jobs open for an additional year in the event that you do more work on them. The jobs and associated information selected for removal will still exist in the archive directory.

## 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 fiscal year close.

When closing the accounting at the fiscal year-end, 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 closing the fiscal year-end.

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**.

Sage 100 Contractor does not remove a closed job unless the job has a \$0 balance and all invoices and credits have been assigned status **4-Paid** or **5-Void**. You can confirm that the jobs meet the criteria for removal.

## Verifying job removal

Before closing the books at the fiscal year-end, you can make sure jobs assigned status **2-Refused** or **6-Closed** meet the criteria for removal—\$0 balance and all invoices and credits are status **4-Paid** or **5-Void**. Only a supervisor user who has the company opened with exclusive access can verify jobs for removal at fiscal year close.

 **NOTE:** If specific jobs do not meet the removal requirements, the program creates a log file. The log file is located in the **C:\MB7\Tempfile** folder. It is labeled **RemoveJobs\_[date].log**.

At the end of the verification, print the report detailing the jobs that do not meet the removal criteria. You can examine the jobs and resolve any problems. After you have resolved the problems, verify the jobs for removal again.

### To verify jobs for removal:

- 1 Open **1-6 Change Period/Close Year**, and click one of the following options: **Change Period**, **Audit Books**, or **Recalculate Balances**.
- 2 On the **Options** menu, click **Verify Job Removal**.

## Processing vendor 1099s at calendar year-end

At the end of the calendar year, you can finish entering all vendor payments for the calendar year, back up the company data, and close the accounting or payroll. From the archive, you can verify the vendor 1099 balances and print the 1099s.

### To process vendor 1099s at calendar year-end:

- 1 Back up the company data, close the calendar year, and create the necessary accounting or payroll archives during the close.
- 2 Open the archive company created during the year-end close.
- 3 From the archive company, do the following steps:
  - a Open **4-1-1 Vendor List** and do the following:
    - i In the **Report** list, click **61-Vendor 1099 Report**.
    - ii In the **1099 Type** boxes, enter 1099 type 1-3.
  - b Then print the report.
  - c Open **4-1-5 Vendor Payment Journal** and do the following:
    - i Select the **21-Vendor Payments** report.
    - ii Check the 1099 Only box.
    - iii Print the 4-1-5-21 Vendor Payments report.

- iv Compare the 4-1-1-61 Vendor 1099 report to the 4-1-5-21 Vendor Payments report to verify the accuracy of the totals.
- v If you discover errors, enter the corrections.
- d Open **4-4 Vendors (Accounts Payable)** and do the following:
  - i Select the vendor.
  - ii In the **1099 Balance** box, enter the correct amount.
  - iii On the **File** menu, click **Save**.
  - iv Reprint the **Vendor List** to verify the corrections.
- e Open **4-5 Vendor 1099** to process your 1099s.



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

## Checklists for Closing the Books

### Year-end close wizard

### Before You Begin Closing the Books

The books must be closed before making entries for the new year. Sage 100 Contractor will guide you step-by-step through the closing process.

### Overview of Close Books for Fiscal Year process

Please allow time to proceed through the process in its entirety for each company you keep on Sage 100 Contractor. The length of time it takes to complete each company will vary.

The company data you are closing is preserved in a company archive for future access. After closing your company, the company file is prepared for the next fiscal year.

If you choose to close both (general ledger and payroll), Sage 100 Contractor creates only one company archive containing both payroll and general ledger data.

#### Preparation:

The following tasks are performed during the Preparation step:

- Rebuild Indexes
- Search for unprinted checks
- General ledger audit
- Inventory audit (conditional)
- Payroll Audit (conditional)
- Create temporary backup

If issues are found or errors 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.



**NOTE:** General ledger audit errors must be fixed before you can proceed with closing. Exit the wizard and contact Technical Support to fix the errors before you proceed with year-end close.

### Payroll Option:

If your fiscal year ends on 12/31, you can choose to also close payroll during the close books process.

- If you choose to select the Close both the accounting fiscal year and the payroll year together option, you will have the option to select employees for removal after the books are closed in the Payroll Maintenance step of the Close Books wizard.
- If you choose to select the Close only the accounting fiscal year option, the Payroll Maintenance step of the Close Books wizard is skipped.

### General Maintenance:

You can select one or more of the following options to be performed on the database after closing the books.

- Remove jobs with Closed or Refused status, and all related records.
- Remove payable invoices with Paid or Void status and no Job #.
- Remove service invoices with Paid, Completed, or Void status
  - Option not displayed if you do not have service invoices
- Remove purchase orders with Closed status and no Job #
- Reset vendor 1099 balances
  - Option not displayed if your fiscal year-end is not 12/30 or 12/31

### Payroll Maintenance:

If your payroll year is the same as the fiscal year, and you elected the Close both the accounting fiscal year and the payroll year together option in the Payroll Option step of the wizard, this step allows you to select the employees you'd like to remove from the database after closing the books.

### Close Year:

The following tasks are performed during this step in the wizard.

- Create company archive
- Close books for fiscal year
- Close payroll for calendar year (conditional)
- Perform maintenance tasks: All the maintenance tasks selected on the General Maintenance and Payroll Maintenance are done here. A "View results" link appears to the right of the maintenance task when it runs successfully. Clicking this link displays a message with summary information about the tasks that were performed. (conditional)
- Rebuild indexes

### Finished:

- **Create backup of the company archive:** When backing up your data, be sure to make a full backup and not an incremental or differential backup. An incremental or differential backup only records alterations to the data since the last backup.

- **Update payroll calculations (if also closing payroll):** Update any state or local payroll calculations, as needed, in 5-3-1 Payroll Calculations. Delete calculations that will no longer be used. After adjusting the default rates and default maximums for a payroll calculation, save the calculation, recall the calculation, and select the appropriate option for your employees under Options > Update Employees.
- **Make changes to existing general ledger accounts:** You can make prior year adjustments by posting transactions to period 00 - Prior Year and selecting Yes to the message about posting to the archive.
  - Transactions posted to period 00 - Prior Year update the ending balance in your archive company and the beginning balance in your current company.
  - Prior year adjustments posted to income and expense accounts update (1) the income and expense accounts in the archive to period 12, and (2) the Retained Earnings account in the current year in period zero(0).
- **Change security in the archive company:** If required, change security in the archive company by changing the rights of all user groups in 7-3-1 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.

## Before You Begin

Before starting, you should ensure that your accounting and payroll systems are as up to date as possible. While most entries can be automatically added to the closed year while posting to Period 0 in the new year, it is more effective to be as current as possible before closing.

If you do not process payroll within Sage 100 Contractor, you must close the general ledger, but you do not need to close payroll.

## Preparation for Closing the Books

The following tasks are performed during this step in the wizard.

- Rebuild Indexes
- Search for unprinted checks
- General ledger audit
- Inventory audit (conditional)
- Payroll Audit (conditional)
- Create temporary backup

When completed, each task displays one of the following icons:

- The green  icon indicates that the task ran successfully.
- An orange  icon indicates that the task has issues that should be reviewed before continuing.
- A red  icon indicates that the task “failed” and you cannot close the books until the issue is resolved.

### To begin preparation:

1 Click **[Begin Preparation]** to start performing all the tasks on this page.



**NOTE:** If issues are found or errors 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.

2 Once all tasks have been completed without errors, click **[Next]**.



**NOTE:** While Sage 100 Contractor does create a temporary backup in this wizard step, you should always create the two backups suggested in the [Before You Begin Closing the Books](#) help topic.

### Issue - Search for unprinted checks

This task searches for checking account transactions that have "0000" as the Transaction #, which may indicate that this check entry was never printed. If any such transaction records are found, click **[View Results]** to see the records in a grid.

- If it is an unprinted check (a physical check needs to be produced for this transaction), you'll need to exit the wizard, go to **1-1 Checks/Bank Charges**, and print the check(s).
- If this check was printed but just needed the Transaction # assigned, drill down to the transaction record and enter the appropriate Transaction #.
  - After making all needed corrections, click **[Try Again]** to run this task again.

### Issue - Ledger audit

The wizard will not continue if audit errors are found. Click the **[View Results]** link for an audit report, then cancel out of the wizard to resolve the audit errors.

### Issue - Inventory Audit (if Inventory data exists)

If there are no audit errors but the total value of parts does not match the ledger balance for the Inventory account, you can post an adjusting entry for the difference.

### Issue - Payroll audit (if Payroll data exists)

This task searches for uncomputed records, unposted records, and quarter number/check date mismatches. If any payroll issues are found, click **[View Results]** to see the results. You can print an audit report, which lists the issue and Transaction #.

## Payroll Option for Closing the Books

If your fiscal year ends on 12/31, you can choose to also close payroll during the close books process.

- If you choose to select the **Close both the accounting fiscal year and the payroll year together** option, you will have the option to select employees for removal after the books are closed in the Payroll Maintenance step of the Close Books wizard.
- If you choose to select the **Close only the accounting fiscal year** option, the Payroll Maintenance step of the Close Books wizard is skipped.

To close payroll outside the Close Books wizard, see the [Payroll Close for calendar year-end close](#) help topic.

## General Maintenance for Closing the Books

You can select one or more of the following options to be performed on the database after closing the books.

- Remove jobs with Closed or Refused status, and all related records.
- Remove payable invoices with Paid or Void status and no Job #.
- Remove service invoices with Paid, Completed, or Void status
  - Option not displayed if you do not have service invoices
- Remove purchase orders with Closed status and no Job #

- Reset vendor 1099 balances
  - Option not displayed if your fiscal year-end is not 12/30 or 12/31

If you select the **Remove service invoices with Paid, Completed, or Void status dated prior to** or **Remove purchase orders with Closed status and no Job # dated prior to** options, you must provide a date in the date field before clicking **[Next]**.

## Payroll Maintenance for Closing the Books

If your payroll year is the same as the fiscal year, and you elected the **Close both the accounting fiscal year and the payroll year together** option in the Payroll Option step of the wizard, this step allows you to select the employees you'd like to remove from the database after closing the books.

### To remove employees:

- 1 Select an employee status option to display all the employees with that status.
- 2 Select one or more employees by selecting the checkbox next to the applicable employee(s).
- 3 Click **[Verify Employee Removal]**.
- 4 If any selected employee(s) should be retained in the database, Sage 100 Contractor displays a dialog box recommending that you do not remove these employees at this time. Click **[OK]**.
- 5 Click the **[View Results]** link to see the list of employees and their status.
- 6 Click **[Yes]** to keep the employee(s) in the database or click **[No]** to continue removing the employee(s) from the database.



**NOTE:** If you click **[Yes]** to keep the employee(s) in the database, the employee(s) will automatically be unselected in the wizard.

- 7 Click **[Next]**.
- 8 Click **[Yes]** to confirm you want to continue, if you have selected to remove employees that are referenced on other records.

## Close Year in Closing the Books

The following tasks are performed during this step in the wizard.

- Create company archive
- Close books for fiscal year
- Close payroll for calendar year (conditional)
- Perform maintenance tasks: All the maintenance tasks selected on the General Maintenance and Payroll Maintenance are done here. A "View results" link appears to the right of the maintenance task when it runs successfully. Clicking this link displays a message with summary information about the tasks that were performed. (conditional)
- Rebuild indexes

The Next button is enabled only when all tasks have been completed successfully.

### To close the year:

- 1 Enter a name for the company archive in the **Enter name for the company archive** textbox. The textbox cannot contain any special characters.



**NOTE:** If the archive folder already exists, it must be empty. Click **[Yes]** to continue closing the year or click **[No]** to go back to the window.

A progress bar shows next to each task as it is running.

When completed, each task displays one of the following icons:

- The green  icon indicates that the task ran successfully.
- An orange  icon indicates that the task has issues that should be reviewed before continuing.
- A red  icon indicates that the task “failed” and you cannot continue until the issue is resolved. Click **View Results** link to display detailed information about the error.

2 Click **[Next]** to finish closing the books.

## Finishing the Closing the Books wizard process

### Create backup of the company archive

When backing up data as part of the year-end close 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.

Write this number down so that you can refer to it after you have made the two copies. The number of files and folders have to be exactly the same in both the company and the backup copy.



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

We strongly recommend that you back up:

- Each company folder that contains financial data (MB7\your company\)
- The **Custom Reports** folder (MB7\Custom Reports)
- The **Report Forms** folder (MB7\Report Forms)
- The **System Reports** folder (MB7\System Reports)

Caution!

When backing up your data, be sure to make a full backup and not an incremental or differential backup. An incremental or differential backup only records alterations to the data since the last backup.

### Update payroll calculations (if also closing payroll)

Update any state or local payroll calculations, as needed, in **5-3-1 Payroll Calculations**. Delete calculations that will no longer be used. After adjusting the default rates and default maximums for a payroll calculation, save the calculation, recall the calculation, and select the appropriate option for your employees under **Options > Update Employees**.



**IMPORTANT:** If you have variable rates on your payroll calculations, don't 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**.

## Make changes to existing general ledger accounts

You can make prior year adjustments by posting transactions to period 00 - Prior Year and selecting Yes to the message about posting to the archive.

- Transactions posted to period 00 - Prior Year update the ending balance in your archive company and the beginning balance in your current company.
- Prior year adjustments posted to income and expense accounts update (1) the income and expense accounts in the archive to period 12, and (2) the Retained Earnings account in the current year in period zero(0).

The Owner Draw account is the only temporary account whose balance Sage 100 Contractor does not reset to zero. To clear the Owner Draw account, post an adjusting journal entry to period 0 in the new fiscal year, debiting the Owner Equity account and crediting the Owner Draw account.

## Change security in the archive company

If required, change security in the archive company by changing the rights of all user groups in **7-3-1 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.



**NOTE:** By setting Groups to **No**, reports can still be printed, but checks 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 checks.

## Introduction

Using this checklist will close the fiscal year and the payroll year at the same time. Sage 100 Contractor creates only one archive containing both payroll and general ledger data.

Please allow time to proceed through this checklist in its entirety for each company you keep on Sage 100 Contractor. The length of time it takes to complete each company will vary. If you have multiple company files that need to be closed, perform these steps from start to finish in each company separately before beginning the next one.

After closing your company at fiscal year-end, Sage 100 Contractor creates a new company file for the next fiscal year automatically. Do not create a new company manually. Complete the **1-5 Bank Reconciliation** for **Period 12** in your current company after you close your books at fiscal year-end. If you have not finished posting items to the current year but need to make entries in the new year, you must close the fiscal year first. You can enter prior year items in the current year by posting to **Period-00** and selecting **Yes** to the message about posting to the archive.

If you do not process payroll within Sage 100 Contractor, you must close the general ledger, but you do not need to close payroll.

You must follow this process in the order items are listed. Not following the process in order can result in an improper close or a damaged archive file.

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 close. Resolve audit errors as found during each step.

- [Set posting period](#)
- [Backup and verification](#)
- [Rebuild Indexes](#)

- [Inventory audit \(optional\)](#)
- [Verify checks](#)
- [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 you close your books. If you have your bank statement, you may complete your bank reconciliation before you close your books in the current company or after you close your books 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.

### Set posting period

- In **1-6 Change Period/Close Year > 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.

### Rebuild Indexes

- Open **7-4 Rebuild Indexes**, select **Options > Rebuild All Tables**, and then click **Start**.

### Inventory Audit (optional)

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

### Verify checks

- Verify that there are no unprinted checks.
- Open **1-6 Change Period/Close Year > Recalculate Balances**, and then click the **Recalculate Balances** button.

### 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**.

- Open **1-6 Change Period/Close Year > Close Books for Fiscal Year**, and from the **Options** menu, select **Verify Job Removal**.

**NOTE:** This verifies that jobs with a status of **2-Refused** or **6-Closed** meet the removal requirements. If specific jobs do not meet the removal requirements, the program creates a log file. The log file is located at C:\MB7\Tempfile and is labeled RemoveJobs[CompanyName].log.

- If there are any jobs that are not ready for removal, resolve the items listed on the RemoveJobs[CompanyName].log file.

Re-run the **Verify Job Removal** from **1-6 Change Period/Close Year > Close Books for Fiscal Year > Options** and review the RemoveJobs[CompanyName].log file to verify any items have been addressed.

Open **1-6 Change Period/Close Year > Recalculate Balances**, and then click the **Recalculate Balances** button.

### Payroll Audit

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

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

### Reconcile quarterlies

Reconcile quarterlies.

### Employee status and removal

Review employee statuses in **5-2-1 Employees**, and remove employees as needed.

If you want to remove employees, they must have a status of **Quit**, **Laid Off**, **Terminated**, or **Deceased**. Look in your archive company file for information regarding employees who have been removed.

Open **1-6 Change Period/Close Year > Recalculate Balances**, and then click the **Recalculate Balances** button.

### Verify vendor information

Verify **Vendor Tax ID** and **Vendor 1099 Types** by printing the **4-1-1-61 Vendor 1099** report.

 **IMPORTANT:** Be sure to verify that the tax ID for each vendor is correct. For more information, see the Help topic, **About 1099 types**.

Verify 1099 balances using the **4-1-5-21 Vendor Payment** report by date.

### Print reports for after-close 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

The following record counts will be used for verification purposes after the books have been closed. On the following windows, select **File > Count** and write down the record number counts:

- **1-3 Journal Transactions**
- **3-2 Receivable Invoices/Credits**
- **4-2 Payable Invoices/Credits**
- **5-2-2 Payroll Records**

- **6-3 Job Costs**
- **11-2 Work Orders/Invoices/Credits**, if you use Service Receivables

## 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 backups 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 close. You can use this backup to verify data integrity if you have to close again.

## Fiscal Year-End Closing Options

Open **1-6 Change Period/Close Year > Close Books for Fiscal Year**; and under **Fiscal Year End Options**, type a name for your archive directory.

**NOTE:** There are different ways to name your archive company file. We suggest it include the following information. For example, you could name it “2010 GL [Your Company Name]” or “2010 PR [Your Company Name].”

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

Select closing options.

- To include a copy of the image files in the archive company, select the **Include Image files** check box. Locations where image files are assigned include **3-5 Jobs (Accounts Receivable)**, **5-2-1 Employees**, **8-3 Equipment**, **9-2 Parts**, **9-3 Assemblies**, and **11-2 Work Orders/Invoices/Credits**.
- To remove all job-related records with a paid or void status, Select **Remove ‘Closed’ and ‘Refused’ jobs (and related records)**.  
These job-related records include job costs, document history, schedules, takeoffs, progress billing, time and materials setup, purchase orders, subcontracts, change orders, budgets, proposals, accounts payable, and receivable invoices.

## Close the Fiscal Year

Click **Close Fiscal Year**. Do not interrupt the closing process. This process may take some time. The length of time it takes to complete will vary for each company.

You are now in the current fiscal year in your company file. Payroll will be closed from the current fiscal year company file.

 **IMPORTANT:** Do not rebuild indexes for your company database at this time, even if prompted. Rebuilding indexes for the company database will be performed later in the process.

## Verify record counts and reports

Before proceeding to payroll close, verify that you have achieved a valid fiscal year-end close by comparing the record count and reports in the company archive to the number of records you recorded before closing.

 **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 and close payroll

During close, the program removes the employee records from **5-2-2 Payroll Records** and resets all employee **Year to Date** totals.

- Open **5-3-8 Close Payroll Year**, and select employee removal options.
- Select **Don't Copy to Archive**, and click **Close Payroll**.

### Rebuild Indexes

- Open **7-4 Rebuild Indexes**, and select **Options > Rebuild All Tables > Start**.

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

### Verification Tasks

- Open **1-3 Journal Transactions**, select **File > Count**, and verify that you find zero records.
- 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.
- In the company archive, compare the record count and reports in the company archive to verify a valid close.

If the record count and job removal do not match what was expected, there was a problem during the close process. Restore the most recent backup made before closing the general ledger and re-close by starting with the [General Ledger close](#) steps.

 **IMPORTANT:** If a backup needs to be restored, and the file re-closed, delete the archive file that was created and the current company file as they are not valid or correct files.

### Change security in the archive company (optional)

- If required, change security in the archive company by changing the rights of all user groups in **7-3-1 Security Groups** to **No** for **Save, Delete, Void, Change Period, and Print Checks**. This prevents users from accidentally saving records or printing checks in the archive.

By setting **Groups** to **No**, reports can still be printed, but checks 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 checks.

- For additional security, in **7-3-2 User List**, change the password for the supervisor.

### Verify record counts and reports after a restore

- If you have had to restore and re-close, compare the record count and reports again in the company archive to verify a valid close.
- Then back up your current company and company archive files.

### Install year-end tax update

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

### Rebuild indexes

- When you open your current company for the first time, you will be prompted to rebuild indexes. Go to **7-4 Rebuild Indexes**, and click **Start** to rebuild all tables.

### Update payroll calculations

- Update any state or local 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. For example, updating the employee 401 (k) maximum will cause this to happen because the setting varies per employee.

 **NOTES:**  
Maximums for the new year can be found by searching on the topic at <http://www.irs.gov/>.

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

### Reset 1099 balances in current company

Open **4-4 Vendors (Accounts Payable)**, and then click **Options > Reset 1099 Balances** in the current company, when closing the fiscal year. **Do not** reset 1099 balances in the company archive.

### 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.

We recommend that you add the year to the name of the archive company using **7-2 Company Information**. This makes it easier to identify reports printed from archive company and you won't mistake them for reports printed from your working company.

You can make prior year adjustments by posting transactions to period **00 - Prior Year** and selecting **Yes** to the message about posting to the archive.

Transactions posted to period **00 - Prior Year** update the ending balance in your archive company and the beginning balance in your current company.

Prior year adjustments posted to income and expense accounts update (1) the income and expense accounts in the archive to period 12, and (2) the **Retained Earnings** account in the current year in period zero(0).

The **Owner Draw** account is the only temporary account whose balance Sage 100 Contractor does not reset to zero. To clear the **Owner Draw** account, post an adjusting journal entry to period 0 in the new fiscal year, debiting the **Owner Equity** account and crediting the **Owner Draw** account.

### Change security in the archive company

If required, change security in the archive company by changing the rights of all user groups in **7-3-1 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**, reports can still be printed, but checks 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 checks.

For additional security, in **7-3-2 User List**, change the password for the supervisor.

### Print year-end reports

Print required year-end reports from the archive:

- W-2
- 1099
- 941

## Introduction



**IMPORTANT:** Only use this checklist when your fiscal year-end is **not** 12/31. You close the fiscal year at the appropriate time, and you close the payroll at the end of the payroll year (12/31).

Please allow time to proceed through this checklist in its entirety for each company. The length of time it takes to complete each company will vary. If you have multiple companies, perform these steps from start to finish for each company separately.

The following are important items to take into consideration:

- If you do not process payroll in Sage 100 Contractor, you must still close payroll to create a 1099 archive file used for reviewing 1099s.
- Payroll must be closed before new year payroll or vendor payments are processed. If new payroll is entered or vendor payments are made, year-end reports will show incorrect data.
- When closing the payroll calendar year separately from your fiscal year, you must create a separate archive file for Payroll and 1099 information.
- If you enter transactions in between closing the accounting and payroll, you must create separate year-end backups and archives for both the accounting and the payroll. Only you can determine how many sets of year-end backups and archives are necessary.

You must follow this process in the order items are listed. Not following the process in order can result in an improper close or a damaged archive file, in addition to incorrect balances on 1099s, 941s, and W-2s. If payroll is closed in the wrong company, there could inadvertently be two years of payroll records in the same company instead of just one year.



**IMPORTANT:** 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.

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](#)
- [Rebuild indexes](#)
- [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 file by following your regular backup and verification procedures.

### Rebuild indexes

Open **7-4 Rebuild Indexes**, select **Options > Rebuild All Tables**, and then click **Start**.

Open **1-6 Change Period/Close Year > Recalculate Balances**, and then click the **Recalculate Balances** button.

## Payroll audit

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

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

## 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**. Look in your archive company file for information regarding employees who have been removed.

## 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 1099 Types** by printing the **4-1-1-61 Vendor 1099** report. Be sure to verify that the tax ID for each vendor is correct.

- Verify 1099 balances using the **4-1-5-21 Vendor Payment** report by date.

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

## Back up and verification

- Back up and verify two copies of your Sage 100 Contractor data.

Put one copy in a safe storage area. Make at least one of your backups on a separate removable storage device.

**NOTE:** You can use this back-up to verify data integrity if you have to close again.

## Select employee removal options and close year

- Open **5-3-8 Close Payroll Year**, and select employee removal options.

**NOTE:** There are different ways to name your archive company file. We suggest including the following information. For example: 2010 Payroll [Your Company Name].

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

- Verify that you have selected the **Create Archive Directory** check box.

- Type an **Archive** company name, and click **Close Payroll**.

**NOTE:** During close, the program removes all **5-2-2 Payroll Records** and resets all employee year-to-date totals.

## Rebuild indexes and tables

- Open **7-4 Rebuild Indexes**, select **Options > Rebuild All Tables**, and then click **Start**.

**NOTE:** The program is now in the new 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 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 a backup needs to be restored, and the file re-closed, delete the archive file that was created and the current company file as they are not valid or correct files.

## Backup and validate files

- Back up and validate your current and archive company files.

## Install year-end tax update

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

## Rebuild indexes

- When you open your current company for the first time, you will be prompted to rebuild indexes. Go to **7-4 Rebuild Indexes**, and click **Start** to rebuild all tables.

## Update payroll calculations

- Update any state or local 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. For example, updating the employee 401 (k) maximum will cause this to happen because the setting varies per employee.

 **NOTES:**  
Maximums for the new year can be found by searching on the topic at <http://www.irs.gov/>.

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

## Reset 1099 balances in current company

- Open **4-4 Vendors (Accounts Payable)**, and then click **Options > Reset 1099 Balances** in the current company, when closing the fiscal year. **Do not** reset 1099 balances in the company archive.

## 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.

We recommend that you add the year to the name of the archive company using **7-2 Company Information**. This makes it easier to identify reports printed from archive company and you won't mistake them for reports printed from your working company.

You can make prior year adjustments by posting transactions to period **00 - Prior Year** and selecting **Yes** to the message about posting to the archive.

Transactions posted to period **00 - Prior Year** update the ending balance in your archive company and the beginning balance in your current company.

Prior year adjustments posted to income and expense accounts update (1) the income and expense accounts in the archive to period 12, and (2) the **Retained Earnings** account in the current year in period zero(0).

The **Owner Draw** account is the only temporary account whose balance Sage 100 Contractor does not reset to zero. To clear the **Owner Draw** account, post an adjusting journal entry to period 0 in the new fiscal year, debiting the **Owner Equity** account and crediting the **Owner Draw** account.

### Change security in the archive company

If required, change security in the archive company by changing the rights of all user groups in **7-3-1 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**, reports can still be printed, but checks 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 checks.

For additional security, in **7-3-2 User List**, change the password for the supervisor.

### Print year-end reports

Print required year-end reports from the archive:

- W-2
- 1099
- 941

### Introduction

Use this checklist only when the fiscal year-end is **not** 12/31.

You must follow this process in the order items are listed. Not following the process in order can result in an improper close or a damaged archive file.

After closing your company at fiscal year-end, Sage 100 Contractor creates a new company file for the next fiscal year automatically. Do not create a new company manually. After you have completed the bank reconciliation, verify that the balances you had at the fiscal year are the same. If you have not finished posting items to the current year but need to make entries in the new year, you must close the fiscal year first. You can enter prior year items in the current year by posting to **Period-00** and selecting **Yes** to the message about posting to the archive.

Prior-year adjustments posted to income and expense accounts update:

- 1 The income and expense accounts in the archive to period 12.
- 2 The **Retained Earnings** account in the current year to period zero.

 **IMPORTANT:** If you enter transactions in between closing the accounting and payroll, you must create separate sets of year-end backups and archives for both the accounting and the payroll. Only you can determine how many sets of year-end backups and archives are necessary.

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 fiscal year-end close. Resolve audit errors as found during each step.

- [Set posting period](#)
- [Backup and verification](#)
- [Rebuild indexes](#)
- [Inventory audit](#) (optional)
- [Verify checks](#)
- [Payroll audit](#)
- [Job status and removal](#)
- [Print reports and record counts for after-close verification](#)



**IMPORTANT:** You must complete these preparation steps immediately prior to closing the general ledger.



**NOTE:** These steps assume you will not have your bank statement before you close your books. If you have your bank statement, you may complete your bank reconciliation before you close your books in the current company or after you close your books 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.

### Set posting period

- In **1-6 Change Period/Close Year > 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.

### Rebuild indexes

- Open **7-4 Rebuild Indexes**, select **Options > Rebuild All Tables**, and then click **Start**.

### Inventory audit (optional)

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

### Verify checks

- Verify that there are no unprinted checks.
- Open **1-6 Change Period/Close Year > Recalculate Balances**, and then click the **Recalculate Balances** button.

### Payroll audit

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

### 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**.

Open **1-6 Change Period/Close Year > Close Books for Fiscal year**, and from the **Options** menu, select **Verify Job Removal**.

**NOTE:** This verifies that jobs with a status of **2-Refused** or **6-Closed** meet the removal requirements. If specific jobs do not meet the removal requirements, the program creates a log file. The log file is located at C:\MB7\Tempfile and is labeled RemoveJobs[CompanyName].log.

If there are any jobs that are not ready for removal, resolve the items listed on the RemoveJobs[CompanyName].log file.

Re-run the **Verify Job Removal** from **1-6 Change Period/Close Year > Close Books for Fiscal Year > Options** and review the RemoveJobs[CompanyName].log file to verify that the items have been addressed.

Open **1-6 Change Period/Close Year > Recalculate Balances**, and then click the **Recalculate Balances** button.



**IMPORTANT:** If there are audit errors, resolve them before continuing.

### Print reports and record counts for after-close 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

The following record counts will be used for verification purposes after the books have been closed.

On the following windows, select **File > Count** and write down the record number counts:

- **1-3 Journal Transactions**
- **3-2 Receivable Invoices/Credits**
- **4-2 Payable Invoices/Credits**
- **5-2-2 Payroll Records**
- **6-3 Job Costs**
- **11-2 Work Orders/Invoices/Credits**, if you use Service Receivables

### 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 backups 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.

## Fiscal year-end closing options

Open **1-6 Change Period/Close Year > Close Books for Fiscal year**; and under **Fiscal Year End Options**, type a name for your archive directory.

**NOTE:** There are different ways to name your archive company file. We suggest it include the following information. For example, you could name it “2010 GL [Your Company Name]” or “2010 PR [Your Company Name].”

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

Select closing options:

- To include a copy of the image files in the archive company, select **Include Image files** check box. Locations where image files are assigned include **3-5 Jobs (Accounts Receivable)**, **5-2-1 Employees**, **8-3 Equipment**, **9-2 Parts**, **9-3 Assemblies**, and **11-2 Work Orders/Invoices/Credits**.
- To remove all job-related records with a paid or void status, select **Remove ‘Closed’ and ‘Refused’ jobs (and related records)**. These job-related records include job costs, document history, schedules, takeoffs, progress billing, time and materials setup, purchase orders, subcontracts, change orders, budgets, proposals, accounts payable, and receivable invoices.

## Close the Fiscal Year

Click **Close Fiscal Year**. Do not interrupt the closing process. This process may take some time. The length of time it takes to complete will vary for each company.

 **TIP:** What actions does Sage 100 Contractor take when you click the **Close Fiscal Year** button at fiscal year-end? ]

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

## Rebuild indexes and tables

Open **7-4 Rebuild Indexes**, select **Options > Rebuild All Tables**, and then click **Start**.

## Verification tasks

Open **1-3 Journal Transactions** select **File > Count**, and verify that you find zero records.

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

Open your archive, and verify that the reports and record counts match your counts from before closing. If the verification of the record count and job removal reveals that there was a problem during close, restore the most recent backup made before closing the general ledger and re-close by starting with the [General Ledger Close](#) steps.

 **IMPORTANT:** If a backup needs to be restored, and the file re-closed, delete the archive file that was created and the current company file as they are not valid or correct files.

## Print reports for the prior year

Print **Fiscal Year End** reports that need to be printed for the prior year from the archive file.

## Change security in the archive company (optional)

If required, change security in the archive company by changing the rights of all user groups in **7-3-1 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**, reports can still be printed, but checks 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 checks.

- For additional security, in the **7-3-2 User List**, change the password for the supervisor.

### Backup and verification

- Back up and verify the current company and the archive files.

### Install year-end tax update

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

### Rebuild indexes

- When you open your current company for the first time, you will be prompted to rebuild indexes. Go to **7-4 Rebuild Indexes**, and click **Start** to rebuild all tables.

### Update payroll calculations

- Update any state or local 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. For example, updating the employee 401 (k) maximum will cause this to happen because the setting varies per employee.

 **NOTES:**  
Maximums for the new year can be found by searching on the topic at <http://www.irs.gov/>.

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

### 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.

We recommend that you add the year to the name of the archive company using **7-2 Company Information**. This makes it easier to identify reports printed from archive company and you won't mistake them for reports printed from your working company.

You can make prior year adjustments by posting transactions to period **00 - Prior Year** and selecting **Yes** to the message about posting to the archive.

Transactions posted to period **00 - Prior Year** update the ending balance in your archive company and the beginning balance in your current company.

Prior year adjustments posted to income and expense accounts update (1) the income and expense accounts in the archive to period 12, and (2) the **Retained Earnings** account in the current year in period zero(0).

The **Owner Draw** account is the only temporary account whose balance Sage 100 Contractor does not reset to zero. To clear the **Owner Draw** account, post an adjusting journal entry to period 0 in the new fiscal year, debiting the **Owner Equity** account and crediting the **Owner Draw** account.

## Change security in the archive company

If required, change security in the archive company by changing the rights of all user groups in **7-3-1 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**, reports can still be printed, but checks 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 checks.

For additional security, in **7-3-2 User List**, change the password for the supervisor.

## Print year-end reports

Print required year-end reports from the archive:

- W-2
- 1099
- 941

# 1-7 General Ledger Accounts

## Learning about Ledger and Subsidiary Accounts

### 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.

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.

### Learning more about ledger accounts

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). Assets, liabilities, and equity accounts are referred to as 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 referred to as 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.

## 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.

## 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.

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 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.

### 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 Checking**, **1002-Payroll Checking**, **1011-Petty Cash**, and **1020-Savings**. To combine all the cash account balances into the General Checking ledger account, enter **[1000]** in the **Summary Account** box of the **Payroll Checking**, **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 Checking** 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 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**.

## Working with Subsidiary Accounts

### About 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. Asset and liability accounts primarily use subsidiary accounts, though you can also use subsidiary accounts with income and expense 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**.
- 11 A prompt appears listing all the general ledger accounts that you designated as controlling accounts. You have the option of automatically creating subaccounts under each of the displayed accounts.
- 12 Select **OK**.



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

## Viewing subsidiary accounts

### To view subsidiary accounts:

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

## Deleting subsidiary accounts

You can delete subsidiary accounts (subaccounts) that contain no balance. If a subaccount with a balance, the command to delete it is not available.

### 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**.

## 1-8 General Ledger Setup

### 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.

## 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 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 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 Change Period/Close Year > 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 Change Period/Close Year > 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 Change Period/Close Year > 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 Change Period/Close Year > 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 Change Period/Close Year > 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 Change Period/Close Year > 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:

- a To begin entering transactions for the current fiscal year, enter the number of the current period in the **Current Period** box.
- b 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.
- c 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 Change Period/Close Year**.

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 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**. 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, do the following:
  - 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 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.

## 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.

**PO Sales Tax Expense:** When using the **12-4 Purchase Order Receipts** window to enter materials received, Sage 100 Contractor posts sales taxes to the account indicated in the **PO Sales Tax Exp.** box.

## 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

**Sales Tax Payable:** Enter the ledger account to which you are posting sales tax.

**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 only consolidate company books into a single financial report 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 wish to combine by clicking on the check boxes, and click **OK**.
- 5 Sage 100 Contractor prints your report automatically.

## 1-9 Company Departments

### About 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**.

## 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 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
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 Check Register Reports

Report Name	Locked
21 - Check Register~Checks Only	Yes
31 - Check Register	Yes
41 - Check 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 (American Institute of Architects, or AIA, format; 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

### 3-2 Receivable Invoices & Credits

#### Receivable Invoices

#### Invoices (Accounts Receivable)

The **3-2 Receivable Invoices/Credits** window lets you enter transactions that affect receivable accounts. You can create invoices or credit invoices, track retention, 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.

The **Receivable Invoices** window also provides the ability to enter taxable and non-taxable items on an invoice at the same time. When you enter a tax district number in the **Tax District** text box, you can select the items to tax in the **Taxable** column. If you leave the **Tax District** text box blank, Sage 100 Contractor assumes each item is non-taxable.

#### 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.

When you enter a tax district number in the **Tax District** text box, you can select which items to tax. In the **Taxable** column, type Yes if the item is taxable, or No if the item is non-taxable.

#### To enter a receivable invoice:

- 1 Open **3-2 Receivable Invoices/Credits**.

- 2 Do the following:
  - 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, 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.
  - c In the **Price** cell, enter the price for a single item.
  - d In the **Account** cell, enter the ledger account number.
- 4 Repeat step 3 for each item.
- 5 In the **Discount** text box, enter the discount for early payment.
- 6 On the **File** menu, click **Save**.
- 7 In the **Retain** text box, enter the amount of retention.

## 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	<p>Use type <b>1-Contract</b> when the invoice affects the billing for the contract.</p> <p>A receivable invoice assigned type <b>1-Contract</b> increases the job balance, and a credit invoice with this type reduces the job balance.</p>
2-Memo	<p>Use type <b>2-Memo</b> when the invoice does not affect the job billing for the contract.</p> <p>For example, when you enter a job deposit as a credit invoice, assign it <b>2-Memo</b> so that the credit does not affect the invoiced to date amount.</p> <p>You can also use this type with bad debts. Entering a credit invoice assigned <b>2-Memo</b> does not reduce the invoiced to date amount, but clears the debt.</p>

## Creating invoices 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.

## 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**.

## About 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** and **Tax District** text boxes, and re-save the record.

When the invoice contains an incorrect job number, tax district, 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.

## Voiding receivable invoices

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**.

## Issuing refund checks to customers

Situations arise where you might have to issue a refund check 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 Checks/ Bank Charges**, and you complete the process in **3-2 Receivable Invoices**.

Refunding a service receivables check uses a procedure similar to refunding an accounts receivable check.

### To issue a refund check 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, in the **Quantity** column, type 1.
- 4 In the grid in the **Price** column, type the amount of the refund.
- 5 In the grid, use your checking account as the offsetting account.

 **IMPORTANT:** You must use transaction number 0000 in order to print the check. 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 check.

- 6 From the **File** menu, select **Save**.

- 7 From the **File** menu, select **Recall**.
- 8 Click **Go to Transaction** to open the **1-3 Journal Transactions** window for this invoice.
- 9 In the **Payee** box, enter the name of the customer.
- 10 From the **File** menu, select **Save**.
- 11 Open **1-1 Check/Bank Charges**.
- 12 From the **File** menu, select **Print**.
- 13 From the drop-down list in the first field on the first line, choose the appropriate report form.
- 14 In the blank field on the **Account** line, enter the appropriate checking account number.



**TIP:** If you need a list of accounts, double-click in the blank field.

- 15 From the **File** menu, choose **Print**.
- 16 Verify that the check number and date are correct, and then click **OK** to print the check.
- 17 Open **3-2 Receivable Invoices**, change the number in the **Invoice#** box to match the printed check number.



**NOTE:** In **11-2 Service Receivables**, you cannot change the Invoice #.

- 18 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 check.

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**.

## Receivable Credits

### 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 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 Cash Receipts** window.

### Entering credit invoices from 3-2 Receivable Invoices-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**.

Here are some other 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 enter a tax district number in the **Tax District** text box, you can select which items to tax. In the **Taxable** column, type Yes if the item is taxable, or No if the item is non-taxable.

#### To enter a credit invoice:

**1** Open **3-2 Receivable Invoices/Credits**.

**2** Do the following:

- 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, click the invoice status.

- i In the **Type** list, click the invoice type.
- 3 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.
  - 4 Repeat step 3 for each item.
  - 5 On the **File** menu, click **Save**.

## Entering credit invoices and applying them to invoices in 3-2 Receivable Invoices-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**.

Here are some additional points to consider:

- o You can review the record totals before saving the invoice or credit. On the **Options** menu, click **Calculate**.
- o 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.
- o When you enter a tax district number in the **Tax District** text box, you can select which items to tax. In the **Taxable** column, type Yes if the item is taxable, or No if the item is non-taxable.

### To enter a credit invoice and apply it to an invoice:

- 1 Open **3-2 Receivable Invoices/Credits**.
- 2 Do the following:
  - 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 **Reference#** text box, enter the receivable invoice number to which you want to apply the credit.
  - g In the **Due Date** text box, enter the invoice due date.
  - h In the **Discount Date** text box, enter the due date by which must be received for the discount to apply.
  - i In the **Status** list, enter the invoice status.
  - j In the **Type** list, enter the invoice type.
- 3 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.

- 4 Repeat step 3 for each item.
- 5 On the **File** menu, click **Save**.

## 3-3 Cash Receipts

In the **3-3 Cash Receipts** window, you can enter payments for invoices, discounts for early payment of invoices, and overpayments. You can also reverse payments.

When the invoices are displayed, select an invoice and enter the amount of the payment and any applicable discount or overpayment. If the payment is for a credit invoice enter a negative amount.

If a client pays more than the net amount of an invoice but less than the invoice balance, Sage 100 Contractor applies the payment to the retention. Suppose you created an invoice for \$1000 minus 10% retention, resulting in a net total of \$900. The client, however, sends a \$950 payment. After entering the payment in cash receipts, the total balance due is \$50 and the **Retention** column shows a balance of \$50. It is important to note that this is not a substitute for releasing retention.

Sometimes clients will 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.

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 will allow 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 sends a check for \$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.

The **Cash Receipts** window also allows you 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.

## Entering payments against invoices

### To enter a payment against an invoice:

- 1 Open **3-3 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:
  - a In the **Client** text box, enter the client number.
  - b In the **Job** text box, enter the job number.
- 4 Do one of the following:
  - a Click the **Contract Invoices** tab.
  - b Click the **Service Invoices** tab.

- 5 Click the **Display** button.
- 6 In the grid, do the following:
  - 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.

- 7 Repeat step 6 for each invoice you want to pay.
- 8 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 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 transaction 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:
  - a In the **Client** text box, enter the client number.
  - b In the **Job** text box, enter the job number.
- 4 Do one of the following:
  - a Click the **Contract Invoices** tab.
  - b Click the **Service Invoices** tab.
- 5 Click the **Display** button.
- 6 In the grid, do the following:
  - 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.
- 7 Repeat step 6 for each item.
- 8 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 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 transaction 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:
  - a In the **Client** text box, enter the client number.
  - b In the **Job** text box, enter the job number.
- 4 Do one of the following:
  - a Click the **Service Invoices** tab.
  - b Click the **Contract Invoices** tab.
- 5 Click the **Display** button.
- 6 In the grid, do the following:
  - a In the **Paid** cell, enter the credit as a negative amount.
- 7 Repeat step 6 for each invoice to which you want to apply a credit.
- 8 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 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 transaction 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:
  - a In the **Client** text box, enter the client number.
  - b In the **Job** text box, enter the job number.
- 4 Do one of the following:

- a Click the **Contract Invoices** tab.
  - b Click the **Service Invoices** tab.
- 5 Consider the following:
- a If the invoices are partially paid, the **Open only** option should be selected.
  - b If the invoices are completely paid, select the **Paid only** option.
  - c If you have a combination of paid and partially paid invoices, select the **All** option.
- 6 Click the **Display** button.
- 7 In the grid, do the following:
- 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.
- 8 Repeat step 7 for each payment you want to reverse.
- 9 On the **File** menu, click **Save**.



#### NOTES:

- 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.

## Entering receivable two-party checks

There are several ways to handle two-party checks. If the other payee has signed the check over to your company, deposit and receive the check normally. When you have to sign over the check to a second payee, it is necessary to enter two transactions in the accounting. Make the first transaction in **3-3 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 check:

- 1 Open **3-3 Cash Receipts**.
- 2 Do the following:
  - a In the **Account** text box, enter the cash clearing account number.
  - b In the **Deposit#** text box, enter the deposit transaction 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:
  - a In the **Client** text box, enter a client number.
  - b In the **Job** text box, enter a job number.
- 4 Do one of the following:
  - a Click the **Contract Invoices** tab.
  - b Click the **Service Invoices** tab.
  - c Click the **Display** button.
- 5 In the grid, do the following:
  - a In the **Paid** cell, enter the total amount received. Do not include any discount or credit in this amount.



multiple job contracts. The **Client Contract Statement** lists the invoices by job and provides the total amount and remaining balance of each invoice.



**NOTE:** In some states, it is illegal to charge finance charges on top of finance charges. To exclude finance charges from a statement, in the **3-4 Report Printing** window, clear the **Calculate Finance Charges** check box. You can create a separate finance charge statement manually in **3-2 Receivable Invoices/Credits**.

## 3-5 Jobs (Accounts Receivable)

### About 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.

You may manage all your jobs directly from your **Project Work Center**. You may also create a desktop shortcut to **Project Work Center** and place it on the **Sage 100 Contractor Desktop**. This gives you the power to access 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 Do the following:
  - 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 In the **General Information** tab, do the following:
  - a In the **Client** text box, enter the client number.
  - b In the **Address 1**, **Address 2**, **City**, **State**, and **Zip** text boxes, enter the client's address.
  - c If the job is in a sales tax district, enter the district in the **Sales Tax District** text box.
  - d If the job is in a local payroll-tax district, enter the district in the **Payroll Locale** text box.

- e In the **Income Account** text box, enter the default income account.
  - f If you departmentalize income, enter the default department number in the **Department** text box.
  - g If the job requires certified payroll reporting, click the **Requires certified payroll reporting** check box.
  - h If the job requires posting payroll to WIP asset accounts, select the **Post expenses to WIP asset account** check box.
  - i In the **Due Terms** text box, enter the cycle for the date when the invoice is due.
  - j In the **Discount Terms** text box, enter the cycle by which payment must be received for the discount to apply.
  - k In the **Discount Rate** text box, enter the discount rate.
  - l In the **Finance Rate** text box, enter the annual finance rate.
  - m In the **Retainage Rate** text box, enter the rate of retention.
  - n If the customer provides a purchase order for the job, enter the purchase order number in the **Client PO#** text box.
  - o If the customer provides a contract number for the job, enter the contract number in the **Contract#** text box.
  - p In the **Contract Amount** text box, enter the amount of the original contract.
- 4 In the **Contacts and Personnel** tab, do the following:
- 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 **Estimator** text box, enter the employee number of the estimator.
  - d In the **Salesperson** text box, enter the employee number of the salesperson.
  - e In the **Supervisor** text box, enter the employee number of the job supervisor.
  - f In the **Job Access List** text box, click the **Edit list of users with security access to job** button to select up to 5 users with security access to this job.
  - g In the **Contact** grid, do the following:
    - 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#** 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 In the **Project Dates and Sales Information** tab, do the following:
- 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**.

Though a job falls under a specific tax district, the taxability of cost types for the specific job might differ depending on the type of work you are performing. Instead of creating a new tax district for the duration of the job, set up the cost types in the job record. 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.

## Setting up the default taxability of cost types for jobs

In some regions, work that is normally not taxable becomes taxable when performing certain services on a job. Sage 100 Contractor provides you the ability to manage the taxability of cost types for a specific job. Sage 100 Contractor uses the tax rate from the sales tax district indicated in the job record, but uses the cost type taxability you set up in the **Taxable Cost Types** dialog box.

### To set up the default cost type taxability:

- 1 Open **3-5 Jobs (Accounts Receivable)**, and then select the job.
- 2 On the **Options** menu, click **Taxable Cost Types**.
- 3 Do the following:
  - a In the **Materials** text box, type **[Y]** if the cost type is taxable or **[N]** if the cost type is not taxable.
  - b In the **Labor** text box, type **[Y]** if the cost type is taxable or **[N]** if the cost type is not taxable.
  - c In the **Equipment** text box, type **[Y]** if the cost type is taxable or **[N]** if the cost type is not taxable.
  - d In the **Subcontract** text box, type **[Y]** if the cost type is taxable or **[N]** if the cost type is not taxable.
  - e In the **Other** text box, type **[Y]** if the cost type is taxable or **[N]** if the cost type is not taxable.
  - f For each customized user-defined cost type, type **[Y]** if the cost type is taxable or **[N]** if the cost type is not taxable.
- 4 Click **[OK]**.



**NOTE:** If you leave a **Cost Type** text box blank, Sage 100 Contractor uses the default indicated in the **Tax District** window.

## 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.

Term	Description
Retainage Rate	Enter the percent of the entire contract withheld as retention. When you enter an invoice, Sage 100 Contractor automatically calculates retention 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, excluding sales tax.



**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 <b>Beginning Balance</b> 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 <b>2-Refused</b> .
3-Contract	You won the contract but have not begun work.

Status	Description
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 <b>6-Closed</b> .

## 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**.

## Assigning status 5-Complete to groups of jobs

### 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.

## Closing jobs

### 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.

## Closing groups of jobs

### 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.



#### 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.

## 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 Change Period/Close Year**.

### 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.

## Accounts Receivable Retention

### About accounts receivable retention

Many job contracts include retention. When you create a receivable invoice, Sage 100 Contractor withholds retention 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 withheld as retention, so the client is actually billed for the net amount (gross invoice amount – retention = net invoice amount). Therefore, retention is already declared as income but is not yet due. Consequently, Sage 100 Contractor does not include retention in the invoice aging, and does not apply finance charges to it.

When you are ready to bill the client for retention, it is not necessary to create a new invoice. The retention has already been declared income, so you only need to release the retention that has been withheld. You can release retention on each invoice individually, or you can release the retention for the entire job at one time. Having released the retention, you can then send the client a statement reflecting the amount that is due your company.

### Changing retention rates for jobs

In the **3-5 Jobs (Accounts Receivable)** window, you can change the retention rate for a job contract simply by entering the new rate in the **Retain Rate** text box. Sage 100 Contractor will calculate retention for all new invoices using the new rate, while existing invoices maintain the previously calculated retention.

You can also apply the new retention rate to all existing job invoices. When you increase the retention rate, Sage 100 Contractor calculates the new amount of retention based on the gross invoice amount. If the invoice balance is smaller than the calculated retention, Sage 100 Contractor adjusts the retention accordingly. For example, the retention is increased from 5% to 10% for a job and the change is applied to all job invoices. A \$1,000 invoice is 95% paid and the remaining \$50 balance is for retention. Because the invoice is already 95% paid, Sage 100 Contractor cannot recalculate retention at the 10% rate on this invoice. Consequently, Sage 100 Contractor does not change the retention for the invoice.

Applying a decreased retention rate can also affect previous invoices. While retention is decreased, the net balance due on invoices can increase. Suppose you decrease the retention from 10% to 5% for a job and apply the decrease to all job invoices. The net amount due for a \$1,000 invoice was originally \$900, but is changed to \$950. If client had paid \$900, the client now owes an additional \$50, and the last \$50 is withheld as retention.

### To change the retention rate for a job:

- 1 Open **3-5 Jobs (Accounts Receivable)**, and then select the job.
- 2 In the **Retain Rate** text box, enter the new rate.
- 3 If the new retention rate only applies to new invoices, go to step 5.
- 4 On the **Update** menu, click **Recalculate Retention**.
- 5 In the **New Due Date for Invoices** text box, enter the due date you want to assign the invoices.
- 6 Under **Select Recalculation Option**, do one of the following:
  - a Select to update **Only invoices with Retention**, or
  - b Select to update **All invoices**.
- 7 Click **OK**.
- 8 On the **File** menu, click **Save**.

### Entering retention as a flat rate for accounts receivable invoices

You can add a retention rate to the entire job which applies a single retention rate to all the job invoices. You can also enter retention to individual invoices as a flat rate.

### To enter retention as a flat rate for accounts receivable retention:

- 1 Open **3-2 Receivable Invoices/Credits**.
- 2 Locate the invoice to which you want to add retention.
- 3 Under the grid, locate the **Retain** box, type an amount, and the press Enter key.
- 4 Select **File > Save**.

### Releasing retention for jobs

If you need to release retention, print a progress billing report, and then print a job statement to request final payment, see the topic [Releasing retention for jobs and printing statements](#).

### To release retention for a job:

- 1 Open **3-5 Jobs (Accounts Receivable)**, and then select the job.
- 2 Under the **Terms** area, select the **Retain Rate** value, and then click the Delete key.
- 3 On the **Update** menu, click **Recalculate Retention**.
- 4 On the **Recalculate Retention** window in the **New Due Date for Invoices** box, type a new due date.
- 5 Under the **Recalculation Option** area, do one of the following:
  - a Select to update **Only invoices with Retention**, or
  - b Select to update **All invoices**.
- 6 Click **OK**.
- 7 On the **File** menu, click **Save**.



**TIP:** You can verify that retention has been released by clicking the **Invoices** button (bottom of the window) and reviewing the **Net Due** amount.

## Releasing retention on receivable invoices

### To release retention on a receivable invoice:

- 1 Open **3-2 Accounts Receivable Invoices**, and then select the invoice.
- 2 In the **Retain** text box, delete the amount.
- 3 On the **File** menu, click **Save**.

## Creating final retention invoices

The preferred method to request final payment for retention is to print a progress bill report.



**IMPORTANT:** Because retention has been included in the previous progress billing applications, you must credit the retention amount before you can create a separate retention invoice. Follow the six parts of this procedure to release retention, create a retention credit, apply the credit, and create your retention invoice.

### Part 1 - To close your current bill, release retention, 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. To the message, **Reminder: A new record will be created and this one will become Closed. Do you want to continue?** click **Yes**.
4. Note the amount in the **Total Retain** box.
5. From the **Update** menu, select **Release Retention**.
6. To the message, **This will reset all retention rates to zero and recalculate the application. Do you want to continue?** click **Yes**.
7. On the **Calculate** grid, choose a method to calculate the Progress Billing and click **OK**.  
The Total Retain amount becomes the Current Due amount.
8. From the **File** menu, select **Save**.
9. From the **File** menu, select **Recall**.
10. From the **Options** menu, select **Submit Application**.
11. From the **File** menu, select **Print**.
12. Print the appropriate Progress Billing report, **reports 21 - 42** and send this report to your customer to show the retention amount is now due.
13. Close the **3-7 Report Printing** window.



**NOTE:** The final application remains in **Submitted** status because there is not an invoice amount to post.

## **Part 2 - To recalculate the retention and due dates**

1. Open **3-5 Jobs (Accounts Receivable)**, and display the job.
2. In the **Terms** section of the window, clear the **Retain Rate**.
3. From the **Update** menu, select **Recalculate Retention**.
4. On the **Recalculate Retention** window, enter the **New Due Date for Invoices** and select the appropriate **Recalculation** option.
5. Click **OK**.
6. To the message to confirm the number of open invoices found, click **OK**.
7. From the **File** menu, select **Save**.
8. On **3-5 Jobs (Accounts Receivable)**, click **Invoices** and review the **Net Due** amount to verify that the retention has been released.

## **Part 3 - To create a retention credit invoice for the amount of the retention due**

In this part, you are going to create a retention credit invoice and use the amount of retention due as the **Price** of the credit.

1. Open **3-2 Receivable Invoices/Credits**.
2. Do the following:
  - 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.
3. 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 amount of the retention due.
  - d. In the **Account** cell, enter the ledger account number.
4. Repeat step 3 for each item.
5. On the **File** menu, click **Save**.

## **Part 4 - To apply the credit to retention**

1. In 3-3 Cash Receipts apply the credit to all open retention.
2. Apply the retention credit invoice created to all open retention invoices.

For detailed instructions on applying a credit to open invoices see the link below.

1. Open **3-3 Cash Receipts**.
2. Do the following:
  - 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.
3. Do one of the following:
  - In the **Client** box, type the client number.
  - In the **Job** box, type the job number.
4. Do one of the following:
  - Click the **Contract Invoices** tab.
  - Click the **Service Invoices** tab.
5. Click the **Display** button.
6. In the grid, do the following:
  - a. In the **Credit** cell of the original invoice, type the amount as a positive number.
  - b. In the **Credit** cell of the credit invoice, type the amount as a negative number.



**IMPORTANT:** the amounts in the **Credit** column must balance to zero.

7. Repeat step 6 for each credit you want to apply.
8. On the **File** menu, click **Save**.

### **Part 5 - To create an invoice for the retention due amount**

In Part 5, you are going to create an invoice using the amount of retention due as the **Price** of the invoice.

1. Open **3-2 Receivable Invoices/Credits**.
2. Do the following:
  - 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

- 3. In the grid, do the following:
  - 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 retention due as the **Price** of the invoice.
  - d. In the **Account** cell, enter the ledger account number.
- 4. Repeat step 3 for each item.
- 5. From the **File** menu, click **Save**.

### **Part 6 - 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 click **OK**.  
Your statement details all outstanding amounts due, including the retention invoice.
- 8. Close the **3-4 Report Printing** window.

## **Updating retention for jobs**

### **To update retention for a job:**

- 1 Open **3-5 Jobs (Accounts Receivable)**, and then select the job.
- 2 In the **Retain Rate** text box, type a new rate.
- 3 On the **Update** menu, click **Recalculate Retention**.
- 4 The **Recalculate Retention** window opens.
- 5 In the **New Due Date for Invoices** text box, type the due date you want to assign the invoices.
- 6 Under **Select Recalculation Option**, do one of the following:
  - a Select to update **Only invoices with Retention**, or
  - b Select to update **All invoices**.
- 7 Click **OK**.

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

## Releasing retention on receivable invoices

### To release retention on a receivable invoice:

- 1 Open **3-2 Accounts Receivable Invoices**, and then select the invoice.
- 2 In the **Retain** text box, delete the amount.
- 3 On the **File** menu, click **Save**.

## About billing retention

After releasing the retention for a job contract or invoice, you can print a statement reflecting the release of retention. If your client requires an invoice for the released retention, you can modify the **Statement** form design to resemble an invoice.

## Editing statements to bill for retention

### To edit a statement to create an invoice for retention:

- 1 Open **3-4 Statements**.
- 2 The **Report Window** opens.
- 3 On the menu bar, click **Edit**, then click **Form Design**.
- 4 Consider maximizing the **Form Design** window to bring everything into view.
- 5 Delete the form title, **Statement**, and enter a new title.
- 6 Delete the gray detail box.
- 7 In its place, type a sentence such as the following: This invoice requests payment for all previously withheld retention.
- 8 Do any of the following:
  - a Delete the **Aging** text boxes and the boxes.
  - b Delete the **Contract Summary** boxes.
- 9 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.
- 5 Do any of the following, as required:
  - a In the **Billing Amount** column, enter the amount that you want to bill per phase when creating invoices by phase.
  - b In the **Retention** column, enter the retention rate for the phase.
  - c In the **Model** column, enter the model.
  - d In the **Unit** column, enter the unit of measurement.
  - e In the **Quantity** column, enter the measurement.
- 6 Repeat steps 3–4 for each phase.
- 7 Repeat step 5 for each phase only as required.
- 8 On the **File** menu, click **Save**.



**TIP:** Instead of setting a retention rate for the entire job, you can set a separate retention 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**, etc., 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.

The following 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. The following 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
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.

Item Type	Description
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:
  - a On the **Options** menu, click **Bid Items**.
  - b Click the detail button next to **Bid Item** in **9-5 Takeoffs**.
- 3 In the **Item#** text box, enter your bid item number.
- 4 In the **Item Code** text box, enter the bid item code required by the client.
- 5 In the **Description** text box, enter a brief statement about the bid item.
- 6 In the **Unit** text box, enter the unit of measurement.
- 7 In the **Quantity** text box, enter the number of units.
- 8 In the **Item Type** text box, enter the bid item type: **1-Base Bid**, **2-Allowances**, **3-Alternate**, or **4-Changes**.
- 9 In the **Overhead** text box, enter the default overhead rate.
- 10 In the **Profit** text box, enter the default profit rate.
- 11 Repeat steps 3–10 for each bid item.
- 12 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 state, 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:
  - a Under **Lender**, enter the lender's name and address.
  - b Under **Contractor**, enter the contractor's name and address.
  - c Under **Owner**, enter the owner's name and address.
  - d Under **Contracted By**, enter the name and address of the person or company who contracted your company.
  - e 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**.
- 2 The **3-1-10 Report Printing** window opens for printing pre-lien notices.
- 3 On the **Report Criteria** tab, select a report style.
- 4 In the **Job#** drop-down box, select the operator, and then the job number.
- 5 For example, you may enter **Equal** for the operator.
- 6 Click the **Print preview and Drilldown (when available)** to preview your pre-lien notice.
- 7 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 On the **Options** menu, click **Job Paygroups**.
- 4 In the **Position** cell, enter the employee position.
- 5 In the **Paygroup** cell, enter the paygroup number.
- 6 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.
- 7 Repeat steps 3–6 for each paygroup.
- 8 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 which position you enter 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:

10. Open **5-3-4 Paygroups**.
11. 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.
12. Enter the actual paygroups you want to use for the job, and include the wage and benefit rates.
13. 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.
14. Open **3-5 Jobs (Accounts Payable)**.
15. From the **Options** menu, select **Job Paygroups**.
16. Set up job paygroups using a “dummy” paygroup for each of the positions.
17. 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.
18. When you are finished, the job-specific paygroups table should contain a list of the same dummy paygroup assigned different employee positions.
19. Open **5-2-2 Job Payroll Records**.
20. Create a timecard.
21. Press the Enter key to move through the grid to the paygroups.
22. Go back to the paygroup cell, and click the drop-down arrow.
23. The correct job paygroup appears.



**TIP:** In order 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.

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, do the following:
  - a In the **Address 1, Address 2, City, State,** and **Zip** 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 **Tax District** list, click the sales tax district.
  - 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 by which payment must be received for the discount to apply.
  - g In the **Discount Rate** text box, enter the discount rate.
  - h In the **Finance Rate** text box, enter the annual finance rate.
  - i In the **Contact** grid, do the following:
    - i 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.

- 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#** 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.
- 8 On the **Other Addresses** tab, do the following:
  - a In the **Bill Address 1, Bill Address 2, Bill City, Bill State,** and **Bill Zip** text boxes, enter the billing address information.

- b** In the **Ship Address 1**, **Ship Address 2**, **Ship City**, **Ship State**, and **Ship Zip** text boxes, enter the shipping location information.
- 9** On the **Payment and Billing** 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** In the **Sales Tax Resale Exempt#** text box, enter the client's resale number for service invoices.
  - h** Under **Part Billing Basis**, select how you want to bill the client for parts.
- 10** 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.
- 11** (Optional) In the **User Def**, **User Def2**, **User Def3**, **User Def4**, and **User Def5** text boxes, enter the [user-defined information](#) as necessary.
- 12** On the **File** menu, click **Save**.

## 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 In the **Client Status#** text box, enter the status number.
- 4 In the **Status Name** text box, enter a description of the client status.
- 5 Repeat steps 3-4 for each status.
- 6 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.
- 4 The **Client Size List** window opens.
- 5 In the **Client Size#** text box, enter the client size number.
- 6 In the **Size Description** text box, enter a brief statement about the client size.
- 7 Repeat steps 5–6 for each size.
- 8 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 In the **Product#** text box, enter the product number.
- 5 In the **Description** text box, enter a brief statement about the product.
- 6 Repeat steps 4–5 for each product.

7 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 **Payment and Billing** 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**.



### NOTES:

- **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**.

## Tax Districts and Tax Entities

### About tax districts and tax entities

Most states and many cities impose taxes on sales. The seller must add the tax to the selling price and then pay the taxes to the government. In the construction trades, contractors are usually not responsible for collecting taxes. However, certain types of work require contractors to collect and remit sales taxes to the appropriate government agency. The **Tax Districts** window provides the flexibility necessary to manage, compute, and report the individual sales taxes levied by state, county, and municipal governments.

When you create an invoice, Sage 100 Contractor determines the sales taxes from the indicated tax district. A tax district is comprised of a group of tax entities to which you report the taxes collected within that particular region. Before you can create a tax district, you must create the tax entities.

After you have set up the various tax entities, you can build different tax districts from them. For a given tax district you can include five tax entities, indicate which cost types are taxable, and indicate whether profit is taxable. To calculate taxes, Sage 100 Contractor separately computes the tax for each entity contained in the tax district, but on the invoice provides a total of the taxes.

Suppose a contractor works in a given state. In the state the sales tax rate is 7.25 percent, and in addition, a given county has a 0.25 percent sales tax rate. Before creating a tax district, the tax entities, titled **(State) and (Name) County**, are set up, each with its specified rate. The contractor then creates tax district **1-(Name) County, CA**, which contains the tax entities **(State)** and **(Name) County**. When setting up job records for projects in the county, the contractor can include the tax district. Later when entering invoices, Sage 100 Contractor automatically uses tax district **1-(Name) County, CA** and computes the appropriate state and county taxes.

You can also set up tax entities to compute discretionary surtaxes. When calculating the taxes for a job, both the sales tax and the discretionary surtax apply until the total of the taxable items on the billing invoice(s) equal or exceed the maximum. At that time, the discretionary surtax no longer applies, and only the sales tax continues to apply.

Sales tax requirements differ from region to region. In one region you might not have to report any sales tax, while in another region you might need to report taxes on everything but subcontract work. Before setting up the tax districts, consult the local tax agencies to determine the correct tax rates.

## Setting up tax districts

### To set up tax districts:

- 1 Open **3-6 Receivable Clients**.
- 2 Next to the **Tax District** list, click the detail button.
- 3 In the **District#** text box, enter the number you want to assign the tax district.
- 4 Do the following:
  - a In the **District Name** text box, enter a description of the tax district.
  - b In the **Tax Entity 1** text box, enter the tax entity number.
  - c In the **Material** text box, type **[Yes]** to tax this cost type. Type **[No]** if the cost type is not taxable.
  - d In the **Labor** text box, type **[Yes]** to tax this cost type. Type **[No]** if the cost type is not taxable.
  - e In the **Equipment** text box, type **[Yes]** to tax this cost type. Type **[No]** if the cost type is not taxable.
  - f In the **Subcontract** text box, type **[Yes]** to tax this cost type. Type **[No]** if the cost type is not taxable.
  - g In the **Other** text box, type **[Yes]** to tax this cost type. Type **[No]** if the cost type is not taxable.
  - h In the **User Defined Type 6** text box, type **[Yes]** to tax this cost type. Type **[No]** if the cost type is not taxable.
  - i In the **User Defined Type 7** text box, type **[Yes]** to tax this cost type. Type **[No]** if the cost type is not taxable.

In the **User Defined Type 8** text box, type **[Yes]** to tax this cost type. Type **[No]** if the cost type is not taxable.

In the **User Defined Type 9** text box, type **[Yes]** to tax this cost type. Type **[No]** if the cost type is not taxable.

In the **Profit** text box, type **[Yes]** to tax the profit. Type **[No]** if the profit is not taxable.

5 Repeat step 4 for each item.

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



**TIP:** You can assign up to five tax entities to a single tax district.

## Setting up tax entities

### To set up tax entities:

- 1 Open **3-6 Receivable Clients**.
- 2 Next to the **Tax District** list, click the detail button.
- 3 Right-click in a blank **Tax Entity** cell to display the grid menu. Click **Display Detail/Add Record** to display the editable **Tax Entities** window.
- 4 In the **Tax Entity#** text box, enter the number you want to assign the tax entity.
- 5 In the **Entity Name** text box, enter a brief description of the tax entity.
- 6 In the **Remit To** text box, enter the name to which you remit payments.
- 7 In the **Address 1, Address 2, City, State, and Zip** cells, enter the address.
- 8 In the **Tax Rate** text box, enter the tax rate.
- 9 In the **Billing Limit** text box, enter the maximum dollar amount.

Sage 100 Contractor stops calculating the tax when the total of the taxable items on the billing invoice(s) equal or exceeds the maximum.

- 10 In the **Limit Type** text box, enter the number representing the calculation limit.

The [limit type](#) establishes how Sage 100 Contractor determines when the amount in the **Billing Limit** text box is met.

- 11 Repeat steps 4–10 for each tax entity.
- 12 On the **File** menu, click **Save**.

## About tax entity limit types

Some states assign limits to the amount of taxes you collect. Check with your state tax agency.

Type Number	Description
1-Invoice	Applies the billing maximum to a single invoice.
2-Job	Applies the billing maximum to a job.
3-Service Contract	Applies the billing maximum to a service record assigned status <b>10-Contract</b> .
4-Service Location	Applies the billing maximum to a single service location. A client might have multiple locations and the limit applies to each location.

## Opening tax entities

The **Tax District** window can also be accessed from **3-5 Jobs (Accounts Receivable)**. Next to the **Sales Tax District** list, click the detail button, then follow step 3.

### To open a tax entity:

- 1 Open **3-6 Receivable Clients**.
- 2 Next to the **Tax District** list, click the detail button.
- 3 The **Tax Districts** window appears.

- 4 Select a **Tax Entity** text box. Do one of the following to display or select the tax entity.
  - a Click the drop-down arrow to open the **Tax Entities Lookup** window. Double-click the selection that you want to copy into the **Tax District** window.
  - b If you know the **Tax Entity** you want to select, type it directly in the text box.
  - c If you want to enter a new **Tax Entity**, type it in the text box. You will be prompted with a message to create a new one and the **Tax Entity** window will display.

## Changing the sales tax rate

### To change the sales tax rate:

- 1 Open **3-5 Jobs (Accounts Receivable)**.
- 2 At the right end of the **Sales Tax District** box, click the **View/Add Records** button.
- 3 On the **Tax Districts** window in the **Tax Entity 1** column, click in the first blank cell.
- 4 On your keyboard, press F6.
- 5 On the **Tax Entities** window, make the necessary changes and then select **File > Save**.
- 6 On the **Tax Districts** window select **File > Save**.

## 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.
  - a If you click **All Locations/All Equipment**, go to step 9.
  - b If you click **Specified Locations Only**, then enter the locations in the **Locations Grid**.
  - c If you click **Specified Equipment Only**, then enter the client's equipment in the **Equipment Grid**.
- 9 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 5–6 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 Next to the **Area** text box, click the detail button.
- 4 In the **Area#** text box, enter the area number.
- 5 In the **Description** text box, enter a brief statement about the area.
- 6 Double-click the **Dispatch Color** text box.

- 7 Double-click the color you want to use.
- 8 Repeat steps 3–7 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.

## 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, do the following:
  - 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**, **State**, and **Zip** 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 **Map Locate** text box, enter the map coordinates.
  - g In the **Cross Street** text box, enter the name of the nearest cross street.
  - h In the **Tax District** text box, enter the number of the tax district within which the location falls.
  - 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**.

## 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 access the **Calendar** by pressing F2, and 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 On the **Options** menu, click **Equipment**.
- 3 In the **Equipment** window, do the following:
  - 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.
  - 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 Repeat step 3 for each piece of equipment.
- 5 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 In the **Lead Source#** text box, enter the lead source number.
- 5 In the **Source Name** text box, enter a description of the lead source.
- 6 Repeat steps 4–5 for each source.
- 7 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
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 4–5 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 In the **Client** cell, enter the client number of the client who provided a referral to the current customer.
- 4 In the **Date** cell, enter the date of the referral.
- 5 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.
- 6 Repeat steps 3–5 for each referral.
- 7 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 In the **Referred** cell, enter the client number of the client who was referred to your company.
- 4 In the **Date** cell, enter the date of the referral.
- 5 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.
- 6 Repeat steps 3–5 for each referral.
- 7 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. Most progress bills are printed on AIA certificates.

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, tax district number, retention rates, and a maximum for retention.

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.

## AIA Certificates

You can print billing information on the American Institute of Architects (AIA) forms with single sheet printers, such as inkjet or laser printers. Sage 100 Contractor prints most information for you; however, Sage 100 Contractor does not complete the change order summary table. You can complete the table yourself, or print a **Change Order List** and submit the report with the AIA certificate.

When printing an AIA Certificate, use the **AIA Fill** design in conjunction with the G702 and G703 forms. Architects routinely require contractors to use these forms when billing for work based on the percentage of completion. You can only purchase the certificate forms from the AIA, which holds the copyrights to the certificates.

Sage 100 Contractor also provides a second AIA style design. The design, titled **AIA Form Fill** (and **AIA Form Fill~Rounded**), prints the billing information on a blank page. While this form fill is similar to the AIA Certificate, most architects require the actual AIA Certificate. Check with the job architect before using the **AIA Form Fill**.

Place the AIA pages in the correct order before printing; Sage 100 Contractor prints the contract summary first, followed by the continuation sheets.

## 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 tax district number, the retention rates, and a maximum for retention.

### 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 **Tax District** text box, enter the number of the sales tax district.
- 7 In the **Primary Rate** text box, enter the rate of retention.
- 8 In the **Primary Maximum** text box, enter the maximum amount to withhold based on the primary rate of retention.

- 9 In the **Material Stored Rate** text box, enter the rate of retention for stored materials.
- 10 In the **Secondary Rate** text box, enter the rate of retention to apply when the billings exceed the primary maximum.
- 11 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 **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 **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.
- 8 Under **Billing Basis**, select the **Cost Codes** or **Divisions** option.
- 9 On the **Options** menu, click **Setup** and complete the **Progress Billing Setup** window.
- 10 Do one of the following:
  - a On the **Options** menu, point to **Import**, then click **Import Budget**.
  - b On the **Options** menu, point to **Import**, then click **Import Proposal**.
- 11 In the **Current Complete** text box, you can enter the costs incurred. If you provide the costs incurred, do not provide the percent of work completed in the **Percent Complete** text box.
- 12 In the **Retention 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.
- 13 In the **Current Stored** text box, enter the current cost of materials stored for the job.
- 14 In the **Percent Complete** 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 Complete** text box.
- 15 In the **Taxable** text box, type Yes if the item is taxable or No if the item is non-taxable.
- 16 Repeat steps 10-15 for each item.
- 17 On the menu bar, click **Calculate**.



**NOTE:** Sage 100 Contractor creates a separate series of applications for each phase.

## Creating new progress bills manually

Here is some additional information. 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:** The **Options** menu command **Allow Editing Scheduled \$** can only be turned on and off by a supervisor. This command allows anyone to 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, do the following:
  - 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 **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.
  - g 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 Depending on the billing basis, right-click the **Cost Code** or **Divisions** text box, and select **Display Picklist Window**.
- 6 Create a **Picklist** of cost codes or divisions, and then click the check mark button to insert the list into the grid.
- 7 If a vendor is associated with the item, enter the vendor number in the **Vendor** text box.
- 8 In the **Scheduled** text box, enter the scheduled amount.
- 9 In the **Current Complete** text box, you can enter the costs incurred. If you provide the costs incurred, do not provide the percent of work completed in the **Percent Complete** text box.
- 10 In the **Retention 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.
- 11 In the **Current Stored** text box, enter the current cost of materials stored for the job.
- 12 In the **Percent Complete** 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 Complete** text box.
- 13 In the **Taxable** text box, type Yes if the item is taxable or No if the item is non-taxable.
- 14 Repeat steps 7–11 for each item.
- 15 On the menu bar, click **Calculate**.

 **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.

When you select the **Add to Existing Lines** option, 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.

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.



**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 **Progress Billing** grid.

[Updating costs in progress bills from change orders automatically](#)

[Updating costs in progress bills from change orders manually](#)

[Appending costs from change orders to progress bills](#)

[About change orders](#)

[About cost codes and divisions](#)

## 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:

5. Open **3-7 Progress Billing**.
6. Using the data control, select the last application for the job and phase you want to update.
7. On the **Update** menu, point to **Change Orders**, and click **Add to Existing Lines**.

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.

8. Repeat step 3 until you have resolved all cost codes.
9. On the **Options** menu, click **Calculate**.

## 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 manually update costs from change orders:

- 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 Select a cost code.
- 4 In the **Changes** text box, enter the amount of change.
- 5 Repeat steps 3–4 for each cost code you want to update.
- 6 On the menu bar, click **Options**, then **Calculate**.

## 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 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 retention

Many job contracts include retention. In the **Progress Billing Setup** window, you can set up rates and a rate maximum.

When you calculate a progress bill for the first time, Sage 100 Contractor inserts the primary retention rate for completed work in the **Retention Rate** column for all line items. If certain line items require different rates of retention, type the rates in the appropriate **Retention Rate** cells. If you leave a **Retention Rate** cell blank, Sage 100 Contractor will not compute retention for that particular line item. You can then recalculate the retention for the application.

Some contracts stipulate that retention should stop accruing after a certain amount of the contract has been billed. To restrict the amount of retention withheld, type the maximum amount of retention to withhold in the **Primary Maximum** box. When the total retention withheld, calculated from the rates for each line item, equals or exceeds the maximum, Sage 100 Contractor stops withholding retention on the printed progress billings and the posted receivable invoices. However, within the **Progress Billing** window, Sage 100 Contractor continues to calculate the total retention.

You can also set up a secondary retention rate. When the total retention withheld exceeds the amount in the **Primary Maximum** box, Sage 100 Contractor applies the rate in the **Secondary Rate** box. Sage 100 Contractor does not replace the original rates in the **Retention Rate** column of the progress bill with the secondary rate because it uses the original rates to compute the total retention for comparison against the maximum. The secondary rate applies to each line item that has a retention rate; you cannot change the secondary rate on a line by line basis.

If you want to withhold retention for stored materials, type the rate in the **Material Stored Rate** box. When you enter costs for stored materials in the **Current Stored** column, Sage 100 Contractor calculates the retention using the rate in the **Material Stored Rate** box from the **Progress Billing Setup** window.

While you include retention on billings, payment is not due until you complete the project. Posting an invoice declares the gross amount of the invoice as income. However, a percentage of the gross amount is withheld as retention, so the client is actually billed for the net amount (gross invoice amount – retention = net invoice amount). Therefore, retention is already declared income but is not yet due. Consequently, Sage 100 Contractor does not include retention in the invoice aging, and does not apply finance charges to it.

When you are ready to bill the client for retention, it is not necessary to create a new invoice. The retention has already been declared income, so you simply release the retention in both progress billing and accounts receivable. You can release retention on each invoice individually, or you can release the retention for the entire job at one time. You can then send the client a statement reflecting the amount that is due your company.

## Releasing retention for progress bills

You can bill for work and release retention on the same billing. After you create or update the progress bill, remove the retention rates and post an invoice. Then release the retention in accounts receivable.

To only release retention for specific line items, delete the rate in the **Ret. Rate** text box of each line item for which you want to release retention. Then calculate the application.

If you need to release retention and print a statement, see the topic [Releasing retention for progress bills and printing statements](#).

### To release retention for a progress bill:

- 1 Open **3-7 Progress Billing**.
- 2 Select the last **Application** (with status **3-Posted**) for which you want to release retention, and click the **Next** button located at the center bottom of the window.
- 3 To the message, **Reminder: A new record will be created and this one will become Closed. Do you want to continue?** click **Yes**.
- 4 Note the amount in the **Total Retain** field.
- 5 On the **Update** menu, click **Release Retention**.
- 6 To the message, **This will reset all retention rates to zero and recalculate the application. Do you want to continue?** click **Yes**.
- 7 On the **Calculate Grid** window, choose a method to calculate the Progress Billing and click **OK**.
- 8 On the **File** menu, click **Save**.

Then, release the retention in accounts receivable.

## Releasing retention for progress bills and printing statements

When you bill a customer for retention for a job that is 100 percent complete, it is not necessary to create a new invoice. The retention is included on the invoices created from **3-7 Progress Billing** applications.

### Part 1 - To close your current bill, release retention, 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. To the message, **Reminder: A new record will be created and this one will become Closed. Do you want to continue?** click **Yes**.

Be sure to note the amount in the **Total Retain** field.

4. From the **Update** menu, select **Release Retention**.
5. To the message, **This will reset all retention 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 click **OK**.



**NOTE:** The **Total Retain** amount becomes the **Current Due** amount.

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 retention 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 - Recalculate the retention and due dates**

If you complete this step and have not received payments for amounts outside of retention, the current balance due will reflect retention and any outstanding amounts.

1. Open **3-5 Jobs (Accounts Receivable)**, and display the job.
2. In the **Terms** section of the window, clear the **Retain Rate**.
3. From the **Update** menu, select **Recalculate Retention**.
4. On the **Recalculate Retention** window, enter the **New Due Date for Invoices**, and select the appropriate **Recalculation Option**.
5. Click **OK**, and to the message to confirm the number of open invoices found, click **OK**.
6. From the **File** menu, select **Save**.



**TIP:** On the **3-5 Jobs (Accounts Receivable)** window, click **Invoices** and review the **Net Due** amount to verify the retention has been released.

## **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 retention.
9. Close the **3-4 Report Printing** window.

## Processing progress bills

The following bullet points provide some important insights about processing progress bills:

- You can calculate retention using a rate for completed work and another rate for stored materials.
- Sage 100 Contractor computes and posts sales tax only when you create an invoice from the progress bill. Because AIA certificates do not include sales taxes, you can print a separate **Sales Tax Report** in the **3-1-11 Sales Tax Report** window to notify the client of the applicable sales taxes.
- The calculation of sales tax is based on the tax district you have entered in the **Progress Billing Setup** window.

You can include sales tax as a line item in the progress bill. If you enter a grid line for sales tax manually, Sage 100 Contractor includes the amount as part of the total on the 3-2 Accounts Receivable invoice. The sales tax amount is not broken out separately in the sales tax field of the accounts receivable invoice.

- 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 Complete** and reduces the invoice amount.)
- You can bill for work and release retention on the same application. After updating the application, remove the retention rates.

### To process a progress bill:

- 1 Open **3-7 Progress Billing**.
- 2 Do one of the following:
  - a Create the progress bill automatically.
  - b 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 **Percent Completed** cells.
- 6 Calculate the project costs.
- 7 Print the progress bill application.
- 8 When you submit the progress bill application, 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**.
- 9 After submitting the application, you can create an invoice by posting the application. On the **Options** menu, click **Post 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**.

## Releasing retention for jobs and printing statements

When you bill a customer for retention for a job that is 100 percent complete, it is not necessary to create a new invoice. The retention is included on the invoices created from **3-7 Progress Billing** applications. This three-part procedure shows you how to release retention, print a progress billing report, and then print a job statement to request final payment.



**IMPORTANT:** All past due accounts receivable invoices must have been collected before completing this procedure.

If you need to print a retention invoice instead of a statement, see the topic [Creating final retention invoices](#).

### Part 1 - To close the current bill, release retention, 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.
3. Click **Next**.
4. To the message, **Reminder: A new record will be created and this one will become Closed. Do you want to continue?** click **Yes**.  
Be sure to note the amount in the **Total Retain** box.
5. From the **Update** menu, select **Release Retention**.
6. To the message, **This will reset all retention rates to zero and recalculate the application. Do you want to continue?** click **Yes**.
7. On the **Calculate** grid, choose a method to calculate the **Progress Billing** and click **OK**.



**NOTE:** The **Total Retain** amount becomes the **Current Due** amount.

8. From the **File** menu, select **Save**.
9. From the **File** menu, select **Recall**.
10. From the **Options** menu, select **Submit Application**.
11. From the **File** menu, select **Print**.

12. Print the appropriate Progress Billing report, reports **21 - 42**, and send this report to your customer to show the retention amount is now due.
13. Close the **3-7 Report Printing** window.



**NOTE:** The final application remains in Submitted status because there is not an invoice amount to post.

## Part 2 - To recalculate the retention and due dates



**IMPORTANT:** If you complete this part and have not received payments for amounts outside of retention, the current balance due will reflect retention and any outstanding amounts. This could be perceived that current receivables are overstated.

1. Open **3-5 Jobs (Accounts Receivable)**, and select the job.
2. In the **Terms** section of the window, clear the **Retain Rate**.
3. From the **Update** menu, select **Recalculate Retention**.
4. On the **Recalculate Retention** window, enter the **New Due Date for Invoices** and select the appropriate **Recalculation** option.
5. Click **OK**, and to the message to confirm the number of open invoices found, click **OK** again.
6. From the **File** menu, click **Save**.
7. Then, on the **3-5 Jobs (Accounts Receivable)** window, click the **Invoices** button and review the **Net Due** amount to verify the retention has been released.

## Part 3 - 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, click **Print**.
7. On the **Statement Variables** window, type the **Statement Date**, and click **OK**.  
The statement prints showing all outstanding amounts due, including the released retention.
8. Close the **3-4 Report Printing** window.

## Voiding progress bills

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. 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 Do one of the following:
  - a On the **Options** menu, point to **Import**, then click **Import Budget**.
  - b On the **Options** menu, point to **Import**, then click **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 manually create a new loan draw application:

- 1 Open **3-8 Loan Draw Requests**.
- 2 In the header, do the following:
  - 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, in the **Scheduled** cell, enter the scheduled amount.
- 6 Then do one of the following:
  - a 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.
  - b 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.
- 7 Repeat steps 5 and 6 for each item.
- 8 On the menu bar, click **Calculate**.
- 9 On the **File** menu, click **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 manually update costs from change orders:

- 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 Select a cost code.
- 4 In the **Changes** text box, enter the amount of change.
- 5 Repeat steps 3–4 for each cost code you want to update.
- 6 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 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 Amounts	Updates the current costs from the job costs. Use this when a project has no budget entered in Sage 100 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.

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:
  - a Automatically create the loan draw application.
  - b 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, tax district number, and the retention 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.

### 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, the tax district number, and the retention 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 **Tax District** text box, enter the number of the sales tax district.
- 7 In the **Retention Rate** text box, enter the rate of retention.

8 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.
- 8 On the **Options** menu, click **Import Unitary Proposal**.
- 9 On the **Options** menu, click **Setup** and complete the **Unitary Billing Setup** window.
- 10 In the grid, do the following:
  - 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 **Retention Rate** cell, you can accept the default retention rate from the **Unitary Billing Setup** window, or you can enter a different rate for the item.
  - d In the **Taxable** cell, type Yes if the item is taxable or No if the item is non-taxable.
- 11 Repeat step 10 for each item.
- 12 On the menu bar, click **Calculate**.
- 13 On the **File** menu, click **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, do the following:
  - 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.
- 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, do the following:
    - 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 **Retention Rate** cell, you can accept the default retention rate from the **Unitary Billing Setup** window, or you can enter a different rate for the item.
    - h** In the **Taxable** cell, type Yes if the item is taxable or No if the item is non-taxable.
  - 7** Repeat step 6 for each item.
  - 8** On the menu bar, click **Calculate**.
  - 9** On the **File** menu, click **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.
- 8** On the **Options** menu, click **Import Unitary Proposal**.

## 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 retention

Many job contracts include retention. While you include the retention on the billings, payment is not due until you complete the project. In the **Unitary Billing Setup** window, you can set the retention rate.

When you calculate a unitary bill the first time, Sage 100 Contractor inserts the retention rate for completed work in the **Ret. Rate** column for all line items, then it calculates the retention. If the retention rate differs between line items, you can enter the individual rates in the appropriate **Retention Rate** cells. If you leave a **Ret. Rate** cell blank, Sage 100 Contractor does not compute the retention for that particular line item.

To change the retention rate for the entire project, first change the rate in the **Retention Rate** box in the **Unitary Billing Setup** window. Then change the rates in the **Ret. Rate** column and recalculate the unitary bill. If you lower the rate of retention, you effectively release a portion of the retention previously withheld.

Posting an invoice declares the gross amount of the invoice as income. However, a percentage of the gross amount is withheld as retention, so the client is actually billed for the net amount (gross invoice amount – retention = net invoice amount). Therefore, retention is already declared income but is not yet due. Consequently, Sage 100 Contractor does not include retention in the invoice aging, and does not apply finance charges to it.

When you are ready to bill the client for retention, it is not necessary to create a new invoice. The retention has already been declared income, so you simply release the retention in both unitary billing and accounts receivable. You can release retention on each invoice individually, or you can release the retention for the entire job at one time. You can then send the client a statement reflecting the amount that is due your company.

## Releasing retention for unitary bills

### To release retention for a unitary bill:

- 1 Open **3-9 Unitary Billing**.
- 2 Select the record for which you want to release retention.
- 3 On the **Options** menu, click **Setup**.
- 4 In the **Retention Rate** text box, delete the rate.
- 5 On the **File** menu, click **Save**.
- 6 In the **Ret. Rate** column, delete the rate.
- 7 On the **Options** menu, click **Calculate**.
- 8 On the **File** menu, click **Save**.
- 9 Release the retention in accounts receivable.



**TIP:** To only release retention for specific line items, delete the rate in the **Retention Rate** text box of each line item for which you want to release retention. Then calculate the application.

## 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.



**NOTE:** 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**, then **Calculate**.

## Processing unitary bills

If you provide a tax district number in the **Unitary Billing Setup** window, you can select which items to tax. In the **Taxable** column, type Yes if the item is taxable or No if the item is non-taxable.

Sage 100 Contractor only computes and posts sales tax when you create an invoice from the unitary bill. You can include sales tax as a line item in the unitary bill. However, if you manually enter a line for sales taxes in the grid, Sage 100 Contractor ignores the line and will compute and post the sales taxes when you create the invoice.

You can bill for work and release retention on the same application. After updating the application, remove the retention rates.

### To process a unitary bill:

- 1 Open **3-9 Unitary Billing**.
- 2 Do one of the following:
  - a Create the unitary bill automatically.
  - b 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, 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 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 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**. 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 labor and equipment costs plus hidden markup. In addition, you can set a minimum daily charge, which is the minimum number of hours per laborer, 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:

- When you indicate the tax district in **3-5 Jobs**, Sage 100 Contractor includes the sales tax on the time and materials bill.
- 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 labor.
- 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.
- 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**.



**NOTE:** 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.



**NOTE:** 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 following:

- Part #
- Part name
- Quantity

## Processing time and materials invoices

Consider these points when processing time and materials invoices:

- 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.

### 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 Select the invoices you want to post.
- 3 Click **Post**.

## 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 labor 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

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 labor.

### 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 In the **Employee** cell, enter the employee number.
- 4 If you want to assign a cost code to an employee, enter the cost code in the **Cost Code** cell.
- 5 In the **Rate 1** cell, enter the regular billing rate.
- 6 In the **Rate 2** cell, enter the overtime billing rate.
- 7 In the **Rate 3** cell, enter the premium billing rate.
- 8 If you want to charge for a minimum number of hours, enter the minimum in the **Minimum Hours** cell.
- 9 If an employee works less than the minimum number of hours, Sage 100 Contractor bills for the minimum number of hours.
- 10 Repeat steps 3–8 for each employee you want to include.
- 11 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 in the **Equipment Type** cell, enter the equipment number.
- 4 In the grid in the **Equipment** cell, enter the equipment number.

- 5 In the grid in the **Operated** cell, enter the rate for equipment operation.
- 6 In the grid in the **Idle** cell, enter the rate for idle equipment.
- 7 In the grid in the **Standby** cell, enter the rate for equipment at standby.
- 8 If you want to charge for a minimum number of hours, enter the minimum in the **Minimum Hours** cell.
- 9 If equipment is used less than the minimum number of hours, Sage 100 Contractor bills for the minimum number of hours.
- 10 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 **3-10-7 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 labor 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

In the **3-11 Recurring Receivables** window, you can set up recurring receivable transactions. Only transactions that have a consistent amount from invoice to invoice and post on a regular basis make good candidates for being set up as recurring receivables.

Sage 100 Contractor does not automatically post recurring receivable transactions; you retain complete control of when to post transactions. You can even set a reminder to prompt users in a specific security group when it is time to post the recurring transactions.

Look at the posting date of a transaction to determine when to post the transaction. After posting a transaction, Sage 100 Contractor advances the posting date based on the transaction cycle. The transaction date does not control or affect the period to which you are posting the transaction. If you need to post a recurring transaction to a different period, change the posting period.

To prevent the possible duplication of invoice numbers, Sage 100 Contractor assigns a unique invoice number to each recurring receivable transaction. The invoice number is actually 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 Do the following:
  - 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.
  - e In the **Cycle** text box, enter the transaction cycle.
  - f In the **Due Terms** text box, enter the cycle for the date when the invoice is due.
  - g In the **Discount Terms** text box, enter the cycle for the date by which the vendor must receive payment for the discount to apply.
  - h In the **Status** list, click the invoice status.
  - i In the **Type** list, click the invoice type.
- 3 In the grid, do the following:
  - 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 Repeat step 3 for each item.
- 5 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**.
- 3 The **Posting Cutoff** window appears.
- 4 In the **Cutoff Date** box, enter the cutoff date, and 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 retention 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 retention. The entire amount is entered in the **Retention** 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 retention. You can include the discount or retention by entering the amount in the **Discount Available** or **Retention** box.

## About entering accounts receivable invoices and credits

 **IMPORTANT:** We strongly recommend that you work with your business partner and accounting professionals before you begin with accounts receivable startup.

Post the accounts receivable items against the same clearing account used earlier 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 retention, view a history of payments for specific invoices, and print and post two-party checks. For more information, see
- **4-3 Vendor Payments** - You can print (single-party or two-party) checks, 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, 1099 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 1099** - The program tracks and maintains balances for the 1099 reports. Including the vendor number on a vendor check or general ledger check, increases the 1099 balance for that vendor. Voiding the check, decreases the 1099 balance by the check 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 retention and prevent payment in case there is a dispute.

You can select from a wide variety of check and voucher formats or create your own. Choose multiple check stubs or special check reports to list all invoices paid and automatically generate lien releases with checks 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 checks. 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 1099 forms.

Most businesses use credit cards for purchases and payments and Sage 100 Contractor help you manage your credit card accounts. You can create and edit card issuer accounts and then manage your receipts and charges. Then you can follow those tasks with reconciling your statements and monitoring your payments.

## 4-1 Payable Reports

### Appendix B - List of accounts payable reports

[4-1-2 Payable Invoice List](#)

[4-1-3 Payable Aging](#)

[4-1-4 Payable Journal-Ledger](#)

[4-1-5 Vendor Payment Journal](#)

[4-1-6 Vendor Documents](#)

[4-2 Payable Invoices-Credits](#)

[4-3 Check Report](#)

[4-3 Checks](#)

[4-3 Lien Waivers](#)

[4-3 Set to Pay Report](#)

[4-3 Voucher](#)

[4-4 Vendors \(Accounts Payable\)](#)

[4-5 Vendor 1099](#)

[4-6 Recurring Payables](#)

[4-7-3 Credit Card Receipts](#)

[4-7-4 Enter Recurring Charges](#)

[4-7-5 Reconcile Credit Card Statements](#)

### 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 checks.
- The list of invoices paid by a check is not included on the check 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, you must enter them as two separate transactions. For example, you have an invoice that is fully paid, but the retention 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 retention. The entire amount is entered in the **Retention** 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.

## 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.

## 4-2 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 retention, 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 checks. 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 sub-vendor suppliers who have lien rights to the project. It is critical to ensure that these suppliers get paid. The use of two-party checks 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. The **Use PO Sales Tax** option is enabled automatically. If you enter an invoice using information from a purchase order, the sales tax is calculated automatically.

In some states, subcontractors are not required to carry Workers' Compensation insurance. In these states, the subcontractors may use the general contractor's insurance policy for the duration of the job, and the general contractor deducts the cost of coverage from payments to the subcontractor. When entering a payable invoice for a subcontractor, you can calculate the cost of coverage and add it to the invoice as a credit.

### 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.



#### NOTES:

- 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.
- If you enter an invoice using information from a purchase order, the sales tax will automatically default into the invoice. You can choose to deactivate the automatic sales tax feature and to enter the sales tax manually.

#### 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:
  - a If the invoice is for a purchase order, in the **Order#** box enter the purchase order number, and press the Enter key.
  - b If the invoice is for a subcontract, in the **Subcontract#** box enter the subcontract number, and press the Enter key.
- 4 After pressing the Enter key, the program may autofill 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.
- 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 When considering Workers' Compensation rates and use tax:
  - a 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.
  - b If the vendor is set up with a use tax rate and you want it to be calculated with this record, click the **Use Tax** button.



**IMPORTANT:** You have to manually click the **Wk/Comp** button and the **Use Tax** button in order for the record to calculate the vendor's Workers' Compensation rate and use tax rate. You can set up the use tax rate and 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.
- 20 Repeat step 15 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 In the **Retention** box, enter the amount of retention. By default, Sage 100 Contractor calculates the retention (if applicable) using the rate from the subcontract, which is found in **6-7-1-Subcontracts**.
- 23 Save the invoice.



**NOTE:** If you enter an invoice using information from a purchase order, the sales tax will automatically default into the invoice. You can choose to deactivate the automatic sales tax feature and to enter the sales tax manually.

## 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 do one of the following:
  - a Delete the quantity or quantities of the line or lines you do not want to invoice.
  - b 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 sales tax) against the total PO balance. If it exceeds it, then it is compared against the tolerance settings.



### NOTES:

- 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.

### 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
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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 **7-9 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:
  - a **No message** - no message is generated. All options for tolerance are grayed out.
  - b **Warning** - a warning and/or alert is generated, but you are allowed to save the record.
  - c **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:
  - a No tolerance
  - b Flat amount
  - c Percent
  - d Percent/not to exceed
- 4 Once a **Tolerance Type** has been selected, enter the applicable amount or percent for the type:
  - a Flat amount: Enter the amount in the Tolerance Amount text box.
  - b Percent: Enter the percent in the Tolerance Percent text box.
  - c 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 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.



#### NOTES:

- This option is only visible to the "supervisor" user.
- 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** dropdown, the choices are mutually exclusive. Select one of the following:
  - a No message - no message is generated. All options for tolerance are grayed out.
  - b Warning - a warning and/or alert is generated, but you are allowed to save the record.
  - c 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:
  - a No tolerance
  - b Flat amount
  - c Percent
  - d Percent/not to exceed
- 4 Once a **Tolerance Type** has been selected, enter the applicable amount or percent for the type:
  - a Flat amount: Enter the amount in the Tolerance Amount text box.
  - b Percent: Enter the percent in the Tolerance Percent text box.
  - c 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 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.
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 <b>1-Contract</b> 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 <b>2-Memo</b> 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 <b>Set to Pay</b> box, and 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.

Menu Command	What it does
Save/Autocost	<p>Saves the invoice or credit and creates the cost records for you.</p> <p>If you indicated an account in the direct expense or WIP range of accounts, Sage 100 Contractor automatically creates a job cost record.</p> <p>If you indicated an account in the equipment expense range of accounts, Sage 100 Contractor automatically creates an equipment cost record.</p>

## Entering retention as a flat rate for accounts payable invoices

You can add a retention rate to the entire job which applies a single retention rate to all the job invoices. You can also enter retention to individual invoices as a flat rate.

### To enter retention as a flat rate for accounts payable invoices:

- 1 Open **4-2 Payable Invoices/Credits**.
- 2 Locate the invoice to which you want to add retention.
- 3 Under the grid, locate the **Retention** box, type an amount, and press the Enter key.
- 4 Select **File > Save**.

## 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.



### NOTES:

- After setting, the warning stays on until it is manually changed. In addition, you must be logged in as supervisor 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:
  - a **No message** - no message is generated. All options for tolerance are grayed out.
  - b **Warning** - a warning and/or alert is generated, but you are allowed to save the record.

- c 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** dropdown:
  - a** No tolerance
  - b** Flat amount
  - c** Percent
  - d** Percent/not to exceed
- 6** Once a **Tolerance Type** has been selected, enter the applicable amount or percent for the type:
  - a** Flat amount: Enter the amount in the Tolerance Amount text box.
  - b** Percent: Enter the percent in the Tolerance Percent text box.
  - c** 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 checks

### To reprint an accounts payable check:

- 1** Void the check.
- 2** Open **4-3 Vendor Payments**.
- 3** Select the invoices for payment.
- 4** Set the invoice you want to pay.
- 5** Print the check.

## 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 check, Sage 100 Contractor deletes the historical record of the check and increases the invoice balance by the amount of the voided check.

### 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 check to blank paper using a check number outside the normal range of check 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 Do the following:
  - a In the **Invoice#** text box, enter the credit invoice number.
  - b If the credit invoice is for a purchase order, in the **Order#** text box enter the purchase order number.

- c If the credit invoice is for a subcontract, in the **Subcontract#** text box enter the subcontract number.
  - d In the **Vendor** text box, enter the vendor number.
  - e In the **Job** text box, enter the job number.
  - f If the job uses phases, enter the phase number in the **Phase** text box.
  - g In the **Description** text box, enter a brief statement about the credit.
  - h In the **Invoice Date** text box, enter the invoice date.
  - i In the **Due Date** text box, enter the date payment is due.
  - j 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.
  - k In the **Shipping** text box, enter the shipping tag or ticket number.
  - l In the **Reference#** text box, enter the payable invoice number to which you want to apply the credit.
  - m In the **Status** list, click the invoice status.
  - n In the **Type** list, click the invoice type.
- 3 In the grid, do the following:
    - 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.
  - 4 Repeat step 3 for each item.
  - 5 Save the credit invoice.

## Applying a vendor check 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 check from a vendor, use this procedure to apply the check to your account.



**NOTE:** This procedure assumes that you do not have any outstanding invoices to apply the credit against and that you do not plan to do business with this customer in the future. The vendor check is a final pay-off check.

### To apply a vendor check 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 check number sent by the vendor.
- 8 In the grid, change the original **Quantity** to a positive value.
- 9 For example, if the number is -1, change it to 1.
- 10 Press the Enter key, and verify that the **Total** is now a positive value.

- 11 In the grid, change the original **Account** to the checking account that will receive the deposit.
- 12 Save the invoice, and on the message stating that the reference invoice was found, select **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 Do the following:
  - a In the **Invoice#** text box, enter the credit invoice number.
  - b If the credit invoice is for a purchase order, in the **Order#** text box, enter the purchase order number.
  - c If the credit invoice is for a subcontract, in the **Subcontract#** text box, enter the subcontract number.
  - d In the **Vendor** text box, enter the vendor number.
  - e In the **Job** text box, enter the job number.
  - f If the job uses phases, enter the phase number in the **Phase** text box.
  - g In the **Description** text box, enter a brief statement about the credit.
  - h In the **Invoice Date** text box, enter the invoice date.
  - i In the **Due Date** text box, enter the date payment is due.
  - j 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.
  - k In the **Shipping** text box, enter the shipping tag or ticket number.
  - l In the **Reference#** text box, enter the payable invoice number to which you want to apply the credit.
  - m In the **Status** list, click the invoice status.
  - n In the **Type** list, click the invoice type.
- 3 In the grid, do the following:
  - 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.
- 4 Repeat step 3 for each item.
- 5 Save the credit invoice.



**TIP:** When making vendor payments, you can apply the credit invoice.

## Reversing accounts payable checks from a prior year

In your current company, create a **4-2 Payable Invoice** that debits your checking account. When you use your checking account in the grid of the invoice, and post the invoice to period **00-Prior Year**, your checking account is increased by the amount of the check, and your beginning balances are adjusted.



**IMPORTANT:** When you reverse a check from the prior year, it's usually necessary to reverse the resulting prior year invoice.

### To reverse an accounts payable check from a prior 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 **00-Prior Year**.
- 3 In the confirmation message, click **Yes** to verify that you want this period.
- 4 In the **Invoice#** box, type the check number for the check 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 check.
- 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 check you are reversing.
  - d In the **Account** box, enter the checking account from which the original check was posted.
- 12 From the **File** menu, **Save** to record the transaction.
- 13 >When the message, **Post to archive?** appears, choose whether or not to affect the archive. The archive is selected in the **7-2 Company Information** window. The correct archive selection should represent the prior year. When you choose to affect the archive, a duplicate transaction is posted in your archive file.

The prior year accounts payable check is now reversed.



### NOTES:

- The reversing entry created using the steps above appears as a deposit to checking in the general ledger and creates a new zero difference between the original AP check and the AP invoiced created to reverse it.
- If you need to repay the invoice that the reversed check 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

To reverse an accounts payable invoice from a prior year, you have to enter an accounts payable credit invoice.

### To reverse an accounts payable invoice from a prior 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, select **Copy Invoice**.
- 4 From the **File** menu, select **New**.
- 5 From the **Edit** menu, select **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 in the **Posting Period** list, double-click **00-Prior Year**.
- 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, select **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).



**NOTE:** 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 check.

- 14 In the grid, do the following:
  - 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.

- 15 From the **File** menu, select **Save**.
- 16 When the message, **Post to archive?** appears, choose whether or not to affect the archive.



**IMPORTANT:** The archive is selected in the **7-2 Company Information** window. The correct archive selection should represent the prior year. When you choose to affect the archive, a duplicate transaction is posted in your archive file.

- 17 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, tax district, 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 checks to void.
- Display the payment history to determine which checks to void. Before voiding each check, 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 checks to blank paper because you do not need to reissue the checks. If a payment covers more than one invoice, re-enter the check 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**.

## Sales and Use Taxes

### Using the purchase order sales tax

When you enter a new invoice using information from a specific purchase order, the sales tax defaults from the selected purchase order to the new invoice in the **4-2 Payable Invoices/Credits** window. The sales tax appears in the grid and calculates into the total. If changes are made to the **Quantity** or **Price** columns in the grid, the **Sales Tax** and **Total** amounts are recalculated automatically.

If necessary, you can overwrite the imported sales tax amount in the grid manually. If you do that, however, Sage 100 Contractor no longer computes the sales tax for the record automatically if you make any subsequent changes to the **Quantity** or **Price**.



**NOTE:** Each line item on a purchase order is not independently designated as taxable or non-taxable. The entire purchase order is subject to one designation and the sales tax from the purchase order will be imported to the invoice accordingly.

You can choose to clear the **Use PO Sales Tax** option and then calculate and add the sales tax to the invoice manually.

#### To deactivate the Use PO Sales Tax option:

- 1 Open **4-2 Payable Invoices/Credits**.
- 2 On the **Options** menu, click **Use PO Sales Tax**.

### About use taxes for payable invoices

Some states levy a use tax on out-of-state purchases. Sage 100 Contractor adds two lines to the invoice. The first line for the use tax debits the same ledger and subsidiary accounts indicated on the first row. For example, if the first row debits the **Materials** ledger account, the use tax also debits the **Materials** ledger account.

The second line for the use tax debits a negative amount to the **Sales Tax Payable** account, increasing the balance. The **Sales Tax Payable** account is set up on the **Receivables** tab in the **1-8 General Ledger Setup** window.

### Charging use tax on invoices

Consider these points before charging use tax on invoices:

- Sage 100 Contractor adds two lines to the invoice. The first line for the use tax debits the same ledger and subsidiary accounts indicated on the first row. For example, if the first row debits the **Materials** ledger account, the use tax also debits the **Materials** ledger account.
- The second line for the use tax debits a negative amount to the **Sales Tax Payable** account as indicated on the **Receivables** tab in the **1-8 General Ledger Setup** window, thus increasing its balance.

#### To charge use tax on an invoice:

- 1 Open **4-2 Payable Invoices/Credits**.
- 2 Create the payable invoice.
- 3 Click the **Use Tax** button.

4 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.

 **IMPORTANT:** 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 labor, 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.

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.

### To set up WIP verification:

- 1 Open the transaction that has job costs on it.
- 2 For example, from **4-2 Payable Invoices/Credits**, open a transaction.
- 3 From the main menu, click **Costs**, then click **Job Costs**.
- 4 From the **Job Costs** window menu, click **Options**.
- 5 From the **Options** menu, click **WIP Verification**.
- 6 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-Contract** 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 ACH 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: **Check, Voucher, Credit Card**, or **ACH 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 Check Transmittal Report**
- **Print Lien Waivers**

Using the **Pay By** box, you can select to pay by:

- **Check**
- **Voucher**
- **Credit Card**
- **ACH Payment**

### 4-3-3 ACH Payment File Manager

When you open **4-3-3 ACH Payment File Manager**, you can retract an ACH payment batch. This removes all vendor payment records associated with that batch number, and voids the associated general ledger payment. Using the Options menu, you can also **Print ACH Payment File Report** and **Reprint or Email ACH 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, Pay Retentions**
- Under **Sort**: **Record#, Vendor, Job, Vendor/Job**
- Under **Status**: **Open, Review, Dispute**
- Under **Sort By**: **Number, Name**
- Under **Display**: **All Invoices, Job Invoices Only**

**TIPS:**

- Save a specific combination of criteria by clicking **Defaults > Save**.
- If you do not select any criteria, the program selects all **Open** invoices.

## Selecting invoices

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.

### To select invoices:

- 1 On the **Invoice Selection** window, do any of the following as required:
  - a Under **Selection Criteria**, enter selection criteria.
  - b Under **Pay Options**, select from among the check boxes.
  - c Under **Sort**, select the sort criteria.
  - d Under **Status**, accept the default status of **Open**, or select a different status.
  - e Under **Sort By**, select to either sort the invoices by **Number** or **Name**.
  - f Under **Display**, select from among the display options.
- 2 Click **OK**.



**TIP:** You can save the selection criteria set up by clicking **Defaults > Save**.



**TIP:** If you do not select any criteria, the program 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. This allows you to set the criteria by which you will select invoices. After you select the criteria and click **OK**, the program populates the **4-3-1 Select Invoices to Pay** window with invoices.

The window contains five buttons providing tools for working with the selected invoices: When you click:

- **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

Using the **4-3-2 Pay Vendors** window, you can print checks, vouchers, and lien waivers for payable invoices. You can also pay by ACH payment or print zero dollar checks.

In addition to printing regular, single-party checks, you can print two-party checks 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 check.

When you open the **4-3-2 Pay Vendors** window after setting invoices to pay using **4-3-1 Set Invoices to Pay**, the selected vendors appear in the grid area. When you select a vendor using the **Payee** check box, the program displays the amount in the **Total Selected for Payment** box. Then you select a method of payment. You can pay by check, voucher, credit card, or ACH payment. You can click the **Change the posting period** button in the top right to change the posting period.

## 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 Check Transmittal Report** - Opens the **4-3-2 Report Printing** window with the **21-Check Transmittal Report** selected.
- **Print Lien Waivers** - Opens the **4-3-3 Report Printing** window with the **21-Lien Waiver** selected.

## About 4-3-3 ACH Payment File Manager

When you open **4-3-3 ACH Payment File Manager**, you can retract an ACH payment batch. This removes all vendor payment records associated with that batch number, and voids the associated general ledger payment.

Using the Options menu, you can also **Print ACH Payment File Report** and **Reprint or Email ACH Payment Email Receipts**.

### To retract an ACH payment batch

- 1 Open 4-3-3 ACH Payment File Manager.
- 2 In the Batch# field, enter the payment batch you would like to retract.
- 3 Click **[Yes]** to confirm that you want to retract these payments now.



**NOTE:** If you click **[No]** in this dialog box, the ACH payment batch will not be retracted.

- 4 Sage 100 Contractor confirms that the ACH payment batch retract process is complete.
- 5 Click **[OK]**.

## Printing vendor payment checks

Before printing vendor payment checks, consider these two points:

- If applicable and before printing checks, you must print lien waivers. Click the **Print Lien Waivers** text link in the lower-left corner of the window.
- If the amount of payment to a vendor results in a zero amount through the application of a credit, you must print a \$0 check. Printing the \$0 check is a necessary procedure to complete the invoice payment process. In the **Report Printing** window, select the **Print \$0 Checks** check box.

Caution!

Only print accounts payable checks from one company and from one computer at a time. Printing accounts payable checks from one company and more than one computer at a time may cause duplicate check numbers and duplicate payments.

### To print vendor payment checks:

#### 1 Open **4-3-2 Pay Vendors**.

The total invoices of the vendors 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 vendors individually.

#### 3 Click the **Pay By** drop-down arrow, and select either to pay by check, voucher, or credit card.

#### 4 Click **OK**.

- a** If you are paying by check, 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**. Then click the **Print records** icon. When you print checks, Sage 100 Contractor creates ledger transactions. You can also specify the sorting of the invoices on your check 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 check stub; however, sometimes more than one check stub is required to print all the invoices. You can print additional check stubs with void checks to complete the printing of the invoices. In the **Report Printing** window, select the **Multiple Checks** check box.
- b** If you are paying by voucher, on the **4-3-4 Report Printing** window, select the appropriate **Report Form** and click the **Print records** icon.
- c** 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 click **OK**.

## Printing separate checks 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 checks per invoice for that vendor when you pay them.

### To print separate checks per invoice by vendor:

#### 1 Open **4-4 Vendors (Accounts Payable)**, and select a vendor.

#### 2 Select the **Separate Checks** 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 check. Printing the \$0 check is a necessary procedure to complete the invoice payment process. In the **Report Printing** window, select the **Print \$0 Checks** check box.
- Sage 100 Contractor prints the invoice numbers on the check stub; however, sometimes more than one check stub is required to print all the invoices. You can print additional check stubs with void checks to complete the printing of the invoices. In the **Report Printing** window, select the **Multiple Checks** 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 click **OK**.
- 3 Select an invoice.
- 4 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.
- 5 Locate the credit invoice, and enter the credit amount to apply. This must be a negative amount.
- 6 Repeat steps 3, 4 and 5 for each invoice to which you want to apply a credit.
- 7 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 click **OK**. The grid populates with 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:
  - 9 Select the desired report number.
  - 10 Select the desired **Report Form** from the list.
  - 11 In the **Vendor** field, type the vendor number.
  - 12 Select the **Print \$0 Checks** box.
  - 13 From the **File** menu, click **Print**.
  - 14 On the **Check Printing** window, in the **Checking Account** box, type the appropriate cash account.
  - 15 In the **Starting Check Number** box, type the appropriate check number.

- 16 In the **Check Date** box, type the date of the check.
- 17 Click **OK**.
- 18 To the message, **Reminder: [number] check(s) will be printed**, verify that the information is correct, and then click **OK**.
- 19 Finally, select **Assign check numbers for ALL checks** on the **Assign/Post Checks** window if the check has correctly printed.

## 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.

Print	To
Set to Pay Report	Review the invoices for each vendor that you have set to pay. The report provides the invoice balance, invoice retention, discount available, and the amount set to pay for each invoice. The report also summarizes the data for each vendor and provides grand totals.
Check Transmittal Report	<p>Lists the invoices that you are paying. When the list of invoices is too long to fit the check stub, you can supply the vendor with a check report.</p> <p>The in the Minimum Number of Invoices box on the Check Transmittal Minimum Invoice Number window controls the minimum number of invoices that the payment references.</p> <p>To set a minimum number before writing a check, enter a number in the <b>Minimum Number of Invoices</b> box.</p> <p>Leave the box blank if you do not need to set a minimum number of invoice references.</p> <p>When you print the <b>Check Transmittal Report</b>, Sage 100 Contractor determines which checks meet the minimum and prints a report for each.</p>
Lien Waiver Report	Displays the lien waiver information for the contractor for invoice or invoices that are set to pay.

 **NOTE:** The check report uses the set-to-pay information; therefore, you must print the check report before printing the vendor checks.

## ACH Payments

### About ACH Payment File Manager

When you create an ACH Payment file, information is recorded for vendors who have authorized ACH payments to their accounts. After the file is created, transfer the file using your bank's specified procedure.



**IMPORTANT:** Before creating an ACH Payment file, you must first establish a procedure with your bank for transferring the file.

When you create a new company, an ACH Payment File folder is created within the company folder.

The default file name is set to the check date and vendor name. Invalid characters (/ \: \* ? " < > |) in the file name will be stripped out by Sage 100 Contractor.

### Creating an ACH Payment file

You can create an ACH Payment file that contains a batch of records. This is the file that you send to your company's bank.

#### To create an ACH Payment file:

- 1 Open **4-3-3 ACH Payment File Manager**.
- 2 Enter the **Batch#**.
- 3 All computed records with that check date that have the **Use ACH Payment** check box selected are included in the ACH payment file.
- 4 Enter the **Deposit Date**.
- 5 Click **Start**.
- 6 When you are done creating the file, Sage 100 Contractor prompts you to print a report showing your file information.

### Paying vendors by ACH payment

You can pay a vendor by an ACH payment file if the company and vendor have been set up with the required information in both **7-2 Company Information** Vendor ACH Payment Setup tab and **4-4 Vendors (Accounts Payable)** ACH Payment Setup tab. [How?](#)



**NOTE:** You cannot mix payment types when you use **4-3-2 Pay Vendors**, you must do the payment types in groups.

#### To pay by ACH payment:

- 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 Select invoices to pay that have **Yes** in the **ACH Available** column.
- 3 Click the **Pay by** drop-down arrow, and select pay by **ACH Payment**.
- 4 Click **[Pay Vendors]**.
- 5 On the **Vendor ACH Payment File Creator** window, enter the appropriate **Transaction Date**, **Deposit Date** and click the **Create File** button.
- 6 Click the **[Save]** button to save the direct deposit file.
- 7 Click **[OK]**.

- 8 Do one of the following:
  - a Click **[Yes]** to print and email the **4-3-7-21 ACH Payment Receipt** report.
  - b click **[No]** to exit.
- 9 If you clicked **[Yes]**, click the Print toolbar button.
- 10 Click **[Yes]** to send the emails to those listed for emailing and print the **4-3-7-21 ACH Payment Receipt** for those without an email address, or click **[No]** to send all of the ACH 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]**.

- 11 If you clicked **[Yes]** in step 10, you can also print the ACH Payment Receipts that were emailed by clicking **[Yes]** to print the emailed payments receipts, or click **[No]** to exit, which will just print the ACH payment receipts for those that were not emailed.

## Configuring the Accounts Payable ACH email settings

### To set the email options:

- 1 Open **4-3-3 ACH Payment File Manager**.
- 2 From the **Options** menu, select **Reprint or Email ACH Payment Receipts**.
- 3 From the **Options** menu, select **ACH Payment Email Settings**.
- 4 Click **[Email Settings]**.
- 5 Select one of the following options for how you would like your emails to be sent:
  - a Select **Send email using Microsoft Outlook** to use Outlook to send your emails.
    - i Enter an email address.
  - b Select **Send email using the company's default SMTP connection**.
    - i Enter the email address.
    - ii Enter the password.



**NOTE:** The mail server is set up in the Email/Fax Configuration tab of **7-2 Company Information**. [How?](#) If you have not set up an email server, the Mail Server field will be blank. If you have set up an email server, the IP address is shown here, but is not editable.

- c Select **Send email using this alternate SMTP connection** to configure the email server setup.
  - i Enter the mail server information and select whether it Requires authentication and/or Uses SSL.
  - ii Enter the Port #.
  - iii Enter the email address.
  - iv (Optional) Enter the password.
- 6 Click **[Save]**.
- 7 Verify that the Email from field has the correct email address.
- 8 Click **[Close]**.

## Emailing ACH payment stubs to vendors

Payment stubs will first be emailed to vendors with an email address listed, then printed for vendors without email. You also have the opportunity to print payment stubs for those receiving stubs by email.

- 1 Open **4-3-3 ACH Payment File Manager**.
- 2 Enter a batch number in the **Batch#** field.
- 3 In the Options menu, select **Reprint or Email ACH Payment Receipts**.
- 4 Click the **Print** toolbar button.
- 5 Do one of the following:
  - a Click **[Yes]** to print and email the report.
  - b Click **[No]** to exit.
- 6 If you clicked **[Yes]**, click the Print toolbar button.
- 7 Click **[Yes]** to send the email.



**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]**.

- 8 Click **[Yes]** to print the applicable report, or click **[No]** to exit.

## 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 checks 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 In the **Pre-lien#** text box, enter the pre-lien number.  
The pre-lien number is a reference number provided by the vendor.
- 5 In the **Vendor** text box, enter the vendor number of the vendor who sent the pre-lien.
- 6 If the pre-lien includes a second vendor, enter the vendor number in the **Second Vendor** text box.
- 7 In the **Received** text box, type Yes if you received a pre-lien from the vendor.
- 8 In the **Date Received** text box, enter the date when you received the pre-lien.
- 9 In the **First Date** text box, enter the date when the vendor first appeared on the job.

- 10 In the **Last Date** text box, enter the date when the vendor finished the job.
- 11 In the **Lien Rights** text box, type Yes if the vendor has lien rights.
- 12 In the **Joint Check** text box, type Yes if the vendor is paid with a joint check.
- 13 In the **Final Waiver** text box, type Yes if you have received the final lien waiver from the vendor.
- 14 In the **Final Date** text box, enter the date when the final lien waiver was received.
- 15 Repeat steps 4–14 for each pre-lien you receive.
- 16 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 state requirements.



**IMPORTANT:** You must print lien waivers before printing payable checks 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 **[OK]**.
- 5 On the **4-3-4 Report Printing** window, select the appropriate **Report Form** and click the **Print records** icon.
- 6 Enter a transaction to record the loan disbursement.

7 Click the **[Update 1099 Balance]** button to update 1099 balances when printing vouchers.

8 Click **[OK]**.



**TIP:** The vouchers work like checks 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 Cash Receipts** window that debits the **Voucher Clearing** account and credits the appropriate receivable invoices.

## 4-4 Vendors (Accounts Payable)

### About 4-4 Vendors (Accounts Payable)

Vendor records provide quick access to vendor information for payable invoices, 1099 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, and invoices. 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" cause 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

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.
- Some states levy a use tax on out-of-state purchases. You can enter the use tax rate in the **'Use Tax' Rate** text box.
- In some states, subcontractors are not required to carry Workers' Compensation insurance. The general contractor often covers the liability of the subcontractor through the general contractor's policy. You can enter the general contractor's rate in the **Work Comp Rate** text box.
- Select the **Internal Vendor** check box to mark the vendor as an internal supplier, which only affects vendor reports.
- Select the **Separate check for each invoice** check box to tell the system to print separate checks for each invoice for each vendor.

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, then client and vendor contacts do not appear on the fax and email distribution lists.

### To enter 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 **Type** list, click the vendor type.
- 6 In the General Information tab, do the following:
  - 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, State, and Zip** text boxes, enter the address.
  - c In the **Minority Type** list, click the type of minority if applicable.
  - d In the **Tax District** text box, enter the sales tax district number.
- 7 In the Financial Information tab, do the following:
  - e In the **Federal Id#** text box, enter the vendor's Federal Identification Number.
  - f In the **State Id#** text box, enter the vendor's State Identification Number.
  - g In the **Account#** text box, enter your account number the vendor uses to identify your company.
  - h In the **License#** text box, enter the contractor's license number.
  - i In the **Resale#** text box, enter the vendor's resale number.
  - j In the **1099 Type** list, click the 1099 status.
  - k In the **1099 Balance** text box, enter the 1099 balance for the calendar year.
  - l In the **YTD Activity** text box, enter the vendor balance for the current year.
  - m In the **Last Year's Activity** text box, enter the vendor balance for the previous year.
- 8 As necessary, select the **Internal Vendor** check box.
- 9 Click the **Invoice Defaults** tab, then do the following:
  - a In the **Due Terms** text box, enter the cycle for the date when the invoice is due.
  - 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 **'Use Tax' Rate** text box, enter the use tax rate.
  - e In the **Work Comp Rate** text box, enter the workers' compensation rate.
  - 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 **Purchase Order Warning** list, click the warning status you want to assign to the vendor.
- k** If you need to send a separate check for each invoice, select the **Separate check for each invoice** check box.
- l** If you want to automatically put the vendor's invoices on the Hot List, 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.

**10** Click the **Other Defaults** tab, then do the following:

- 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.

**11** Click the **ACH Payment Setup** tab, then do the following:

- a** Select the **Enable ACH payment** box.
- b** In the ACH Account Status, select one of the following statuses:
  - i** 0 - None
  - ii** 1 - Prenote
  - iii** 2 - 10 day wait
  - iv** 3 - Active
  - v** 4 - Inactive
- c** In the Account Type, select one of the following account types:
  - i** 1 - Checking
  - ii** 2 - Savings
- d** In the **Routing#** text box, enter your vendor's bank routing number.
- e** In the **Bank Account Number** text box, enter the vendor's bank account number.
- f** In the **Email Receipt to** text box, enter the email address to receive the ACH payment receipt.

**12** Click the **Contact** grid, do the following:

- 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.

13 Enter the vendor licenses and certificates.

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

## About vendor financial information

Box	What it does
1099	Indicates the type of 1099 status.
Minority	Indicates the minority status of the owner. You can only assign one status to each vendor record.
1099 Balance	When you post a vendor check, Sage 100 Contractor increments the 1099 balance. If you are setting up Sage 100 Contractor during the calendar year, enter the 1099 balance for payments previously posted to the accounting.
Year-to-date Activity	Displays the total invoiced amount minus credits for the current year. If you are setting up Sage 100 Contractor during the fiscal year, enter the activity for the current year.
Last Year Activity	Displays the total invoiced amount minus credits for the previous year. If you are setting up Sage 100 Contractor during the fiscal year, enter the activity for the prior year.
Beginning Balance	Displays the total balance of outstanding invoices at the beginning of the fiscal year. You cannot enter or edit an amount in this box.
Ending Balance	Displays the total balance for outstanding invoices to date for the current fiscal year. 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	<p>Determines the date by which payment is due.</p> <p>In Sage 100 Contractor, you can base the frequency of the cycle on days, months, or a specific day of the month. Billing, transaction, invoice, and other cycles are represented by these symbols: <b>##DY</b>, <b>##MO</b>, and <b>##TH</b>.</p> <p>Following are some examples that explain what the symbols represent.</p> <ul style="list-style-type: none"> <li>• <b>##DY</b> - 30DY means due 30 days from the date of the invoice.</li> <li>• <b>##MO</b> - 02MO means due two months from the date of the invoice.</li> <li>• <b>##TH</b> - 25TH means due on the 25th day of each month regardless of the date of the invoice.</li> </ul>
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.
Use Tax Rate	Determines the use tax on out-of-state purchases.
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	<p>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.</p> <p>Some vendors may not post to one account regularly. If there is not a common account used by a vendor, leave the <b>Ledger Account</b> box blank.</p>
Cost Code	<p>Determines the cost code to which you post the vendor. Because cost codes may vary each time you post a record, consider leaving the <b>Cost Code</b> box blank.</p> <p>Alternately, you can enter the lowest numbered cost code used by the vendor. You can then use the <b>Lookup</b> window to display cost codes starting in the appropriate area.</p>
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 <b>2-Review</b> . Otherwise, Sage 100 Contractor assigns status <b>1-Open</b> .
Purchase Order Warning	Restricts the ability to save payable invoices.
Allow Duplicate Invoice Number	<p>Lets you enter duplicate invoice numbers for a vendor.</p> <p>The <b>Invoice Number</b> text box in the <b>Payable Invoices</b> window can be set up to require a unique invoice number. The <b>Allow Duplicate Invoice Number</b> check box lets you supersede the requirement for a unique invoice number for specific vendors such as the phone company.</p>

Default	What it does
Separate check for each invoice	Tells the system to print separate checks 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.

## Adding ACH payment information for vendors

### Set up the vendor's account:

- 1 Open **4-4 Vendors (Accounts Payable)**, and display the vendor.
- 2 Click the **ACH Payment Setup** tab, and select the **Enable ACH payment** box.
- 3 From the **ACH Account Status** menu, select 3-Active.
- 4 In the **Account Type**, select 1 - Checking or 2 - Savings for the vendor's account type.
- 5 In the **Routing#** box, type the routing number of the vendor's bank.
- 6 In the **Bank Account Number** box, type the vendor's bank account number.
- 7 In the **Email Receipt To** field, enter the vendor's email address if you want to email the vendor the receipt.
- 8 From the File menu, select Save.
- 9 Repeat Steps 1-8 above for each vendor that you want to pay using an ACH payment file.

## 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 sales tax) 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. [How?](#)

## 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. For example, the description for a lumber supplier is **M-Lumber**, and an electrical supplier is **S-Electrical**.

## 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.

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. [How?](#)

- **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**

## 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.



**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 On the **Options** menu, click **Certificates**.
- 3 In the **Description** text box, enter a brief statement about the certificate.
  - a For example, type Workers' Compensation.
- 4 In the **Received** text box, enter the date you received the certificate.
- 5 In the **Expires** text box, enter the date when the certificate has expired.
- 6 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.
- 7 The **Warning** column lets you 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**.
- 8 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.
- 9 The **Stop Pay** column lets you 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 Checks/Bank Charges** window.
- 10 Repeat steps 3–7 for each certificate.
- 11 On the **File** menu, click **Save**.

### Setting up vendor remittance

On occasion, it is necessary to substitute a different name on a vendor check. 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 checks, 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:

6. Open **4-4 Vendors (Accounts Payable)**.
7. On the **Options** menu, click **Vendor Remit**.
8. The **Vendor Remit Information** window opens.
9. In the **Vendor** cell, enter the vendor number.
10. In the **Payee Remit** cell, enter the payee's name.
11. In the **Address 1** cell, enter the payee's address.
12. In the **Address 2** cell, enter any remainder of the payee's address, if necessary.
13. In the **City/State** cell, enter the payee's city and state.
14. In the **Zip Code** cell, enter the payee's ZIP Code.

15. Repeat steps 3–9 for each vendor you want to include.
16. On the **File** menu, click **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

Some states do not require subcontractors to carry Workers' Compensation insurance. In these states, the subcontractors use the general contractor's insurance policy for the duration of the job, and the general contractor deducts the cost of coverage from payments to the subcontractor. Check with your state for compliance requirements as the laws vary in each state.

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

## Setting up use taxes for payable invoices

Some states levy a use tax on out-of-state purchases.

### To set up use tax for a payable invoice:

- 1 Open **4-4 Vendors (Accounts Payable)**.
- 2 Using the data control, select the vendor.
- 3 Click the **Invoice Defaults** tab.
- 4 In the **Use Tax Rate** text box, enter the use tax rate.
- 5 On the **File** menu, click **Save**.
- 6 Open **1-8 General Ledger Setup**.
- 7 On the **Receivables** tab, enter the ledger account to which you are posting sales tax.
- 8 On the **File** menu, click **Save**.

## 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 sales tax) 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.



### NOTES:

- 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.

### 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:
  - a **No message** - no message is generated. All options for tolerance are grayed out.
  - b **Warning** - a warning and/or alert is generated, but you are allowed to save the record.
  - c **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:
  - a No tolerance
  - b Flat amount
  - c Percent
  - d Percent/not to exceed
- 5 Once a **Tolerance Type** has been selected, enter the applicable amount or percent for the type:
  - a Flat amount: Enter the amount in the Tolerance Amount text box.
  - b Percent: Enter the percent in the Tolerance Percent text box.
  - c 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.

## Secondary Payees

### 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 sub-vendor suppliers who have lien rights to the project. It is critical to ensure that these suppliers get paid. The use of two-party checks 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 check.
Amount	The total amount that should be paid on two-party checks to the payee.
Paid	The total amount of payment made to this payee. This column is not editable.
Balance	The <b>Amount</b> minus the <b>Paid</b> as calculated by Sage 100 Contractor. This column is not editable.
To Pay	The amount scheduled for a two-party check. 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 <b>Amount</b> 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 <b>Amount</b> minus the <b>Paid</b> . It is likewise adjusted whenever the <b>Amount</b> 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.

Retention values are not reflected on this window. Retention that is entered on **4-2 Payable Invoices/Credits** is held against the vendor's balance. You cannot hold a portion of the invoice retention against a secondary payee; however, you can pay 90% on one check and the remaining 10% on a later check.

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 checks 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 check for each supplier.

When you print checks from the **4-3 Vendor Payments** window, Sage 100 Contractor prints four checks based on the amounts in the **Secondary Payees** window. A check to the subcontractor and materials supplier for \$2,000; a check to the subcontractor and lighting supplier for \$1,500; a check to the subcontractor and equipment supplier for \$300; and a check to the subcontractor for \$4,700, which is the vendor's portion that is not attributed to a second payee.

In addition, 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 check to one of their suppliers. Use the following procedure to handle this situation.



### NOTES:

- You must manually click the **Wk/Comp** button and the **Use Tax** button in order for the record to calculate the vendor's workers' compensation rate and use tax rate. You can set up the use tax rate and 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**.
- If you enter an invoice using information from a purchase order, the sales tax will automatically default into the invoice. You can choose to deactivate the automatic sales tax feature and to enter the sales tax manually.

### 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, 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.

**4** Repeat step 3 for each item.

**5** 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.

- 6 In the **Retention** box, enter the amount of retention. By default, Sage 100 Contractor calculates the retention (if applicable) using the rate from the subcontract, which is found on **6-7-1 Subcontracts**.
- 7 Click the **Secondary Payees** button. The **Secondary Payees** window opens.
- 8 In the **Second Payee** column, enter the name of the secondary payee.
- 9 In the **Amount** column, enter the amount payable to the secondary payee.
- 10 Click the **Save** toolbar button, which saves your entries and closes the window.
- 11 When considering workers' compensation and use tax:
  - a If the vendor is set up with workers' compensation rate and you want it to be calculated with this record, click the **Wk/Comp** button.
  - b If the vendor is set up with a use tax rate and you want it to be calculated with this record, click the **Use Tax** button.
- 12 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 an 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 check 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 check going to the vendor in addition to a two-party check going to one of their suppliers. The vendor requests that you increase the amount of the two-party check. 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.

- 4 The **Secondary Payees** window opens.
- 5 In the **Amount** column, increase the payable amount.
- 6 Click the **Save** button.
- 7 Open **4-3 Vendor Payments** to print and post the checks.

## Decreasing amounts payable to second 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 check going to the vendor in addition to a two-party check going to one of their suppliers. The vendor requests that you decrease the amount of the two-party check. 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 checks.

## Retention

### About accounts payable retention

Many job subcontracts include retention. When you create a payable invoice, Sage 100 Contractor withholds retention at the rate specified in the subcontract record. If you do not indicate a retention 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 withheld as retention, so the client is actually billed for the net amount (gross invoice amount – retention = net invoice amount). Therefore, retention is already declared as an expense but is not paid out yet. Consequently, Sage 100 Contractor does not include retention in the invoice aging.

When you are ready to pay the subcontractor for retention, it is not necessary to create a new invoice. You can release retention on each invoice individually, or you can release the retention for the entire subcontract at one time.

### Paying retention on payable invoices

When you select the **Pay Retentions** check box, Sage 100 Contractor includes retention in the invoice balances displayed in the **Balance** column.

### To pay retention on a payable invoice:

- 1 Open **4-3 Vendor Payments**.
- 2 On the **Options** menu, click **Invoice Selection**.
- 3 In the **Vendor Payment** window, select the criteria for the invoices you want to pay.

- 4 Under **Pay Options**, select the **Pay Retentions** check box.
- 5 Click **OK**.
- 6 In the **Set to Pay** text box, enter the amount you want to pay.
- 7 Or, select the invoice. Then on the **Options** menu, click **Pay**.
- 8 Repeat step 6 for each invoice you want to pay.
- 9 On the **File** menu, click **Save**.
- 10 Print the vendor checks.

## Releasing retention on payable invoices

### To release retention on a payable invoice:

4. Open **4-2 Payable Invoices/Credits**.
5. Using the data control, select the invoice.
6. In the **Retain** text box, reduce or delete the retention.
7. On the **File** menu, click **Save**.

## Batches

### 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:

6. Open **4-2 Payable Invoices/Credits**.
7. In the **Batch** text box, enter the number of the batch you want to view.
8. On the **Options** menu, click **Batch List**.

## 4-5 Vendor 1099s

### About 4-5 Vendor 1099 Forms and eFiling by Aatrix

The 4-5 Vendor 1099 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 2009 1099-MISC and the Year 2009 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 1099 forms

According to the IRS and Federal tax law, payments totaling \$600 or more made to independent contractors over the course of the calendar year must be reported to the IRS. Sage 100 Contractor maintains balances for the 1099 reports regardless of the 1099 status assigned to a vendor record. When you include the vendor number on a vendor check or general ledger

check, Sage 100 Contractor increases the 1099 balance for that vendor. If you later void the check, Sage 100 Contractor decreases the 1099 balance by the check amount.

On the 1099 form, the name appearing at the top of the **Payee** text box must correspond to the identification number in the **Federal Id#** text box. For sole proprietors, the federal government uses the owner’s social security number as the Federal Identification Number. Therefore, the owner’s name must appear above the business name on the 1099 form.

For vendors assigned status **3-Sole Proprietor**, Sage 100 Contractor automatically prints the name from the **Owner Name** text box in the vendor record above the company name on the 1099 form.

## About 1099 types

You can locate the list of 1099 types on the **4-4 Vendors (Accounts Payable)** window under **Financial Information**, in a drop-down list with the title **1099**.



**NOTE:** The 1099 is tracked by vendor and not by 1099 type.

1099 Type	Description
0-Undetermined	No choice has been made.
1-Miscellaneous	The vendor provides a service, but the vendor is not incorporated. Sage 100 Contractor prints the vendor’s 1099 balance in box 7 of the 1099 form.
2-Rent	The vendor provides a service, but the vendor is not incorporated. Use this type only when the vendor provides a service to your business by renting office space, yard space, equipment, etc. Sage 100 Contractor prints the vendor’s 1099 balance in box 1 of the 1099 form.
3-Sole Proprietor	The vendor provides a service but the vendor is not incorporated. Sage 100 Contractor prints the vendor’s 1099 balance in box 7 of the 1099 form.
4-Interest	Sage 100 Contractor can print interest for this vendor.
5-No 1099	The vendor does not provide a service, or the vendor is incorporated. Sage 100 Contractor does not print a 1099 for a vendor with this type.



**NOTE:** When the company has no workforce other than the owner, the federal government does not provide a federal identification number to the company. Instead, use the owner’s social security number. For status **3-Sole Proprietor**, enter the owner’s social security number in the **Federal Id#** text box. In addition, enter the owner’s name in the **Owner** text box. When you print the 1099, Sage 100 Contractor prints the social security number and the owner’s name on the 1099.

## Printing 1099 balances

At the calendar year-end, print the vendor 1099 forms. If your fiscal year does not run concurrent with the calendar year, you must print partial reports from the previous year and the current year. From your company archive, run the report from January 1 to the end of the fiscal year. From your current company data, run the report from the beginning of the fiscal year to December 31. Then add the two report balances together to determine the correct 1099 amount for each vendor.

Print the **1099 Balances** report, which consists of the vendor balances stored in the vendor records from **4-1-1 Vendor List**, and verify the 1099 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.

Then 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 1099 Balances report. If a discrepancy exists, enter the correct balance from the **Vendor Payment Journal** in the appropriate vendor record.

After verifying the vendor types and balances, print the 1099s from **4-5 Vendor 1099**. Forms may be purchased from the Sage authorized forms vendor at [www.sagecreforms.biz](http://www.sagecreforms.biz).

## 4-6 Recurring Payables

### About recurring payables

In the **4-6 Recurring Payables** window, you can set up recurring payable transactions. Only transactions that have a consistent amount from invoice to invoice and post on a regular basis make good candidates for being set up as recurring payables.

Sage 100 Contractor does not automatically post recurring payable transactions; you retain complete control of when to post transactions. You can even set a reminder to prompt users in a specific security group when it is time to post the recurring transactions.

Look at the posting date of a transaction to determine when to post the transaction. After posting a transaction, Sage 100 Contractor advances the posting date based on the transaction cycle. The transaction date does not control or affect the period to which you are posting the transaction. If you need to post a recurring transaction to a different period, change the posting period.

To prevent the possible duplication of invoice numbers, Sage 100 Contractor assigns a unique invoice number to each recurring payable transaction. The invoice number is actually 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.
  - 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, do the following:
  - 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 check in **1-1 Checks/Bank Charges** if you use “0000” for the transaction number.

## 4-7-1 Add & Edit Issuer Accounts

### About 4-7-1 Add/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.

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 check.
- 7 Enter information in the other boxes, as needed.
- 8 Select **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 the topic, *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 & Edit Credit Cards

### About 4-7-2 Add/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.

Caution!

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

### About 4-7-3 Enter Credit Card Receipts

Use this window for entering credit card receipts. The window's grid functions very much like the grid in **4-2 Payable Invoices/Credits**. You have the choice of entering a vendor for this record or not and to job cost automatically if there is an associated job and vendor.

#### 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 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.

#### 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 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

If you already have card issuer accounts and credit cards set up, the window opens with the first **Card Issuer Account** in view.

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**.

When working with the **Vendor** and **Job** boxes, you can select one from a list, or you can click the **Add/View records** icon to enter a new **Vendor** or **Job**.

### 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.
- 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**, if required.
- 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 In the grid, you are only required to enter information under the column titles with blue text.
- 10 In the **Description** column, click a cell and enter a description.
- 11 Press the Enter key to move through the grid, and accept or type information in each cell, as required.
- 12 Do one of the following:
  - a If a job and vendor have been entered, click the **Automatically job cost while saving the current record** icon.
  - b If you are not job costing automatically, click **File > Save**.

## 4-7-4 Enter Recurring Charges

### About 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 **7-2 Company Information**, the program displays a message asking if you would like to post the recurring transactions immediately. You have the option to post recurring transactions from the message window. If you do not choose to post immediately, the program will prompt 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 the permission to post recurring transactions, you will not see the message.

## Entering recurring credit card charges

Enter recurring credit card charges that are a fixed amount and will be 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 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 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.

10 Click **Save**.

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

### About 4-7-5 Reconcile Credit Card Statements

When you open **4-7-5 Reconcile Credit Card Statements**, the program populates the **Card Issuer Account** box with the first account in your list. Click the drop-down arrow 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. The grid displays the payments in the top lines of the grid and the charges 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**.

With a your cursor in a cell, click **Go to Transaction** to open the transaction record (near bottom left) if there is a question about the charge or payment.

To add transactions "on-the-fly," click the **Add Transaction** button to open **4-7-3 Enter Credit Card Receipts** and 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

### About 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 check to a telephone company for last month's bill. To indicate to Sage 100 Contractor that a check will be printed for the transaction, you type a placeholder consisting of four zeros (0000) in the **Check#** box. You can then print the check directly from **4-7-6 Pay Credit Cards**:

Click the **Print** icon on **4-7-6 Pay Credit Cards** to open **1-1 Checks/Bank Charges**.

Then print the check from the **1-1 Checks/Bank Charges** window.

You can also enter transactions that do not require printed checks. For example, you might issue a hand-written check and will not need to print a check. In this case, you enter the check number you issued in the **Check#** 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 **Check#** box, do one of the following:
  - a Type 0000 to print the check in **1-1 Checks/Bank Charges**.
  - b If the check has been hand-written, type the check 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 check, if necessary.

10 Depending on your workflow, the next steps might be to open **1-1 Check/Bank Charges** and print a check 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 labor 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.

Advanced features enable you 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 401(k), 408(k), "cafeteria," and qualified benefit plans.
- Includes direct deposit capabilities.
- Automatically prints **Certified Payroll** and minority reports for any timeframe and job.
- Calculates union payroll reports.
- Supports multi-state and multi-local tax district reporting, including reciprocity.
- 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

### Appendix B - List of Payroll Reports

[Link to all the payroll reports in Appendix B](#)

## About certified payroll reports

To verify the payment of the prevailing wages to employees working a Davis-Bacon or prevailing-wage project, government agencies require contractors to submit **Certified Payroll** reports. The governing agency determines the frequency with which you must submit the reports.

In **5-5-1 Daily Payroll Entry** or **5-2-2 Payroll Records**, type Yes in the **Certified** text box to include the wages benefits of a payroll line in the **Certified Payroll** report. If you type No or leave the **Certified** text box blank, Sage 100 Contractor does not include the wages in the payroll data for the **Certified Payroll** report.

Certified reports **5-1-6-21 Certified Payroll Report**, **5-1-6-31 Department of Labor**, and **5-1-6-51 Alaska Certified Payroll** have the option to exclude or include social security numbers and mask the numbers if desired.



**TIP:** You can print a **Certified Report** or a **Minority Report** from **5-1-6 Certified Payroll Report**.

## Changes to the 5-1-6-41 Minority Report

The **5-1-6-41 Minority Report** has been modified to include more information and to more closely match the new Federal EEOC form. The new version of the report has kept the overall appearance and information of the previous report so that it is familiar and backward-compatible.

The modified report also includes categories of **White** and **Two or more races**, which were not on the previous report. New columns display **Minority Percentage** and **Female Percentage**.



### **IMPORTANT:**

- You cannot use this report to file your Federal EEOC report. Use the report to gather the information you use to fill out the Federal form.
- The percentage totals display **Minority Percent** and **Female Percent**. The program does not capture the percentage of **Two or more races**.

### The changed report prints three pages:

- **Number of Hours Worked** - Displays a breakdown of Total hours worked, Minority percent, and Female percent.
- **Number of hours worked by Journey Workers, Apprentices, and Trainees** - Displays a breakdown of Total hours worked, Minority percent, and Female percent.
- **Number of Employees** - Displays a breakdown of Total hours worked, Minority percent, and Female percent. Use the information on this page to fill out the Federal form with your employee data.

## About the 5-1-11 DOL WH-437 Certified Report

Form WH-347 has been made available for the convenience of contractors and subcontractors required by their Federal or Federally-aided construction-type contracts and subcontracts to submit weekly payrolls. Properly filled out, this form will satisfy the requirements of Regulations, Parts 3 and 5 (29 C.F.R., Subtitle A), as to payrolls submitted in connection with contracts subject to the Davis-Bacon and related Acts.

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL

and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Under the Davis-Bacon and related Acts, the contractor is required to pay not less than prevailing wage, including fringe benefits, as predetermined by the Department of Labor. The contractor's obligation to pay fringe benefits may be met either by payment of the fringe benefits to bona fide benefit plans, funds or programs or by making payments to the covered workers (laborers and mechanics) as cash in lieu of fringe benefits.

This payroll provides for the contractor to show on the face of the payroll all monies to each worker, whether as basic rates or as cash in lieu of fringe benefits, and provides for the contractor's representation in the statement of compliance on the payroll (as shown on page 2) that he/she is paying for fringe benefits required by the contract and not paid as cash in lieu of fringe benefits.

## 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.

On the **Compensation** tab, you can enter information about **Paygroups**, **Standard Regular Rate**, **Commission%**, **Salary**, **Accrued Sick**, **Sick Rate**, and more. Under **Mark on W-2**, you can select the check boxes **Retirement Plan** and **Third-Party Sick Pay** to include the appropriate values when preparing the W-2 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 labor. 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

Consider the following points before entering employee records:

- When you select the **No Certified Reporting** check box, Sage 100 Contractor excludes the employee from the Certified Payroll report.

- If an employee is exempt from overtime pay, select the **Exempt from Overtime** 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.
- If your company works in Alaska, you must provide additional residential information for state certified payroll reports.

### 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 **Middle Initial** 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, do the following:

a In the **Address 1, Address 2, City, State,** and **Zip** 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, do the following:

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.

d In the **Heritage** list, click the employee's heritage.



**IMPORTANT:** When you select the **Always Use Emp 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.

e In the **Comp Code** list, click the worker's compensation code.

f In the **Position** list, click the employee's position.

g In the **Union** list, click the union to which the employee belongs.

h In the **Residence Locale** text box, enter the local payroll tax district for the employee's residence.

i In the **Work Locale** text box, enter the payroll tax district for the employee's work location (for salaried employees).

**j** In the **Tax State** text box, enter the abbreviation for the state in which the employee lives.

**k** In the **Social Security#** text box, enter the employee's social security number.

**l** In the **Birth Date** text box, enter the employee's date of birth.

**m** In the **Hire Date** text box, enter the date when the employee was hired.

**n** In the **Last Raise** text box, enter the date when the employee last received a raise.

**o** In the **Inactive** text box, enter the date when the employee record became inactive.



**IMPORTANT:** After verifying an employee's citizenship, select the **I-9 Verification** check box.

**p** Check the **Eligible under HIRE Act of 2010, Exempt from certified reporting**, and **Exempt from overtime pay** boxes as necessary for the employee.

**9** On the **Compensation** tab, do the following:

**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** If the employee receives a commission, enter the percentage rate in the **Commission%** text box.

**h** In the **Advances Due** box, enter the total amount of outstanding advances due, or leave it blank.

**i** In the **Accrued Sick** text box, enter the total accrued hours of sick time.

**j** In the **Sick Rate** text box, enter the rate at which sick time accrues.

**k** In the **Sick Accrual Method** list, click the method used to accrue the sick time.

**l** In the **Accrued Vacation** text box, enter the total accrued hours of vacation time.

**m** In the **Vacation Rate** text box, enter the rate at which vacation time accrues.

**n** In the **Vacation Accrual Method** list, click the method used to accrue vacation time.

**o** Under **W-2 Options**, select either or both **Retirement Plan** and **Third-Party Sick Pay** boxes to include that information in the W-2 electronic file.

**10** Click the **Direct Deposit Information** tab, and do one of the following:

**a** If the employee uses direct deposit:

**i** Click the **Enable direct deposit** box.

**ii** Enter the information for one or more (up to four) direct deposits.

**iii** Add the employee email address to receive the direct deposit pay stub.

**b** If the employee does not use direct deposit, do nothing.

**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 each employee.

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

## 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.
- Social Security wages are determined from the total compensation subject to the Social Security tax, including add-ons. All deductions subject to Social Security are excluded.
- Medicare wages are determined from the total compensation subject to Medicare, including add-ons. All deductions not subject to Medicare are excluded.

### 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.
- 4 The **Employee Licenses** window appears.
- 5 Do one of the following:

- a 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.
  - b 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.
- 6 On the **Employee Licenses** window, in a cell in the **License#** column, type the license number of the employee's license.
  - 7 On the **Employee Licenses** window, in a cell in the **Exp. Date** column, type the license expiration.
  - 8 On the **Employee Licenses** window, in the **Notes** column, type notes about the employee license as needed.
  - 9 Repeat steps 4–8 for each license.
  - 10 On the menu bar, click **File > Save**.
  - 11 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.
- 4 The **Employee Training** window appears.
- 5 In a cell the **Training Type** column, double-click, and then press the F6 key to open the **Training Types** lookup window.
- 6 In a cell in the **Training Type#** column, type a training type number.
- 7 In a cell in the **Training Type** column, type the description of the training type.
- 8 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 Using the data control, select the employee.
- 2 At the bottom of the **5-2-1 Employees** window, click the **Training** button.
- 3 The **Employee Training** window appears.
- 4 Do one of the following:
  - a Click in a cell in the **Training Type** column, and then press the F6 key to open the **Training Types** lookup window to enter **Training Type#** and a **Type Name**.
  - b Alternatively, in a cell the **Training Type** column, click the drop-down arrow, and then double-click an existing training type to select it.
- 5 In the **Last Date** text box, enter the date when the employee last received training.
- 6 In the **Training Cycle** text box, enter the cycle when the employee next receives training.
- 7 In the **Next Date** text box, enter the next date that training will be presented.

- 8 In the **Notes** column, enter notes about the employee training as needed.
- 9 Repeat steps 4–8 for each license; however, only step 4 is required.
- 10 On the menu bar, click **File > Save**.
- 11 The **Employee Training** window closes.

## Entering the Alaska domicile information

Because many workers are from outside the state, the State of Alaska requires residential information on each employee of the contracted company. The information is included on the Alaska Certified Payroll report supplied to the state government.

### To enter Alaska domicile information:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 On the **Options** menu, click **Alaska Domicile**.
- 4 In the **Address 1**, **Address 2**, **City**, **State**, and **Zip** text boxes, enter the employee's address.
- 5 In the **Certificate#** text box, enter the employee's job certificate number.
- 6 In the **Apprentice%** text box, enter the percent rate of journeyman pay received by the employee.
- 7 In the **Bargaining** text box, enter the name of the collective bargaining agreement.
- 8 In the **Occupation** text box, enter the Alaska State occupational code.
- 9 In the **Area** text box, enter the regional area code.
- 10 In the **License#** text box, enter the employee's license number.
- 11 On the tool bar, click the **Save** button.



**NOTE:** Employees assigned occupation code 1210 are excluded from the State Quarterly Report.

## 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 paycheck. If the balance due exceeds the net amount of the paycheck, Sage 100 Contractor deducts the net paycheck. When you print checks, Sage 100 Contractor prints a \$0 paycheck 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 paycheck. 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.

## 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 marital status settings, allowances, and withholding amounts for federal and state tax calculations. For example, Steve works in Kansas and Nebraska. In Kansas, Steve claims married-joint status, but in Nebraska, he claims married-separate status. In the **Marital** column, you can enter the appropriate marital status for the Kansas and Nebraska income tax 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 paycheck. 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.

Contractors who work on prevailing-wage jobs are required to match the difference between prevailing wages and benefits, and actual wages and benefits paid to each employee. For each employee who works the prevailing-wage job, you can enter the credit in the **Offset** column. When you compute payroll, Sage 100 Contractor applies the credit. To manage payroll for prevailing-wage jobs, set up paygroups.



#### TIPS:

- Some states use additional tax tables to collect county taxes with the state taxes. To calculate the correct taxes, enter the tax rate or table number in the **Table#** cell of the calculation.
- You can withhold an additional flat amount for federal taxes or state taxes. To withhold a flat amount for a calculation, enter the amount in the **Add W/H** cell of the calculation.

## About applying the Labor Burden when calculating Payroll

Social Security, Medicare, Workers' Compensation, federal and state unemployment and union contributions add to the costs of having employees on jobs. These additional labor 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 on the 5-2-1 Employees Compensation tab

Keep in mind the following:

- When processing payroll, the system increases accrued sick and vacation time in the employee record based on the rate you have set up.
- When paying an employee for sick or vacation time use Pay Type 4 for sick time and Pay Type 5 for vacation time on the timecard lines. When processing Payroll, the system decreases the sick and vacation time in the employee record.

**Accrued Vacation box** - 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.

**Vacation Rate box** - Enter the rate at which vacation time accrues according to your company policy.

**Vacation Method** - Enter the method used to accrue vacation time, per hour or per period.

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.

## 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 and vacation time in the employee record based on the rate you have set up.
- When paying an employee for sick or vacation time use Pay Type 4 for sick time and Pay Type 5 for vacation time on the timecard lines. When processing Payroll, the system decreases the sick and vacation 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 box** - 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.

**Sick Rate** - Enter the rate at which sick time accrues according to your company policy.

**Sick Method** - Enter the method used to accrue sick time, per hour or per period.

Regarding **Sick Method**: This accrual is on the employee records only. There is no general ledger accrual created by the entry on the 5-2-1 screen. A payroll calculation must be set up if you want an accrual 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 check, 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 check; and Bill receives an additional \$53.20 [(\$2 – \$0.67) \* 40] on his check. 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 that if the employer is paying benefits in excess of 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 Using the data control, select the employee.
- 5 In the **\$ Offset** cell of the prevailing-wage benefit calculation, enter the credit amount.
- 6 On the **File** menu, click **Save**.
- 7 Repeat steps 4–6 for each employee working the prevailing-wage job.

## About calculating state unemployment insurance (SUI) in a multiple state environment

Caution!

The rules for paying SUI for interstate employment are complicated and for definitions and determination of how these rules apply to each employee, you should refer to your accountant or CPA.

The 50 states have agreed on a “uniform definition of employment” to prevent duplicate contributions for the services of a multi-state worker. Under this Uniform Definition of Employment, there are four basic factors that must be considered when determining employment coverage. These factors are as follow in order of importance:

- The place where work is Localized
- The site of the Base of Operations
- The place from which Operations is Directed or Controlled
- The Employee's Residence
- The SUI Calculation, rate, and maximum (the first factor) should be entered on the **5-2-1 Employees** window for the single state that is determined to apply to that employee.

 **IMPORTANT:** All SUI calculations that are active on the calculation tab of an employee's record in **5-2-1 Employees > Payroll > Payroll Processing > Employees** populate on each timecard. Any SUI calculation that does not apply to a timecard must be overridden to zero dollars manually.

## Creating payroll records that differentiate among multiple states

Creating payroll records that differentiate among multiple states requires several steps, which are listed below.

### To create payroll records that differentiate among multiple states:

- 1 Create a table of states.
- 2 Create employee timecards in **5-2-2 Payroll Records**, and use a locale on each line based on the state in which the employee worked.
- 3 Process your payroll as usual.

## 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 <b>1-Current</b> .
Employees with this Calculation	Updates employee records that contain the payroll calculations on the <b>Calculations</b> 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.
'Current' Employees	Updates employee records assigned status <b>1-Current</b> 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.
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, etc.)

Pay Type	Computes pay at
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 <b>6-Holiday</b> 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 <b>Hours</b> cell, enter the number of hours worked. In the <b>Piece Rate</b> cell, enter the rate for each piece completed. In the <b>Pieces</b> cell, enter the number of pieces completed.
8-Per Diem	Lump sum for traveling expenses, etc. In the <b>Pay Rate</b> cell, enter the amount.
9-Miscellaneous	Lump sum for bonuses, etc. In the <b>Pay Rate</b> cell, enter the amount of the 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:

5. Open **5-2-2 Payroll Records**.
6. On the **Options** menu, click **Budget Verification**.

## 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 paychecks, 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 check, 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 check 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 check number of the erroneous check.

If you issued the check to the employee, void the original record. Then enter a payroll advance for the net amount of the check. To maintain an accurate audit trail, enter the original check number in the **Check 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 paychecks. If you overpaid the employee due to error, and the subsequent check results in a net \$0 amount, print the check to plain paper and provide a copy to the employee. If you underpaid the employee due to error, print the new paycheck 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 include images with certain types of records. For example, when you assign the image of an employee to the employee's record, Sage 100 Contractor displays a thumbnail view in the **Employee** window. Sage 100 Contractor supports the following types of images: .bmp, .jpeg/.jpg, .gif, .emf, .wmf, and .ico files.

Before assigning an image to a record, the image file must follow a specific naming convention: a word or words, followed by a space, followed by a number (see below). This lets you keep a series of pictures with a record—you can use the same name but change only the number.

After you assign an image file to a record, you can include other image files with similar names.

Suppose you have been taking pictures of the progress at a job site. The latest photo, fourth in the series, is named BL Johnson 04.bmp and is assigned to the job record. A thumbnail of the photo appears on the job record. In addition, you can view the three previous photos, BL Johnson 01.bmp, BL Johnson 02.bmp, and BL Johnson 03.bmp from the **Image** window.

## 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 then need to classify his or her time on the **Timecard** tab.

Payroll records for hand-computed checks, advances, and third-party payments do not use timecard information. A hand-computed check 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.

## Entering timecards

Consider the following points before entering timecards:

- 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 checks for pay advances, bonuses, or layoffs using the same period ending date as regular payroll.
- You can display a summary of the local payroll taxes computed for a timecard.
- You can compute an employee's hourly rate per piece by using piece pay.



### IMPORTANT:

The **Direct Deposit** check box appears "selected" only if the **Use Direct Deposit** check box is selected on the **Compensation** tab of **5-2-1 Employees**.

### 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 **Check Date** text box, enter the date when the check is to be issued.
- 6 In the **Check#** text box, type 0000.

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

- 7 If you have already issued the check, enter the check number in the **Check#** text box.
- 8 In the **Payroll Type** list, click **1-Regular**.
- 9 In the **Quarter** text box, enter the payroll quarter.
- 10 In the **State** text box, enter the tax state.
- 11 In the **Timecard** tab, do the following:
  - 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 is in a local payroll tax district, enter the local payroll district number in the **Locality** cell.
  - d If the job requires certified payroll, type Yes in the **Certified** cell.

- e If the job uses phases, enter the phase number in the **Phase** cell.
- f If the employee worked on a job or repaired equipment, enter the cost code number in the **Cost Code** cell.
- g In the **Pay Type** cell, enter the pay type.
- h If you are using paygroups, enter the paygroup number in the **Paygroup** cell.
- 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 In the **Comp Code** cell, enter the Workers' Compensation code number.
- l If you are using departments, enter the department number in the **Department** cell.
- m In the **Absences** cell, enter the user-defined reason for the employee's absence.

12 Repeat step 11 for each payroll item.

13 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

### IMPORTANT:

- Only a user logged in as supervisor has the access rights to turn this option on and off.
- Security needs to be defined for the **Pay Rate** column for the user(s) that can and cannot access it. For those users that will not be seeing the **Pay Rate** information, the **Autofill Pay Rate** will automatically be populated when they have completed entering a timecard.

If you are using security to hide the **Pay Rate** column in **5-2-2 Payroll Records**, **Autofill Pay Rate** can be turned on to fill in the default **Pay Rate** automatically for users that do not have access to pay rate information.

### 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 finally 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 paycheck, 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 check for the advance, write a general ledger check 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.

### **IMPORTANT:**

When a salaried employee is subject to a local payroll tax, enter the hours worked and the local tax district number on the **Timecard** tab.

### 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 **Check Date** text box, enter the date when the check is to be issued.
- 6 In the **Check#** text box, type 0000.

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

- 7 If you have already issued the check, enter the check number in the **Check#** text box.
- 8 In the **Payroll Type** list, click **1-Regular**.
- 9 In the **Quarter** text box, enter the payroll quarter.
- 10 In the **State** text box, enter the tax state.
- 11 In the **Salary** text box, enter the salary.
- 12 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 labor to the job and 32 hours labor 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 **Check Date** box, enter the date when the check is to be issued.
- 6 In the **Check#** box, type 0000.

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

- 7 If you have already issued the check, enter the check number in the **Check#** text box.
- 8 In the **Payroll Type** list, click **1-Regular**.
- 9 In the **Quarter** box, enter the payroll quarter.
- 10 In the **State** box, enter the tax state.
- 11 In the **Salary** box, enter the salary.
- 12 In the **Timecard** tab, do the following:
  - 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 is in a local payroll tax district, enter the local payroll district number in the **Locality** cell.
  - e If the job requires certified payroll, type Yes in the **Certified** cell.
  - f If the job uses phases, enter the phase number in the **Phase** cell.
  - g If the employee worked on a job or repaired equipment, enter the cost code number in the **Cost Code** cell.
  - h In the **Pay Type** cell, enter the payroll line type.
  - i In the **Compensation Code** cell, enter the Workers' Compensation code number.
  - j If you are using departments, enter the department number in the **Department** cell.
- 13 Repeat step 12 for each payroll item.
- 14 On the **File** menu, click **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.

 **TIP:** When a salaried employee is subject to a local payroll tax, enter the local payroll tax district on the **Timecard** tab.

## Payroll Bonuses

### About bonus checks



**IMPORTANT:** Sage 100 Contractor does not support the higher bonus rate of 35% for supplemental wages which exceed one million dollars in a year.

You can enter bonus checks in two ways.

- As a separate paycheck. Sage 100 Contractor computes the Federal Income Tax (FIT) using the federal bonus table.
- Include it in a paycheck. Sage 100 Contractor computes the FIT using the standard tax tables. The IRS considers the bonus to be supplemental wages, and it is taxed as regular wages.

### Entering bonuses as separate records



**IMPORTANT:** Important:

Always trial-compute and review the amounts on the **Calculations** tab. Sage 100 Contractor does not compute the state income tax for all states. You may have to manually compute the amount of state income tax to withhold, and enter it in on the **Calculations** tab.

Some deductions or benefits might not apply to bonuses. Check with your benefits plan administrator, as well as other state and local 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 **Check Date** text box, enter the date when the check is to be issued.
- 6 In the **Check#** text box, type 0000.
- 7 When you print the check, Sage 100 Contractor assigns the check number to the record.
- 8 If you have already issued the check, enter the check number in the **Check#** text box.
- 9 In the **Payroll Type** list, click **2-Bonus**.
- 10 In the **Quarter** text box, enter the payroll quarter.
- 11 In the **State** text box, enter the tax state.

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.

- 12 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:

4. Open **5-2-2 Payroll Records**, browse to the payroll record for the salaried employee, and click the **Timecard** tab.
5. In the **Timecard** tab, do the following:
  1. In the **Description** cell, enter a brief statement about the bonus.
  2. In the **Pay Type** cell, enter type **9-Miscellaneous**.
  3. In the **Pay Rate** cell, enter the amount of the bonus.
  4. In the **Compensation Code** cell, enter the Workers' Compensation code number.
  5. If you are using departments, enter the department number in the **Department** cell.
6. 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:
  - a In the **Description** cell, enter a brief statement about the bonus.
  - b If you want to job cost the bonus, enter the job number in the **Job** cell.
  - c If the job is in a local payroll tax district, enter the local payroll district number in the **Locality** cell.
  - d If the job requires certified payroll, type Yes in the **Certified** cell.
  - e If the job uses phases, enter the phase number in the **Phase** cell.
  - f If the employee worked on a job, enter the cost code number in the **Cost Code** cell.
  - g In the **Pay Type** cell, click **9-Miscellaneous**.
  - h In the **Pay Rate** cell, enter the amount of the bonus.
  - i In the **Compensation Code** cell, enter the Workers' Compensation code number.
  - j If you are using departments, enter the department number in the **Department** cell.
- 3 On the **File** menu, click **Save**.

## Hand-computed Checks

### About hand-computed checks

#### Caution!

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 checks 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 check amount to **Federal Income Tax (FIT)**, **State Income Tax (SIT)**, or **Payroll Advance**.

- Use **FIT** to adjust federal taxes such as Social Security or Medicare.
- Use **SIT** to adjust state taxes such as state disability insurance.
- Use **Payroll Advance** to change the amount of the net paycheck.

Suppose that you have over-deducted \$10 for Social Security from Dick's gross wages. On the **Calculations** tab, you enter -\$10 in the **Amount** cell for the **Employee Social Security** calculation. Then in the **Amount** cell of **FIT**, enter \$10. Sage 100 Contractor deducts the \$10 from the **Employee Social Security** balance and adds it to the **FIT** balance. Rather than moving the balance to **FIT**, you could enter the amount in **Payroll Advance**. Sage 100 Contractor would then add \$10 to the employee's next paycheck.

## Entering hand-computed checks to adjust employee deduction balances

Important:

Sage 100 Contractor does not create job costs for hand-computed checks.

### To enter a hand-computed check 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 **Check Date** text box, enter the date when the check is to be issued.
- 6 In the **Check#** text box, enter a dummy check 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 **State** text box, enter the tax state.
- 10 If the **Salary** box is autofilled, delete the amount.
- 11 Click the **Calculations** tab.
- 12 If the calculation balance is too high, do the following:
  - a In the **Amount** cell, enter the sum you want to deduct from the balance as a negative.
  - b In the **Amount** cell of the payroll calculation to which you are moving the sum, enter the sum as a positive.
  - c If the calculation balance is too low, do the following:
    - d In the **Amount** cell, enter the amount you want to add.
    - e In the **Amount** cell of the payroll calculation from which you are taking the sum, enter the sum as a negative.
- 13 On the **File** menu, click **Save**.



**TIP:** Sage 100 Contractor assigns a hand-computed check status **2-Computed**. It is not necessary to perform a final-compute to post the record.

## Entering hand-computed checks to adjust employer cost balances



### IMPORTANT:

Sage 100 Contractor does not create job costs for hand-computed checks.

### To enter a hand-computed check 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 **Check Date** text box, enter the date when the check is to be issued.
- 6 In the **Check#** text box, enter a dummy check 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 **State** text box, enter the tax state.
- 10 If the **Salary** box is autofilled, delete the amount.
- 11 Click the **Calculations** tab.
  - a If the calculation balance is too high, in the **Amount** cell, enter the sum you want to deduct from the balance as a negative.
  - b 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 check status **2-Computed**. It is not necessary to perform a final-compute to post the record.

## About third-party sick pay

In some states, 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.

For more information about third-party sick pay, see IRS publication 15A, *The Employer's Supplemental Tax Guide*.

## Entering third-party sick pay

Consider the following points before entering third-party pay:

- For third-party sick pay to be marked on W-2s, 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 **Check Date** text box, enter the date when the check is to be issued.
- 6 In the **Check#** text box, enter a dummy check number.
- 7 In the **Payroll Type** list, click **6-Third Party**.
- 8 In the **Quarter** text box, enter the payroll quarter.
- 9 In the **State** text box, enter the tax state.
- 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 paycheck. One week, Rob works far more than usual and suggests that you deduct \$200 from this paycheck. 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 paycheck, 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 check, 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 Checks

### Reprinting unposted payroll checks

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

#### To reprint an unposted payroll check:

- 1 Open **5-2-2 Payroll Records**.
- 2 Select the timecard for which you want to reprint the check.
- 3 In the **Check#** text box, delete the original check number.
- 4 In the **Check#** text box, type 0000.
- 5 On the **File** menu, click **Save**.
- 6 Print the check again and assign the new check number in **5-2-4 Payroll Checks**.
- 7 Cancel the original check number to maintain an accurate check register.

### Reprinting previously posted payroll checks

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

### To reprint a previously posted payroll check:

- 1 Open **5-2-2 Payroll Records**.
- 2 Select the timecard for which you want to reprint the check.
- 3 In the **Check#** text box, delete the original check number.
- 4 In the **Check#** text box, type 0000.
- 5 On the **File** menu, click **Save**.
- 6 Print the check again.
- 7 Cancel the original check number to maintain an accurate check 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, social security, and so forth.

To reissue another check, 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 checks

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 check:

- 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 check.
- 5 In the record for the advance, enter the original check number in the **Check Number** text box.
- 6 Enter a payroll record with the correct data.
- 7 Open **5-2-3 Compute Payroll**.

- 8 Trial-compute and review the record.
- 9 If the record is correct, you can final-compute the record and print the check.



**TIP:** Always provide the employee with a copy of the correct payroll information. If you overpaid the employee due to error and the subsequent check results in a net \$0 amount, print the check to plain paper.



**TIP:** If you underpaid the employee due to error, print the new paycheck 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**.
- 3 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.
- 4 To the message, click **OK**.
- 5 You see a second message stating that the payroll record and cost records have been voided. A reversing transaction will need to be posted.
- 6 On this message, click **OK**.
- 7 You may notice that record assumes the status of **Reverse**.



**NOTE:** The payroll record at this point is not reversed in the general ledger. You still have one more step to complete.

- 8 Open **5-2-6 Post Payroll to GL**.



**TIP:** You can post to any period that you need to.

- 9 In the **Record#** text box, enter the record number.
- 10 Click the **Post** button.
- 11 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 payroll records associated with paid T and 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 **3-3 Cash Receipts**

**Part A - To reverse the cash receipt payment.**

1. Open **3-3 Cash Receipts**.
2. Do the following:
  - a. In the **Account** box, enter the ledger account number for the cash account.
  - b. In the **Deposit#** box, enter the deposit transaction number.
  - c. In the **Date** box, enter the deposit date.
  - d. In the **Description** box, enter a brief statement about the transaction.
3. Do one of the following:
  - a. In the **Client** box, enter the client number.
  - b. In the **Job** box, enter the job number.
4. Do one of the following:
  - a. Click the **Contract Invoices** tab.
  - b. Click the **Service Invoices** tab.
5. Consider the following:
  - a. If the invoices are partially paid, select the **Open** only option.
  - b. If the invoices are completely paid, select the **Paid only** option.
  - c. If you have a combination of paid and partially paid invoices, select the **All** option.
6. Click the **Display** button.
7. In the grid, do the following:
  - 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.
8. Repeat step 7 for each payment you want to reverse.
9. 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**.

10. 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**.

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**.

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**.

Next, you have to post time and materials invoices:

1. Open **3-10-4 Post T&M Invoices**.
2. Select the invoices you want to post.
3. Click **Post**.

#### **Part E - Repay the T&M invoice in 3-3 Cash Receipts**

To enter a payment against an invoice:

Open **3-3 Cash Receipts**.

Do the following:

In the **Account** text box, enter the ledger account number for the cash account.

In the **Deposit#** text box, enter the deposit number.

In the **Date** text box, enter the deposit date.

In the **Description** text box, enter a brief statement about the transaction.

Do one of the following: TopOfPage

In the **Client** text box, enter the client number.

In the **Job** text box, enter the job number.

Do one of the following:

Click the **Contract Invoices** tab.

Click the **Service Invoices** tab.

Click the **Display** button.

In the grid, do the following:

In the **Paid (Cash)** 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 (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.

Repeat step 6 for each invoice you want to pay.

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

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, Social Security, and Medicare. 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 checks 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 check number nor the accounting period of the check transaction is available. The job cost records are updated later with the check number when the check is printed. Then the accounting period and the ledger transaction link are updated when the check is posted to the general ledger.

## Computing payroll records

Consider the following points before computing payroll records:

- Job costs are created as part of the final compute of the payroll. At that time, however, neither the check number nor the accounting period of the check transaction is available. The job cost records are updated later with the check number when the check is printed. Then the accounting period and the ledger transaction link are updated when the check 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 Check** report, including the deductions, from **5-1-2 Payroll Checks Register**. After posting the payroll, you can print the report again when it includes the check 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, & 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.  
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 Checks

### About 5-2-4 Payroll Checks

Clicking **5-2-4 Payroll Checks** launches the **5-2-4 Report Printing** window for printing Payroll Check reports and viewing sample reports.

## 5-2-5 Direct Deposit File Manager

### About direct deposit

Direct deposit allows your employees to have their paychecks deposited directly into their bank account. Banks require electronic delivery of payroll information by companies wishing to provide employees with direct deposit. Sage 100 Contractor supports the creation of a file in automatic clearing house (ACH) 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 ACH providers to the various employee banks.



#### NOTES:

- 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: the **Direct Deposit File** and the **Direct Deposit File Report**.

- **Direct Deposit File** - The Direct Deposit file is created in Automated Clearing House (ACH) format and is saved as a .txt file used by the bank. By default it is saved in the x:\MB7\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 \MB7\companyname\Reports folder as an .rtf or .pdf.

Printed checks have a unique check number and an electronic deposit number that correspond to the payroll record number. Sage 100 Contractor users with checks pre-printed with check numbers should run check runs in sequence.

Printing direct deposit payroll checks creates and prints a non-negotiable check and supplies the employee with a record of the payroll. You have three options for printing direct deposit checks in **5-2-4 Payroll Checks**.

Direct deposit is limited to employee payroll only. Sage 100 Contractor does not support electronic payment or electronic transfer of funds for such things as:

- Federal, state, or local taxes
- Child care support payments
- Wage garnishment

### About setting up direct deposit

Before you begin to 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 paycheck deposited.
- Determine if your bank requires a pre-notification.
- 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, **7-2 Company Information** and **5-2-1 Employees**.

Under **Direct Deposit Information** in the **7-2 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 bank account number, routing number, and account type, which is either checking or savings. There are also three check boxes located under **Account Type** that specify the format of the file type sent to the 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 paychecks using the **Compensation** 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: account type, routing number, account number, rate type, and rate.

Under **Direct Deposit** information, 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 paycheck.

 **IMPORTANT:** Account status is set by the payroll administrator. It is not provided by the employee.

## About Direct Deposit File Manager

When you create a direct deposit file, payroll information is recorded for employees who have authorized direct deposit to their accounts. After the file is created, transfer the file using your bank's specified procedure.

 **IMPORTANT:** Before creating a direct deposit file, you must first establish a procedure with your bank for transferring the file.

When you create a new company, a direct deposit folder is created within the company folder.

The default file name is set to the check date and company name. Invalid characters (/ \:\*?"<>|) in the file name will be stripped out by Sage 100 Contractor.

## 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.

### To create a direct deposit file:

- 1 Open **5-2-5 Direct Deposit File Manager**.
- 2 Enter the **Payroll Check Date**.
- 3 All computed records with that check date that have the **Use Direct Deposit** check box selected are included in the direct deposit file.
- 4 Enter the **Deposit Date**.
- 5 Click **Start**.
- 6 When you are done creating the file, Sage 100 Contractor prompts you to print a report showing your file information.

## Setting up company information for direct deposit

Setting up direct deposit involves entering information in the **7-2 Company Information**. Under **Direct Deposit Information** in the **7-2 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 bank account number, routing number, and account type, which is either checking or savings. There are also three check boxes located under **Account Type** that specify the format of the file type sent to the bank.

### To set up company information for direct deposit:

- 1 Open **7-2 Company Information**.
- 2 Under **Direct Deposit Information**, complete the following:
- 3 In the **Account #** text box, enter your company's bank account number.
- 4 In the **Routing #** text box, enter your company's bank routing number.
- 5 In the **Account Type**, select your company's bank account type.
- 6 Select or clear the check boxes appropriate to the preferences of your financial institution.
- 7 From the **File** menu, select **Save**.



**NOTE:** If you have any questions about which check boxes to select—**Include Company Debit Line**, **Include Optional Hard Return**, and **Include Optional "9" Fill**—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 Check**. If multiple lines are set to **1-Dollar Amount**, Sage 100 Contractor looks at the lines in order from top to bottom.

When an employee is setup for direct deposit, and you are processing payroll checks through **5-2-4 Report Printing**, a message is displayed listing any employees with their full name and direct deposit email address. The pay stub for each employee with direct deposit is processed individually. After the emailing is completed, you can also print pay stubs for the employees receiving the email and assign the check numbers.



### NOTES:

- 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.

### 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 checks are included in the direct deposit file. A non-cashable paycheck is issued for history and employee information.

- 5 In the **Status** list, click the status of the account.
- 6 In the **Account Type** list, click the account type.
- 7 In the **Routing#** text box, enter the routing number of the bank.
- 8 In the **Account#** text box, enter the employee's bank account number. Your account number may start with zero(s). Check with your bank.
- 9 In the **Rate Type** list, click the type of deposit.
- 10 In the **Amount/Rate** text box, enter the rate.
- 11 In the Direct Deposit Email text box, enter the employee's email address for the direct deposit pay stub.
- 12 Repeat steps 5–11 for each account.

## Creating and processing direct deposit pre-notes

Before you begin to process direct deposit for your employees, some banks require you to send them a pre-notification (pre-note) so they can verify the account numbers are valid.



### IMPORTANT:

Not all banks require a pre-note for every employee. Contact your bank to determine pre-note requirements.

Creating and processing a direct deposit pre-note is a four part process.

#### Part 1 - Set up the employee's account:

- 1 Open 5-2-1 Employees, and display the employee.
- 2 Click the Compensation tab, and select the Use Direct Deposit box.
- 3 From the Status menu, select 1-Prenote.
- 4 In the Routing# box, type the routing number of the employee's bank.
- 5 In the Account# box, type the employee's bank account number.
- 6 From the Rate Type menu, select the type of deposit.
- 7 In the Rate box, type the rate.
- 8 From the File menu, select Save.
- 9 If required by your bank, repeat Steps 1-8 above for each employee.

#### Part 2 - Enter and process sample payroll records:

- 1 Open 5-2-2 Payroll Records.
- 2 In the Employee box, enter the employee.
- 3 In the Period Start box, type the period start.
- 4 In the Period End box, type the period end.
- 5 In the Check Date box, type today's date.
- 6 In the Check# box, type a sample check number.
- 7 From the Payroll Type menu, select 3-Hand Computed.
- 8 In the Quarter box, enter the quarter.
- 9 In the State box, type the state.

- 10 In the Salary box, type .01.
- 11 From the File menu, select Save.
- 12 Open 5-2-5 Direct Deposit File Manager.
- 13 In the Payroll Check Date box, type the check date.
- 14 In the Deposit Date box, type the deposit date.
- 15 Click Start.
- 16 To the message, [number] records will be processed for direct deposit, click OK.
- 17 After the direct deposit file is processed, the Select Destination File window appears.
- 18 Select the location in which to save the file and click Save.
- 19 The default destination is X:\MB7\[Company Name]\Direct Deposit (where X: is your network drive).
- 20 The file you save is the direct deposit pre-note you send to your bank.
- 21 To the message, Direct Deposit Process Complete click OK.
- 22 To the message, Do you want to print the Direct Deposit file report? click Yes.
- 23 From the File menu, select Print.

### Part 3 - Enter and process regular payroll checks for your employees.

- 1 When you enter the regular timecards, clear the Direct Deposit box on the 5-2-2 Payroll Records.

### Part 4 - After you receive notification from the bank, void the sample payroll records and change the employee's account status to 3-Active

- 1 Open 5-2-2 Payroll Records.
- 2 Display each sample payroll record.
- 3 From the Edit menu, select Void Payroll Record.
- 4 To the message, You are about to void this record. Do you want to continue? click Yes.
- 5 Open 5-2-1 Employees, and display each employee who is set up for direct deposit.
- 6 Click the Compensation tab.
- 7 Under Direct Deposit Information, click the Status menu and select 3-Active.
- 8 From the File menu, select Save.

## 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.

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.

### To process direct deposit payroll:

- 1 Enter your company's direct deposit information in the **Direct Deposit Info** section of **7-2 Company Information**.

Only **Account#**, **Account Type**, and **Routing#** are required entries in this section.

- 2 Open **5-2-1 Employees** and set up the **Direct Deposit Information** on the **Compensation** tab.
- 3 Open **5-2-2 Payroll Records** and enter timecards.
- 4 Open **5-2-3 Compute Payroll** and enter record criteria.
- 5 To print a check register for reviewing purposes, open **5-1-2 Payroll Check Register** and do the following:
  - a Select either the **print a check register for direct deposit records only** or the **printed check records only** check box.
  - b Enter record criteria.
- 6 Open **5-2-4 Payroll Checks** and do the following:
  - a Print check stubs and non-negotiable checks.
  - b Specify a check date when prompted.
  - c Assign check numbers when prompted.
- 7 Open **5-2-5 Direct Deposit File Manager** and do the following:
  - a 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.
  - b 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.
- 8 Open **5-1-2 Payroll Check Register**, select the register you want to print, and print a file copy.
- 9 Open **5-2-6 Post Payroll to GL** and post payroll.

## 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 checks are posted to a file. A non-cashable paycheck is issued for history and employee information. If unchecked, all standard payroll checks are printed on check forms as physical checks.

## 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-Prenote	The account is assigned <b>1-Prenote</b> (Pre-notification) when your bank prefers to check that the account numbers are valid.
	Important: Many banks will not process <b>Prenotes</b> . Check with your bank.
	Note: This includes the accounts in the direct deposit file with no dollar amounts.
2-10 Day Wait	The account should be changed to <b>2-10 Day Wait</b> after the account has been processed as <b>1-Prenote</b> . Otherwise, the next check could be included again as a <b>Prenote</b> when the next direct deposit file is processed (if the check date is the same).
	Note: This account will be included in the direct deposit file when it is created. A physical check must be distributed to the employee.
3-Active	When active, the payroll information will be included in the direct deposit file with its respective dollar amounts.
4-Inactive	The account is inactive.

## Account type

The **Account Type** is used in the direct deposit file to determine the Trans Code.

Account Type	Description
1-Checking	The direct deposit account is a checking account.
2-Savings	The direct deposit account is a savings account.

## 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	The amount is a percentage of the total.
3-Remainder of Check	The amount is whatever is left over from the other designated deposits.



**NOTE:** 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 last, **3-Remainder of Check**. 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 <b>Rate Type</b> is <b>2-Percent of Net</b> ...	...The <b>Rate</b> must equal 100%.
It is a multiple row entry and the <b>Rate Type</b> is <b>2-Percent of Net</b> ...	...The <b>Rate</b> must equal 100 or the last row must be set to <b>Remainder of Check</b> .
It is a single row entry and the <b>Rate Type</b> is <b>1-Dollar Amount</b> ...	...A second row must be created and set to <b>Remainder of Check</b> .
It is a single row entry and the <b>Rate Type</b> is <b>3-Remainder of Check</b> ...	...The system assumes this is the entire check.

## Rate

The rate can be assigned a percentage number or a dollar amount, depending on which **Rate Type** is selected.

 **IMPORTANT:** When a line is set to **3-Remainder of Check**, the **Rate** cell is disabled. The remainder of the check will automatically be determined by Sage 100 Contractor and put into the designated account.

 **IMPORTANT:** If the total percent of net equals 100, a **3-Remainder of Check** line is not required.

## 5-2-6 Post Payroll to GL

### About posting payroll

You can enter timecards, compute payroll, and even print payroll checks 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 checking account entered in the **Payroll Posting** window.
- Credits the ledger accounts as indicated in the payroll calculation.

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 Supervisor.
- 2 Open **5-2-4 Report Printing** window, and click **Print**.
- 3 On the **Check Printing** window, click the **Payroll Checking Account** box once, and then press F7.
- 4 On the **Field Properties** window, enter the checking account number in the **Default Entry** box and then click **OK**.

Each time you run payroll checks, 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 **Checking Account** text box, enter the ledger account number for the checking account.
- 3 Do one of the following:
  - a To post all previously unposted pay periods, leave the **Pay Period Ending** text boxes empty.
  - b To limit the posting to a range of pay periods, do the following:
    - i In the first **Pay Period Ending** text box, enter the ending date of the first pay period you want to post.
    - ii 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:
  - a To post all previously unposted records, leave the **Record#** text boxes empty.
  - b To limit the posting to a range of records, do the following:
    - i In the first **Record#** text box, enter the first payroll record you want to post.
    - ii In the second **Record#** text box, enter the last payroll record you want to post.
- 5 Do one of the following:
  - a Leave the **Record Pick List** box empty
  - b Create a **Record Pick List** of payroll records to post.
  - c Do not select the **Post in Summary** check box.
  - d Leave the **Summary Acct** text box empty.
- 6 Click **Post Payroll**.

## Posting payroll in summary

Caution!

The journal transaction containing the summary of the payroll expenses does not tie into the job costs created during the final-compute of the payroll records. Therefore, the job cost reconciliation report does not include those journal transactions.

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 check.

The following compares detailed posting to summary posting:

- In detailed posting, Sage 100 Contractor creates a journal transaction for the total cost of each paycheck. Each journal transaction contains line items for the labor costs and each payroll calculation.
- In summary posting, Sage 100 Contractor requires you to provide a clearing (summary) account in addition to a checking account, where the clearing account temporarily holds the net pay.

Posting creates a separate journal transaction for the net amount of each paycheck, which posts to the clearing account and the checking 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 **Checking Account** text box, enter the ledger account number for the checking account.
- 3 In the **Pay Period Ending** text boxes, enter the pay period ranges.
- 4 Do one of the following:
  - a In the **Record#** text boxes, enter the record number ranges.
  - b 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 do the following:
  - a Enter any new employee records.
- 2 Open **5-3-4 Paygroups** and enter any new paygroups.
- 3 Do one of the following:
  - a Open **5-2-2 Payroll Records**, and enter the timecards.
  - b Open **5-5-1 Daily Payroll Entry**, and enter the daily records.
- 4 Open **5-2-8 Timecard Journal**.
- 5 Select one of the reports from the range of 5-2-8-51 through 5-2-8-72.
- 6 Then print the report and verify the timecard data.
- 7 If you enter any corrections, print a new file copy of the report.
- 8 Open **5-2-3 Compute Payroll** and do the following:
  - a If you have added or changed employees, paygroups, or payroll calculations, **compute** the records.
  - b Open **5-1-2 Payroll Check Register**.

- c Select Report **5-1-2-21 Payroll Check 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**.
- 9 Open **5-2-4 Payroll Checks**. Then print the payroll checks.
- 10 Open **5-1-2 Payroll Check Register**. Select the register (report) you want to print and print a file copy.
- 11 Open **5-2-6 Post Payroll to GL**. 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 Social Security, as well as to provide data for payroll reports summarizing, for example, W-2 forms.

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 paycheck.

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 **Check Date** text box, enter the date of the last payroll check for the quarter.
- 6 In the **Check#** text box, enter the employee number.
- 7 In the **Payroll Type** list, do one of the following:
  - a 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**.
  - b 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 **State** text box, enter the tax state.
- 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 2–13 for each employee.



### TIPS:

- After entering all of the records, you can verify the data. Open **5-1-2 Payroll Check Register**, select the **Deduction** and **Total Page** check boxes, and 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

### 5-3-1 Payroll Calculations

#### About payroll calculations

Payroll calculations act as the rules for computing deductions, benefits, and employer costs. You can manually set up payroll calculations, 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 state taxes (Social Security, Medicare and FUTA):** Sage 100 Contractor contains the tax tables necessary for computing federal and state income taxes. For each state that your employees work in, set up a payroll calculation to compute the state income tax. While some states do not levy an income tax, the calculation is still necessary to maintain accurate wage information. To compute taxes correctly, some states require additional setup in the employee records. For details on setting up tax calculations for specific states and municipalities, see Appendix D - Tax Setup Information.
- **Local payroll tax districts:** Many counties and municipalities levy income taxes. You can specify the correct local payroll-tax districts and then assign the locales to the appropriate job and employees.
- **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

- **Creating standard payroll calculations:** 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.
- **Setting up payroll calculations:** 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.

#### 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 instead of the program can select the calculation type.

## About tax types

The tax type helps define the purpose of a calculation. For example, in the **Tax Area of 5-3-1 Payroll Calculations**, you only have to provide the state abbreviation for the calculation and the ledger account numbers for posting. Sage 100 Contractor already contains the tax table data for each state. The tax type also determines if a calculation is included in certain payroll or wage reports, such as the Federal Quarterly Payroll Report 941, or the W-2 form.

Depending on the type of calculation you want to set up, Sage 100 Contractor makes certain selections that you cannot edit, or makes certain suggestions that you can change. For example, when you select tax type **5-Federal Income Tax**, Sage 100 Contractor sets up the entire calculation to which you cannot make any changes. When you select tax type **13-Local Income Tax** Sage 100 Contractor only selects the calculation type and to which taxes the calculation is subject; you determine the rest. When you select tax type **0-None**, you can determine everything. Sage 100 Contractor may make additional suggestions based on the calculation type or calculation method.

When setting up a new payroll calculation, look through the **Tax Type** list to see if a type exists for the calculation you want to set up. If you do not find a specific type for the calculation you want to set up, select **0-None**.

For details on setting up tax calculations for specific states and municipalities, see [Appendix D - Tax Setup Information](#).

## Setting up payroll calculations

The taxes to which calculations are subject vary by state or region. 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 states and municipalities, see [Appendix D-Tax Setup Information](#).

Caution!

Verify that all your calculations are correct before computing your payroll by running a trial-compute. 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 tax type.
- 5 In the **Calculation Type** list, click the calculation type.
- 6 In the **Calculation Method** list, click the manner in which the calculation is computed.

 **IMPORTANT:** When you use calculation method **17-Tables** for federal or state income taxes, Sage 100 Contractor sets the rate. The rate does not appear in the payroll calculation or the employee record.

- 7 When available, do the following:
  - a In the **Default Rate** box, enter the standard calculation rate.
  - b In the **Default Max** box, enter the calculation maximum.
  - c In the **Max Type** list, click the type of maximum for the calculation.

- 8 In the **Job Expense**, **Shop Expense**, **Overhead Expense**, and **Admin Expense** boxes, enter the ledger account number that you want to debit.
- 9 In the **Credit Account** box, enter the ledger account number that you want to credit.
- 10 In the **Credit Subaccount** box, enter the ledger subaccount number that you want to credit.
  - a (Optional) 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.

- 11 Under **Subject to**, verify the deductions to which the calculation is subject.
- 12 Under **Tax Area**:
  - a If the calculation is for a specific state, enter the state abbreviation in the **Tax State** box.
  - b If the calculation is for a specific local payroll tax district, click the district number in the **Tax Locale** list.
- 13 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.
- 14 To report the calculation total in box 11, 12, 13, or 14 of the W-2, enter the box number in the **W-2 Box** field.
- 15 To include a special code on the W-2, enter the code in the **W-2 Code** box.
- 16 Select the following payroll calculation check boxes if applicable:
  - a Use in Paygroup Benefits
  - b Display on Check
  - c Disposable Earnings
  - d Default to New Employees
- 17 On the **File** menu, click **Save**.

## 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 this question: Will a default rate help me when entering new employees?

Some calculations apply to all employees and have fixed rates, such as Social Security and Medicare 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. For example, the IRS states something like this: Social Security tax is 6.2% on all wages up to \$87,000.

- **Per Quarter** and **Per Year** types are based on wages that are subject to Medicare.
- **Per Check** 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 check date in the same month as the current payroll record.



**IMPORTANT:** It is important to enter the correct check 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 Check** types are based solely on the current payroll record.

## 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 only use the pre-built standard calculations 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 will create the following calculations:

- Social Security—Employee
- Medicare—Employee
- Federal Income Tax—Employee
- Social Security—Employer

- Medicare—Employer
- Federal Unemployment—Employer (FUTA)
- Per Diem
- Advances
- Workers' Compensation
- Liability Insurance
- State Income Tax—Employee
- State Disability Insurance—Employee
- State Unemployment Insurance—Employee

## Creating standard payroll calculations



### IMPORTANT:

- If you choose to create the standard calculations, you must do this before setting up any calculations manually.
- Even though some states do not have state income tax, the state income tax calculation needs to be set up in the **5-3-1 Payroll Calculations** window so that the Workers' Compensation report prints correctly. Additionally, the state income tax calculation needs to be set up so that W-2 forms calculate correctly.
- For details on setting up tax calculations for specific states and municipalities, see [Appendix D-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 carefully review each of the account numbers.
- 5 For each state tax calculation, you must enter the state abbreviation in the **State** text box.
- 6 For the State Disability Insurance and the State Unemployment Insurance calculations, you must enter the **Default Rate**, **Default Maximum**, and **Max Type**.
- 7 Set up any additional calculations.

## Updating the FICA and Medicare rates and 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 FICA and Medicare rates and maximums. Once the updates are made, you can update all your employees simultaneously by following this procedure.



**TIP:** This procedure may also be used to update any payroll calculation.

### To update FICA 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 From the **File** menu, select **Save**.
- 5 To the message that states, **Reminder: Use the 'Options' menu to update Rate/Maximum change(s) to employee records**, click **OK**.
- 6 From the **File** menu, select **Recall**.
- 7 From the **Options** menu, select **Update Employees > ALL Employees**.
- 8 To 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 To the message that states, **[number] employees have been updated**, click **OK**.
- 10 All of your employees are now updated with the new FICA and other rates and maximums.

## 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 labor account.

When the timecard line indicates an equipment number (for repair or maintenance), Sage 100 Contractor debits the shop labor 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 labor account.

You can control the job, shop, overhead, and administration labor 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 labor 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 Check:** Includes the result of the calculation on the paycheck stub.
- **Disposable Earnings:** Indicates that the deduction is discretionary and that the deduction amount will be calculated as part of the net amount.

For example, a 401(k) deduction for an employee is a discretionary deduction. **Disposable Earnings** should be checked. Even though the amount of the employee's paycheck will not include the amount of the 401(k) deduction, the starting net amount will include the 401(k) deduction.

- **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 tax areas

Some payroll calculations are set up for specific state taxes or local payroll taxes.

- **Tax State:** When a payroll calculation is statewide, such as state income tax or state disability, provide the state abbreviation.
- **Tax Locale:** When a payroll calculation is for a local payroll tax district, select the locale from the list.

## About tax tables for setting up federal and state tax calculations



**IMPORTANT:** Even though some states do not have state income tax:

(1) The state income tax calculation needs to be set up in the **5-3-1 Payroll Calculations** window so that the reports based on state wages are accurate and print correctly.

(2) State income tax calculations for employees must be set up in the **5-2-1 Employees** window so that the payroll calculations compute correctly.

Sage 100 Contractor contains the tax tables necessary for computing federal and state income taxes. For each state you work in, create a payroll calculation for state income tax. The calculation is necessary to maintain the correct gross wage totals for each employee, and to ensure accurate state quarterly reports, state tax reports, and W-2 forms.

If you work in a state that does not levy an income tax, you still need to create a payroll calculation. For those states, a tax is not calculated but Sage 100 Contractor stores the state wage for state reports. In addition, some calculations use the state wage to compute additional deductions such as state unemployment or disability. For those types of calculations, it is important to select the **State Income Tax** check box. Otherwise, the payroll calculation may not compute the deduction correctly.

For details on setting up tax calculations for specific states and municipalities, see [Appendix D-Tax Setup Information](#).

## About reviewing rates in tax tables

When setting up a payroll calculation for federal or state 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 state calculations such as Social Security, Medicare, State Unemployment Insurance, and State Disability do not use tax tables. When you set up a calculation for social security, for example, Sage 100 Contractor suggests a default rate and maximum, but the default rate and maximum is not part of the tax tables.

It is recommended 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 states and municipalities, see [Appendix D - Tax Setup Information](#).

## 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 W-2 Box and W-2 Code 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 refer to calculations on W-2 forms.

- **W-2 Box:** To include the total of a payroll calculation on the W-2, you can provide the W-2 box number. Use this for amounts that you must include in boxes 11 through 14 on the W-2.

Note:

The following list of W-2 codes became effective for the 2007 tax year.

- **W-2 Code:** You can provide the special W-2 code, required by certain entries on the W-2.

### Valid W-2 Box 12 codes:

- **A:** Uncollected Social Security tax on tips
- **B:** Uncollected Medicare tax on tips
- **C:** Taxable cost of group-term life insurance greater than \$50,000
- **D:** Elective deferrals under a Section 401(k) cash or deferred arrangement (plan)
- **E:** Elective deferrals under a Section 403(b) salary reduction agreement
- **F:** Elective deferrals under a Section 408(k)(6) salary reduction SEP
- **G:** Elective deferral and employer contributions under a Section 457(b) plan
- **H:** Elective deferrals under a Section 501(c)(18)(D) tax-exempt plan
- **J:** Non-taxable sick pay
- **K:** 20% excise tax on excess golden parachute payments
- **L:** Substantiated employee business expense reimbursements

- **M:** Uncollected Social Security or RRTA tax on taxable cost of group-term life insurance greater than \$50,000 (for former employees)
- **N:** Uncollected Medicare tax on cost of group-term life insurance greater than \$50,000 (former employees only)
- **P:** Excludable moving expense reimbursements paid directly to employee
- **Q:** Non-taxable combat pay
- **R:** Employer contributions to your Archer MSA
- **S:** Employee contributions under a 408(p) SIMPLE plan
- **T:** Adoption benefits
- **V:** Income from exercise of non-statutory stock option(s).
- **W:** Employer's contribution to a Health Savings Account (HSA)
- **Y:** Deferrals under a section Section 409A non-qualified compensation plan (For more information, see Internal Revenue Bulletin: 2005-47, Code Sec. 409A.)
- **Z:** Income under Code Sec. 409A on a non-qualified deferred compensation plan.
- **AA:** Designated Roth contributions under a Section 401(k) plan.
- **BB:** Designated Roth contributions under a Section 403(b) plan
- **CC:** HIRE exempt wages and tips
- **DD:** Cost of employer-sponsored health coverage
- **EE:** Designated Roth contributions under a governmental section 457(b) plan

## Setting up an advance earned income credit (EIC) calculation

### Suggested settings for an advance EIC calculation:

- 1 Open **5-3-1 Payroll Calculations**.
- 2 In the **Description** box, type a description, for example, "Advance EIC."
- 3 From the **Tax Type** drop-down list, select **17 - Advance EIC Payments**.
- 4 Press the Tab key.
- 5 The **Calc Type** box autofills with **2 - Add to Gross** and the **Calc Method** box autofills with **18- Variable (manual calc)**.
- 6 The **Max Type** box autofills with **0 - None**.
- 7 From the **Job Acct**, **Shop Acct**, **Ovh Acct**, and **Admin Acct** box drop-down lists, select a **Fica/FIT payable** account.
- 8 From the **Credit Acct** drop-down list, select a **General Checking** account.
- 9 The **W-2 Box** autofills to "9."

## 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 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 state.

- Some states use two-tiered codes, where two rates apply to a single category of work.
- Some states require the employer to pay for general liability insurance. Often the liability rates are based on the risk groups, but are not affected by the experience modification.
- Some states use a dollar per hour rate instead of a percent; some use both.
- Some states do not require subcontractors to carry workers' compensation insurance. Often the general contractors carry the liability insurance burden for the subcontractor.
- The states of Ohio and New York may include a workers' compensation value in the **Maximum Wage** column.

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.

A few states have special requirements for calculating workers' compensation. For more details, see Appendix D: Tax Setup Information and help topics about these state's specific workers' compensation requirements.

## 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 state.

 **NOTE:** In some states, 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, do the following:
  - a Enter a brief description of the code.
  - b If you created a numbering system for multiple state compensation codes, enter the insurance company's compensation code following the description.
- 4 If you work in multiple states and have multiple policies, do the following:
  - a Enter the two-letter state abbreviation in the **State** cell.
  - b Open **5-3-1 Payroll Calculations** and set up the corresponding payroll calculation with tax type **11-Workers Compensation**, and enter the two-letter state abbreviation in the **State** cell for each state.
- 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, do the following:
  - 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 2–10 for each compensation code.

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



**TIP:** Companies that operate in a single state do not need to assign the state abbreviation to either the compensation codes or the payroll calculation for worker's compensation.

## About split rates for workers' compensation

In a split rate system for Workers' Compensation, a category of work uses two different rates. Some states, such as California, use a two-tiered system of rates based on employee pay. The wages an employee earns determines the rate at which the insurance company computes Workers' Compensation.

Each rate uses a different code; enter each rate on a separate line in the **5-3-2 Workers' Compensation** window. It is a good idea to also include the wage cutoff point in the description.

Suppose you are entering the split rates for electrical and concrete work. Enter each cost code as a separate line. In the description, include the wage cutoff.

For example:

Code #	Description	State	Employer %
5140	> \$20 Electrical	CA	3.9300
5190	< \$20 Electrical	CA	8.8200
5201	< \$17 Flatwork Concrete	CA	9.8600
5205	> \$17 Flatwork Concrete	CA	8.4200

## Workers' compensation for subcontractors

Some states do not require subcontractors to carry workers' compensation insurance. In these states, the subcontractors may use the general contractor's insurance policy for the duration of the job, and the general contractor deducts the cost of coverage from payments to the subcontractor. Check with your state for compliance requirements, as the laws vary in each state.

You can set 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.

The credit does not appear on the **Workers' Compensation** report, which only uses data from payroll records. To track and report these costs, it is a good idea to create a separate **Workers' Compensation** ledger account.

## 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 laborers. 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 In the **Position#** cell, enter the position number.
- 3 In the **Description** cell, enter a brief statement about the position.
- 4 In the **Job Wages** cell, enter the direct labor account.
- 5 In the **Equipment Wages** cell, enter the equipment/shop labor account.
- 6 In the **Other Wages** cell, enter the overhead labor or administrative labor account.
- 7 If relevant, in the **Department** cell, enter or select a department.
- 8 If relevant, in the **Notes** cell, type a note and then save it.
- 9 Repeat steps 2–8 for each position.
- 10 On the **File** menu, click **Save**.

## 5-3-4 Paygroups

### About paygroups

Use paygroups to manage wages and the benefit packages for union shops, or open shops working Davis-Bacon projects. 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 In the **Paygroup#** cell, enter the paygroup number.
- 3 In the **Name** cell, enter a brief description of the paygroup.
- 4 In the **Classification** cell, enter a description of the type of work performed.

Sage 100 Contractor includes this information on certified payroll reports.

- 5 If you want the paygroup to supersede the benefits in the employee record, type Yes in the **Override** cell.
- 6 In the **Rate 1** cell, enter the rate for regular pay.
- 7 In the **Rate 2** cell, enter the rate for overtime pay.
- 8 In the **Rate 3** cell, enter the rate for premium pay.
- 9 In the **Piece Rate** cell, enter the rate of pay per completed piece.
- 10 In the **Union** cell, enter the union number.
- 11 Repeat steps 2–10 for each paygroup.
- 12 On the **File** menu, click **Save**.
- 13 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**, or **18-Variable (manual calc)**.
- 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. Suppose that in county A you have performed Davis-Bacon work. Recently, you won a Davis-Bacon contract in county B from the same government agency. The governing agency has not changed the calculation methods, but the wage and benefit rates differ. In setting up the paygroups for the new contract, you can use the same benefit calculations but assign different rates to them.

## 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.
- 5 The **Payroll Calculations** window opens.
- 6 To select the benefit type, double-click the item.
- 7 In the **Rate** column, in the appropriate cell, enter the rate for each benefit.
- 8 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

There are two ways to create the table of unions.

You can create a numbering system for the unions 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

The other method is to 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 provides you with the ability to create reports about each local.

For 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

### To set up payroll unions:

- 1 Open **5-3-5 Payroll Unions**.
- 2 In the **Union#** cell, enter the union number you want to use.
- 3 In the **Union Name** cell, enter a brief statement about the union.
- 4 In the **Address 1** cell, enter the street address.
- 5 In the **Address 2** cell, enter any additional address information.
- 6 In the **City** cell, enter the city.
- 7 In the **State** cell, enter the state abbreviation.
- 8 In the **Zip** cell, enter the ZIP Code.
- 9 In the **Phone#** cell, enter the telephone number.
- 10 Repeat steps 2–9 for each union.
- 11 On the **File** menu, click **Save**.



**IMPORTANT:** When union benefits change, it is necessary to adjust the system's calculations in **5-3-1 Payroll Calculations** and **5-3-4 Paygroups**.

## 5-3-6 Local Payroll Tax

### About local payroll taxes

Many counties and municipalities levy income taxes. In the **Local Payroll Taxes** window, set up the table of local payroll tax districts and their rates. You can then assign the locales to the appropriate job and employee records. If an employee lives in a locale, add the locale to the employee's record. If a job site is located in a locale, add the locale to the job record.

There are a variety of ways to set up the districts:

Some districts base the taxes on whether the employee lives inside or outside the locality. The resident rate applies to employees that work and live in the same locality, while the non-resident rate applies to employees who work in the locality but live elsewhere.

During the payroll compute, Sage 100 Contractor compares the locale in the job record to the locality in the employee record. If the districts match, Sage 100 Contractor computes taxes at the resident rate. If the district numbers differ, Sage 100 Contractor computes taxes at the non-resident rate.

In some regions, employees are subject to several taxes, such as city and county income taxes. As Sage 100 Contractor only lets you assign one locality to a job record, employee record, or timecard line, you can combine districts in the **Local Payroll Tax** window to form a new district. You can then assign the combined district as needed.

When a local payroll tax applies to employees regardless where they work, you can set up the district to work like state income tax.

When employees work multiple states but there are no local payroll tax districts, use the districts to control how Sage 100 Contractor computes state income tax for each timecard line.

Each locality requires a corresponding payroll calculation. In most circumstances, each payroll calculation uses calculation method **17-Tables**, and refers to the table of localities for the rates.

## Entering local payroll tax districts

Consider the following points before entering payroll tax districts:

- Some regions have reciprocal agreements. Using the **Differential** column, you can indicate that the local payroll tax district for the job site has a reciprocal agreement.
- When you have local tax districts in different states, group the tax districts by state using the district numbers.

 **IMPORTANT:** If employees work in New York City or Yonkers, you must set up a special tax district in order to calculate taxes correctly.

 **IMPORTANT:** Do not use local payroll tax districts for State Unemployment or other non-income tax purposes.

### To enter local payroll tax districts:

- 1 Open **5-3-6 Local Payroll Taxes**.
- 2 In the **District#** cell, enter the district number.
- 3 In the **District Name** cell, enter a description of the district.
- 4 In the **Resident Rate** cell, enter the rate paid by residents.
- 5 In the **Non-resident Rate** cell, enter the rate paid by non-residents.

 **IMPORTANT:**

If the district does not make a distinction between residents and non-residents, enter the same rate in the **Resident Rate** and **Non-resident Rate** cells.

- 6 In the **Tax State** cell, enter the state abbreviation.
- 7 Repeat steps 2–6 for each tax district.
- 8 On the **File** menu, click **Save**.
- 9 Set up the payroll calculation type for each district created.

## Viewing the details for local payroll tax districts

You can display a summary of the local payroll taxes computed for a timecard. The summary displays totals of payroll calculations set up with calculation method **17-Tables**.

 **IMPORTANT:** The effective tax rate only applies to local payroll tax districts set up to compute reciprocal taxes.

### To view the details for local payroll tax districts:

- 1 Open **5-2-2 Payroll Records**.
- 2 Using the data control, select the payroll record.
- 3 On the **Options** menu, click **Local Tax District**.

## Combining local payroll tax districts

You can combine individual districts to create a new district. The combined district does not require a payroll calculation, because Sage 100 Contractor uses the payroll calculations already set up for the individual districts. You can then assign the combined district to the appropriate job or employee records.

A combined local payroll tax district only requires a district number, district name, and the district numbers you want to combine. Suppose you have already set up tax districts 2 and 3, which calculate a city income tax and a county income tax. A recently hired employee lives in an area where both districts apply. Because you can only assign one district to an employee record, create a new district that combines the existing districts. You create district 4 with the following description: City & County (2,3). You can then assign district 4 to the employee record.

### To combine local payroll tax districts:

- 1 Open **5-3-6 Local Payroll Tax**.
- 2 In the **District#** cell, enter the district number of the new combined district.

 **IMPORTANT:** The combined district must appear in the list after the districts you are combining. For example, you cannot create a district on line 1 that combines districts on lines 2 and 3.

- 3 In the **District Name** cell, enter the name of the district and the district numbers that you want to combine.
- 4 For example, enter district named City & County (2, 3) in the district name cell to combine the tax districts.

 **IMPORTANT:** Be sure to separate the districts using commas and enclose them in parentheses.

- 5 In the **Tax State** cell, enter the state for the district.
- 6 On the **File** menu, click **Save**.

 **TIP:** Combined districts do not require tax rates. The districts you are combining already contain the tax rates.

## Creating a table of states

When employees work in different states during a single pay period, use the local payroll tax districts to indicate the state on each timecard line. While some regions may not levy local income taxes, you can still use local payroll tax districts to assign the correct state to timecard lines. You can set up local payroll tax districts that only contain a state (leave the **Resident Rate** and **Non-resident Rate** cells blank).

Localities give you line-by-line control over the state for which Sage 100 Contractor computes income taxes. The state assigned to a locality takes priority over the state assigned to the entire payroll record. When Sage 100 Contractor finds a

locality assigned to a timecard line, Sage 100 Contractor computes the income tax for that state specified in the local payroll tax district.

### To create a table of states:

- 1 Open **5-3-6 Local Payroll Taxes**.
- 2 In the **District#** cell, enter the district number.
- 3 In the **Description** cell, enter a brief statement about the district.
- 4 In the **State** cell, enter the state abbreviation.
- 5 Repeat steps 2–6 for each state.
- 6 On the **File** menu, click **Save**.
- 7 Set up the payroll calculation for each state.

## About reciprocal agreements and local payroll tax districts

Suppose cities A and B have a reciprocal agreement. City A has a local tax of 0.75% and City B has a local tax of 0.5%. Rick lives in city A but works in city B. When Rick is paid, City B receives its 0.5% tax and City A, because of the reciprocal agreement, receives 0.25%, which is the difference between the taxes.

When you set up a locale in the **5-3-6 Local Payroll Tax** window, you can indicate that a locale is subject to a reciprocal agreement. In the **Differential** column, you can indicate that the locale where the project is located has a reciprocal agreement by typing Yes. You can then assign the locale to the job record. When you compute payroll, Sage 100 Contractor compares the non-resident rate of the job's locale to the resident rate of the employee's locale. If the rate for the employee's locale is greater, Sage 100 Contractor calculates the difference and withholds the amount from the employee's pay.

## Setting up payroll calculations for local payroll tax districts

 **IMPORTANT:** If you use calculation methods **2-Percent Total Taxable Wages**, or **7-Percent Other Calculation**, local payroll taxes will not be displayed on the Local Tax Reports and the wages will not be displayed on the W-2 forms.

### To set up a payroll calculation for a local payroll tax district:

- 1 Open **5-3-1 Payroll Calculations**.
- 2 In the **Tax Type** list, click **13-Local Income Tax**.
- 3 In the **Calculation Method** list, select **17-Tables**.
- 4 The payroll calculation uses the rates from **5-3-6 Local Payroll Taxes**.
- 5 In the **Tax Locale** drop-down box, select the locale that uses the calculation.
- 6 You must create a payroll calculation for each locale. Some local payroll tax districts allow employees an annual exemption.
- 7 In the **Std Allow** text box, enter the annual dollar amount for standard allowances. This is the amount withheld for single, married, and so forth.
- 8 In the **Add Allow** text box, enter the annual dollar amount for additional allowances. This is an additional amount to be withheld.

## Setting up a local payroll tax district like a state income tax

Caution!

Do not assign the locality as the default on the **General information** tab of the **5-2-1 Employees** window. Also, do not assign the locality to a job record.

Some regional taxes function like a state income tax. The same rate applies regardless of where the employee works. Use the following guidelines to set up the local payroll tax district.



**IMPORTANT:** Do not enter rates in the **Resident Rate** and **Non-resident Rate** cells. Sage 100 Contractor will use the rate from the payroll calculation.

### To set up a local payroll tax district like a state income tax:

- 1 Open **5-3-1 Payroll Calculations**.
- 2 In the **Tax Type** list, click **13-Local Income Tax**.
- 3 In the **Calculation Method** list, click **2-Percent Total Taxable Wages**.
- 4 In the **Default Rate** cell, enter the income tax rate.
- 5 In the **Tax Locale** list, click the local payroll tax district.
- 6 Update the new payroll calculation to the **Calculations** tab in **5-2-1 Employees** as needed.

Caution!

After you include the payroll calculation on the **Calculations** tab of the employee records, Sage 100 Contractor uses the payroll calculation like the state and federal income tax calculations.

## 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, Social Security, and Medicare 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 Social Security or Medicare taxes on hand-computed checks.
- Changes to payroll calculations after computing payroll records.
- Hardware failure or power outage.

The audit also looks for check dates that do not fall within the correct payroll quarter. When the check date is wrong, you can enter the correct check 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 check 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 Social Security, Medicare, 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 check date on payroll records

### To change the check date on a payroll record:

- 1 Open **5-2-2 Payroll Records**.
- 2 Using the data control, select the payroll record.
- 3 In the **Check Date** text box, enter the correct check 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**.

## 5-3-8 Close Payroll Year

### About closing the payroll

At the end of the calendar year, close the payroll to prepare for the new calendar year. During the close, Sage 100 Contractor removes all payroll records and resets the quarter-to-date and year-to-date totals \$0. It is important to note that closing payroll does not affect the accrued vacation, sick, and compensation times in the employee records that you choose to retain. You can also delete old or unnecessary employee records.

Before entering timecards for the new calendar year, audit, back up, and then close/archive the payroll. Although you may back up your company data at any time, in the context of closing the payroll, it makes sense to back up your data after you have audited it and corrected any errors.

Closing payroll can be quite hectic and 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 leading up to the close. For example, consider auditing the payroll a month in advance of the scheduled closing date. This should provide enough time to resolve any errors that might exist.

While it is not recommended, Sage 100 Contractor lets you close payroll with uncomputed records, unposted records, even payroll audit errors. If you close with unfinished work, you must go back to the archive later and compute and post the records, repair the audit errors, and then adjust the payroll records in the active company. From the archive, you can also prepare and print the state and federal reports and the W-2 forms.

It is important to understand the differences between closing the payroll and the accounting. All companies close payroll at the end of the calendar year, but not all companies close the fiscal year at the end of the calendar year. If the close of your fiscal year does not coincide with the close of your payroll year, you need to create separate backups and archives.

## Closing the payroll year

If you enter transactions between closing the accounting and closing the payroll, create separate backups and archives of the accounting and payroll. This ensures you have permanent records of all your data.



**IMPORTANT:** You cannot enter payroll data that has check dates in the new calendar year until payroll for the previous year is closed.

### To close the payroll year:

- 1 Verify that you have finished entering, computing, and posting payroll for the calendar year.
- 2 Open **5-3-7 Payroll Audit**, and click **OK**. If you discover errors, print the payroll audit error report.

It is a good idea to resolve the audit errors before closing. Repairing the errors after closing often requires more time and effort than had you repaired them before closing.

- 3 Open **5-1-1 Employee List**. Print a list of all employees and statuses, and verify that each employee has the correct status.
- 4 If you find errors, open **5-2-1 Employees**, and then enter the corrections to the employee records.
- 5 Back up the company data.
- 6 Determine the number of records contained in the payroll for verification after archiving.
- 7 Open **5-3-8 Close Payroll Year**. Select the status settings for the employee records that you want to delete. Then under **Archive Company**, select the archive option. Then click **Close Payroll**.
- 8 Verify that the archive contains a complete copy of your payroll data.

## About deleting employee records

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.

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!

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.

## Archiving the payroll

### To archive the payroll:

- 1 Back up the company data.
- 2 Determine the number of records contained in the active company for verification after archiving.
- 3 Open **5-3-8 Close Payroll Year**.
- 4 To create a new archive, click **Create archive directory...**, and in the box, type the new archive name. If you do not want to create a new archive, click **Don't copy to an archive**.
- 5 Do any of the following:
  - a To remove employee records assigned status **3-Quit**, select the **Remove 'Quit' Employees** check box.
  - b To remove employee records assigned status **4-Laid Off**, select the **Remove 'Laid Off' Employees** check box.
  - c To remove employee records assigned status **5-Terminated**, select the **Remove 'Terminated' Employees** check box.
  - d To remove employee records assigned status **7-Deceased**, select the **Remove 'Deceased' Employees** check box.
- 6 To review each file before its deletion, select the **Approve Each Employee's Removal** check box.
- 7 Click the **Close Payroll** button.
- 8 Verify that the archive is complete.

## Verifying the payroll archive

### To verify the payroll archive:

- 1 Open Sage 100 Contractor, and select the company that you want to archive and close.
- 2 Open **5-2-2 Payroll Records**, click the **Count** button, and note the total number of records.
- 3 Open **4-2 Accounts Payable Invoices**, click the **Count** button, and note the total number of records.
- 4 Open **5-3-8 Close Payroll Year**. Archive and close the payroll.
- 5 Exit Sage 100 Contractor.
- 6 Launch Sage 100 Contractor, and select the archive you have just created.
- 7 Open **5-2-2 Payroll Records**, click the **Count** button, and note the total number of records.
- 8 Open **4-2 Accounts Payable Invoices**, click the **Count** button, and note the total number of records.

Compare the record totals taken before archiving from each of the three databases before archiving to those taken from the archive. When the totals agree, the records have been archived correctly. If you find that the archive is incomplete, restore a backup and create new archives.

## 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 State Unemployment default rates and default maximums. Do not forget to select **Options > Update Employees > Employees** with this calculation after saving the changes.
- Correct Social Security default maximums. Do not forget to select **Options > Update Employees > All Employees** after saving the changes.
- Correct State Disability Insurance default rates and default maximums. Do not forget to select **Options > Update Employees > Employees** with this calculation after saving the changes.
- Correct 401K default maximums. 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.
- Reset sick and vacation 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.



**NOTE:** 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 you 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 and State 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 state and 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 and state 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 or state 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 and state entities.

### How do I register?

As soon as you open the Sage 100 Contractor windows, **5-4-1 Federal Tax Forms by Aatrix®** or **5-4-2 State 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 until September 30, 2014. 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 set 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/sagemasterbuilder>.

### Can I file W-2s electronically?

For more information about filing W-2s electronically, visit <http://efile.aatrix.com/SMB029/info.aspx>.

### How do I use Aatrix with Sage 100 Contractor?

Basically, open either **5-4-1 Federal Tax Forms and eFiling by Aatrix** or **5-4-2 State Tax Forms and eFiling by Aatrix**. Select a state (state forms only), 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?

You can open the Sample Company and then open either **5-4-1 Federal Tax Forms and eFiling by Aatrix** or **5-4-2 State Tax Forms and eFiling by Aatrix**. Select a state (state forms only), 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

Common features with Aatrix integration windows

The **5-4-1 Federal Tax Forms by Aatrix®** and **5-4-2 State Tax Forms by Aatrix®** integration windows have common features and behavior. They are both integration portals 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®** and **5-4-2 State 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®** and **5-4-2 State Tax Forms by Aatrix®** windows are 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 Check Date** and a **Last Check 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 such as **2008 940 Report** or the **2009 W-2/W-3** 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 and state report forms. In addition to basic name and address company information, the **Company Setup Wizard** prompts for information about **State & Local Tax Items**.

## How do I fill out the report?

After opening **5-4-1 Federal Tax Forms by Aatrix®** or **5-4-2 State 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.

In addition, when the Sage 100 Contractor query discovers duplication in some special state tax payroll calculations, the program displays the **Payroll Calculation Assignments** window. Use this window to assign Sage 100 Contractor payroll calculations to special state tax descriptions.

Important:

Completing W-2/W-3 forms requires a slightly different process and will take longer than completing other forms.

Give yourself plenty of time when preparing W-2/W-3 forms. Aatrix requires that W-2/W-3 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.

How do I add new state and local tax items after I have set up my company in Aatrix?

When you are setting up your company in Aatrix, the wizard references state and local tax items that have been set up previously in Sage 100 Contractor. To add state or local tax items, set them up in Sage 100 Contractor first, then from an Aatrix report window, click **Tools > Company Setup**. Click **Next** to get to the **State & Local Tax Items** page, and click **Add**. This page also provides tools for editing and removing items.

Refer to these topics for setting up tax items in Sage 100 Contractor:

- [Setting up tax districts](#)
- [Setting up tax entities](#)
- [About local payroll taxes](#)
- [Entering local payroll tax districts](#)

## 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:

5. Open either **5-4-1 Federal Tax Forms by Aatrix®** and **5-4-2 State Tax Forms by Aatrix®**.
6. On the **Aatrix® Software Registration** window, read the information in the yellow box.
7. In the **Sage Customer ID#** box, type the number you use when you contact Sage Customer Support.
8. In the **Registered Company Name** box, type the name you used when you purchased your maintenance and support plan. This is your official company name in the Sage system.
9. In the **Federal Employer ID#** box, type your employer identification number, also known as EIN.
10. Click **Register**.
11. Sage 100 Contractor displays a message with your Aatrix software expiration date.
12. 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**.

- 2 If you are prompted to register, we strongly recommend that you 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 Check Date** and a **Last Check Date**, select them as required. There may be no selection options.
- 5 Click **Run Report**.
- 6 Follow the instructions on 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 you 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 Check Date** and a **Last Check 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 eFiling 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.

## 5-4-2 State Forms

### Running reports with 5-4-2 State Tax Forms and eFiling by Aatrix®

The **5-4-2 State 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 provides information about saved reports. .
- **Payroll Calculation Assignments** - Displays the **Payroll Calculation Assignments** window. If you have multiple payroll calculations for state unemployment insurance or state disability insurance, then query process cannot determine to which field on the report they belong. You use the **Payroll Calculation Assignments** grid select and link the Aatrix tax description to a the appropriate Sage 100 Contractor payroll calculation.

- **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 the **5-4-2 State Tax Forms and eFiling by Aatrix** window.
- 2 If you are prompted to register, we strongly recommend that you register Aatrix software through Sage 100 Contractor.
- 3 From the drop-down **State** list box, select a state.
- 4 In the **Year** box, select a year.  
If there are other selections, such as a **First Hire Date** and **Last Hire Date**, a **Period** and a **Year**, a **First Check Date** and a **Last Check Date**, select them as required.
- 5 Click **Run Report**.  
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.

### Assigning payroll calculations to tax descriptions

When Sage 100 Contractor queries your company data for filling in the values in an Aatrix report, it looks for a one-to-one relationship between tax descriptions and Sage 100 Contractor payroll calculations. If you have multiple payroll calculations for state unemployment insurance or state disability insurance, then query process cannot determine to which tax description it belongs. You use the **Payroll Calculation Assignments** grid to assign a description to the appropriate Sage 100 Contractor payroll calculation.

The program provides access to the **Payroll Calculation Assignments** window in two ways:

- Click **Options > Payroll Calculation Assignments**. The program displays the **Payroll Calculation Assignments** window with all states for which you have payroll calculations, and the tax descriptions with no payroll calculations assigned. Make your assignments, then click **Close**.
- With a state selected, click **Run Report**. The program displays the **Payroll Calculation Assignments** window with the state for which you have tax descriptions with no payroll calculations assigned. Make your assignments, then click **Continue** to continue running the report.

The window's three columns display the following:

- **State** - The state you selected on the **5-4-2-State Forms and eFiling by Aatrix** window.
- **Tax Description** - The state tax description used in the Aatrix form that needs an assigned payroll calculation.
- **Payroll Calculation** - When you click the drop-down arrow, the program displays a list with choices of **<<unassigned>>** and the names of at least two more payroll calculations. You must assign one of them to the tax description.

For example, let's suppose that you are filling out the **DE- 6 Report** for California. When you run the report, and the query discovers that two state unemployment calculations. The query cannot determine to which tax description it should be assigned. At that point, the program displays the **Payroll Calculation Assignments** window. You need to make the assignment. In the grid, you click the drop-down arrow under the **Payroll Calculations** column to see this view:

State	Tax Description	State
CA	Employment Training Tax	<<unassigned>> 1047 - CA State Unemployment 2003 - CA - Employment Training

The next step here would be to select **2003 - CA - Employment Training**, and then click the **Continue** button, so that the program can complete the query and fill in the report form with your company data.



**NOTE:** If you need to change the assignment, click **Options > Payroll Calculation Assignments**. Locate for the payroll calculation you need to change, click <<unassigned>> to clear the selection, and then click **Save** to close the window. Then click **Options > Payroll Calculation Assignments** again. Locate for the payroll calculation you need to change, assign it to the description, and then click **Save** to close the window.

### To assign payroll calculations to tax descriptions:

- 1 On the **Payroll Calculation Assignments** window under the **Payroll Calculation** column, click the drop-down arrow.
- 2 From the list of Sage 100 Contractor payroll calculations, select one.
- 3 Click **Continue** to run the report, or click **Save** to save your assignments.

### Viewing report history with 5-4-2 Federal Tax Forms and eFiling by Aatrix®

The **5-4-2 State 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 view report history:

- 1 Open **5-4-2 Federal Tax Forms and eFiling by Aatrix**.  
You do not need to select a state to view report history.
- 2 If you are prompted to register, we strongly recommend that you register Aatrix software through Sage 100 Contractor. [How?](#)
- 3 Click **View History**.

Sage 100 Contractor queries the data. When the **Open Report** window opens, you are working in the **Tax Forms and eFiling by Aatrix®** window, which is Aatrix software that has been integrated with Sage 100 Contractor.

- 4 Follow the instructions on the window, or refer to Aatrix Help.

### 5-4-3 Magnetic Media - Quarterlies

#### About state quarterly reports

The **5-4-3 Magnetic Media - Quarterlies** window creates reports through the existing Sage 100 Contractor functionality.



**IMPORTANT:** Sage 100 Contractor creates an electronic file that you can submit electronically. The state of California accepts physical media and electronic files; however, mailing the electronic file on physical media (round tapes, cartridge, diskette, CD) is no longer an acceptable filing method for “federal tax forms.” For details, visit [http://www.edd.ca.gov/Payroll\\_Taxes/Electronic\\_Filing\\_Registration\\_and\\_Payment\\_Information.htm](http://www.edd.ca.gov/Payroll_Taxes/Electronic_Filing_Registration_and_Payment_Information.htm)

To help complete your quarterly report, print the state quarterly report.

## You can also print:

- The **State of California Quarterly Employee Tax Report (DE6)**. With the preprinted DE6 forms in your printer, you can print the DE6 information directly on the form. You can also create an electronic file.
- The **Alaska Quarterly Contribution Report**. For the **Alaska Quarterly Contribution Report**, Sage 100 Contractor prints the form as well as the information on blank paper.

## About the tax file format



**IMPORTANT:** Sage 100 Contractor creates an electronic file that you can submit electronically. The state of California accepts physical media and electronic files; however, mailing the electronic file on physical media (round tapes, cartridge, diskette, CD) is no longer an acceptable filing method for “federal tax forms.” For details, visit [http://www.edd.ca.gov/Payroll\\_Taxes/Electronic\\_Filing\\_Registration\\_and\\_Payment\\_Information.htm](http://www.edd.ca.gov/Payroll_Taxes/Electronic_Filing_Registration_and_Payment_Information.htm)

You can also choose to use Sage 100 Contractor to create the W-2s or California state quarterly electronic files using an electronic file through Sage 100 Contractor. **5-4-3 Magnetic Media - Quarterlies** and **5-4-4 Magnetic Media -W2s** both provide for the creation of electronic files. The **5-4-4 Magnetic Media - W-2s** window creates an electronic federal tax file. The **5-4-3 Magnetic Media - Quarterlies** window creates an electronic California state quarterly tax files only.

In addition, under the **Options** menu command on both windows, you may use a subcommand, **View Tax File Format**. Selecting this command allows you to view a character by character representation of the tax file you will send with the government. Viewing the tax file format offers you the chance to verify that your output is in the exact format in which the government needs to receive it.

## Viewing the electronic tax file format for quarterlies

Important:

Sage 100 Contractor creates an electronic file that you can submit electronically. The state of California accepts physical media and electronic files; however, mailing the electronic file on physical media (round tapes, cartridge, diskette, CD) is no longer an acceptable filing method for “federal tax forms.” For details, visit [http://www.edd.ca.gov/Payroll\\_Taxes/Electronic\\_Filing\\_Registration\\_and\\_Payment\\_Information.htm](http://www.edd.ca.gov/Payroll_Taxes/Electronic_Filing_Registration_and_Payment_Information.htm)

Viewing the technical data structure of your electronic tax file may be helpful when troubleshooting the file or for reviewing archived data.

The records display in the original defined data format and are not labeled or formatted for readability. To review records in a readable format, you may view the electronic file for W-2 forms or for quarterlies.

### To view the tax file format for quarterlies:

- 1 Open **5-4-3 Magnetic Media - Quarterlies**
- 2 In the **Tax State** text box, type the two-letter state abbreviation.
- 3 In the **Quarter Ending** text box, type date of the and the ending date of the payroll quarter.
- 4 From the **Options** menu, click **View Tax File Format**.

## About creating electronic files for California state quarterly reports



**IMPORTANT:** Sage 100 Contractor creates an electronic file that you can submit electronically. The state of California accepts physical media and electronic files; however, mailing the electronic file on physical media (round tapes, cartridge, diskette, CD) is no longer an acceptable filing method for “federal tax forms.” For details, visit [http://www.edd.ca.gov/Payroll\\_Taxes/Electronic\\_Filing\\_Registration\\_and\\_Payment\\_Information.htm](http://www.edd.ca.gov/Payroll_Taxes/Electronic_Filing_Registration_and_Payment_Information.htm)

You may save the **State of California Quarterly Employee Tax Report (DE6)** to an electronic file using the **5-4-3 Magnetic Media - Quarterlies** window.

 **IMPORTANT:** Sage 100 Contractor currently **only** supports creating electronic state quarterly report files for California.

After the electronic file has been created, you may view the **Header**, **Details**, and **Totals** in the file using the **Options** menu command and the subcommand **View Tax File Data**.

## Creating electronic files for California state quarterly

 **IMPORTANT:** Sage 100 Contractor currently **only** supports creating electronic state quarterly report files for California.

 **IMPORTANT:** Sage 100 Contractor creates an electronic file that you can submit electronically. The state of California accepts physical media and electronic files; however, mailing the electronic file on physical media (round tapes, cartridge, diskette, CD) is no longer an acceptable filing method for “federal tax forms.” For details, visit [http://www.edd.ca.gov/Payroll\\_Taxes/Electronic\\_Filing\\_Registration\\_and\\_Payment\\_Information.htm](http://www.edd.ca.gov/Payroll_Taxes/Electronic_Filing_Registration_and_Payment_Information.htm)

### To create an electronic file for the California state quarterly report:

- 1 Open **5-4-3 Magnetic Media - Quarterlies**.
- 2 In the **Tax State** text box, type CA.
- 3 In the **Quarter Ending** text box, type the date ending the quarter.
- 4 Click the **Start** button.
- 5 The **Save File As** window appears.
- 6 Accept the default file name **UIWage**, or type a different name.

#### **NOTES:**

- You may save the file with any name to any drive; however, the file must be submitted to the state of California with the name **UIWage**.
- The data sorts by Social Security Number automatically.

- 7 Choose a location to save the file, and click **Save**.

## Viewing the electronic file for quarterlies

### To view the magnetic media file for quarterlies:

- 1 Open **5-4-3 Magnetic Media - Quarterlies**.
- 2 From the **Options** menu, point to **View Tax File Data**, then click the type of data you want to view: **Header**, **Details**, or **Totals**.
- 3 The **Open UIWAGE Magnetic Media File** window appears with the default file name, **UIWAGE** in the **File Name** text box.
- 4 Using the **Look in** drop-down box, locate the file, and click **Open**.

## 5-4-4 Magnetic Media - W-2s

### About creating electronic files for W-2 forms

The **5-4-3 Magnetic Media - Quarterlies** window creates reports through the existing Sage 100 Contractor functionality.

Caution!

Before you may submit an electronic file for W-2 forms to the Federal government, you must submit and have approved an application of intent to provide an electronic file. You must request and receive a Personal Identification Number (PIN, which also may be referred to as a User ID) in order to submit an electronic file. For more information, visit <http://www.socialsecurity.gov/employer/>.

You may also choose to create and save W-2 forms to file them electronically using the **5-4-4 Magnetic Media - W-2s** window.

After the electronic file has been created, you may then view the tax file data by selecting the **Options** menu command **View Tax File Data** and selecting any one of four subcommands:

- **Submitter Header**
- **Employer Header**
- **Details**
- **Totals**

In addition, after creating the electronic file, you may view the tax file format by selecting the **Options** menu command **View Tax File Format**.

 **IMPORTANT:** For all information and requirements surrounding electronic file submission, refer to this SSA document, visit <http://www.ssa.gov/employer/efw/11efw2.pdf>.

 **IMPORTANT:** Creating magnetic media in Sage 100 Contractor creates an electronic file that you can submit electronically. Mailing physical media (round tapes, cartridge, diskette, CD) is no longer an acceptable filing method for federal tax forms.

 **IMPORTANT:** We most strongly recommend that you validate your electronic file before you submit it with AccuWage free software. You can download the AccuWage for 2007 Tax Year software at this link to validate your electronic file. This will help ensure that your file complies with the EFW2 format. It will not verify that all data is correct. Use this test to help minimize the chances of your data being rejected. Sage 100 Contractor does not support a re-submittal of the electronic file in EFW2C format (C for correction). <http://www.socialsecurity.gov/employer/accuwage/>

AccuWage will not validate a tax data file if it contains a social security number that: (a) begins with an 8 or 9; (b) is 1111111111, or 3333333333, or 123456789.

AccuWage will not validate a tax data file if it contains an employee name that ends in a comma; for example, Jones, Jr.

 **IMPORTANT:** For third-party sick pay to be marked on W-2s, you need to select the **Third-Party Sick Pay** check box on the **Compensation** tab of the **5-2-1 Employees** window.

## Creating electronic files for W-2 forms

Caution!

Before you may submit an electronic file for W-2 forms to the Federal government, you must submit and have approved an application of intent to provide an electronic file. You must request and receive a User ID in order to submit an electronic file. For more information, visit <http://www.socialsecurity.gov/employer/>.

 **IMPORTANT:**

For all information and requirements surrounding electronic file submission, refer to this SSA document, visit <http://www.ssa.gov/employer/efw/11efw2.pdf>.

Creating magnetic media in Sage 100 Contractor creates an electronic file that you can submit electronically. Mailing physical media (round tapes, cartridge, diskette, CD) is no longer an acceptable filing method for federal tax forms.

## AccuWage Software

Important:

We most strongly recommend that you validate your electronic file before you submit it with AccuWage free software. You can download the current year AccuWage software at this link to validate your electronic file. This will help ensure that your file complies with the EFW2 format. It will not verify that all data is correct. Use this test to help minimize the chances of your data being rejected. Sage 100 Contractor does not support a re-submittal of an electronic file in EFW2C format (C for correction).

<http://www.socialsecurity.gov/employer/accuwage/>

## SSA Instructions

Before you begin, review *Employer W-2 Filing: Instructions and Information*:

<http://www.ssa.gov/employer/how.htm>

Restrictions

When you initially submit your electronic file, the format is EFW2. If there is a problem with your file, requiring you to resubmit your data, you cannot resubmit your data as an electronic file. You **MUST** resubmit your data on paper. Sage 100 Contractor does not support re-submission of an electronic file in EFW2C format (C for correction). To avoid any potential problems with your file, utilize the AccuWage software provided by the SSA to test your file.

Sage 100 Contractor does not support the submission of an electronic file for W-2 forms to the following US states and/or territories:

- Puerto Rico
- Virgin Islands
- Northern Samoa
- Guam
- Northern Mariana Islands

Sage 100 Contractor does not support any foreign country data including country codes/postal codes for the submitter/employer record or an employee's record.



**TIP:** For more detailed information about W-2 updates, click this link: <http://www.ssa.gov/employer/w2news/>



**NOTE:** For third-party sick pay to be marked on W-2s, you need to select the **Third-Party Sick Pay** check box on the **Compensation** tab of the **5-2-1 Employees** window.

## To create an electronic file for W-2 forms:

- 1 Open **5-4-4 Magnetic Media - W-2s**.
- 2 In the **Reporting Year** text box, type the year for which you are reporting W-2s.
- 3 If your company has ceased doing business sometime during the past year, select the **Terminated Business** check box.
- 4 In the **PIN** text box, type the Personal Identification Number supplied by the Social Security Administration (SSA).

This is the PIN number (User ID number) assigned to the employee who is responsible for the accuracy of the file.

- 5 In the **Contact Name** text box, type the name of the person whose PIN number is being used for the file submission.
- 6 In the **Phone** text box, type the phone number without hyphens or parentheses for the person whose PIN number is being used for the file submission.
- 7 In the **Extension** text box, type the phone extension, if applicable.
- 8 In the **Fax** text box, type the fax number without hyphens or parentheses for the person whose PIN number is being used for the file submission.
- 9 In the **Email** text box, type the email address for the person whose PIN number is being used for the file submission.
- 10 If there is a problem with your file submission, you must indicate a **Preferred contact method** by regular mail or email. Check the applicable method.
- 11 Click the **Create File** button.
- 12 The **Save File As** window appears.
- 13 Accept the default file name W2Report, or type a different name.

You may save the file with any name to any drive; however, the file must be submitted to the SSA with the name W2Report.



**NOTE:** The data sorts by Social Security Number automatically.

- 14 Choose a location to save the file, and click **Save**.

## Viewing the electronic tax file data for W-2 forms

You can view the contents of your electronic file in a readable format to check and confirm the records, record amounts, etc.

You may also examine the technical data structure of your information by viewing the tax format.

### To view the electronic file for W-2 forms:

- 1 Open **5-4-4 Magnetic Media - W-2s**.
- 2 From the **Options** menu, point to **View Tax Data File**, then depending on what type of data you want to see for your file, select **Submitter Header**, **Employer Header**, **Details**, or **Totals**.
- 3 The **Open W2 Magnetic Media File** window appears with the default file name, W2REPORT, in the **File Name** text box.
- 4 Using the **Look in** box drop-down arrow, locate the file, and click **Open**.

## Viewing the electronic tax file format for W-2 forms

Viewing the technical data structure of your tax file may be helpful when troubleshooting the file or for reviewing archived data.

The records display in the original defined data format and are not labeled or formatted for readability. To review records in a readable format, you may view the electronic file for W-2 forms.

### To view the tax file format:

- 1 Open **5-4-4 Magnetic Media - W-2s**.
- 2 In **5-4-4 Magnetic Media - W-2s**, enter the payroll **Reporting Year** for W-2 forms.
- 3 From the **Options** menu, click **View Tax File Format**.

## 5-5 Daily Payroll

### 5-5-1 Daily Payroll Entry

#### About 5-5-1 Daily Payroll Entry

You enter payroll data on the **5-5-1 Daily Payroll Entry** window daily for all the employees as well as for allocating equipment use. From the daily entries, you can generate daily reports to review the daily costs of labor and equipment use.

You can attribute an employee's time to jobs, operation of equipment on jobs, or the repair and maintenance of equipment. 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.

The **5-5-1 Daily Payroll Entry** window only allows you to enter times for employees who worked jobs or repaired equipment and times for equipment that was used. The **5-5-2 Payroll Records** window allows you to enter records for salary, bonuses, adjustments to deduction and benefit balances, startup data, advances, or third-party sick pay.

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. After conversion, you can only review timecards 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.

It is important to note that 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, then the **Pay Rate** and **Hours** cells are unavailable. This situation also applies to paygroups.

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, etc.)

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.

### To enter time for an employee:

- 1 Open **5-5-1 Daily Payroll Entry**.
- 2 The date box automatically defaults to today's date.
- 3 In the **Employee** cell, right-click and choose **Display Lookup Window** or **Display Detail/Add Record**.
- 4 Then select an employee or add a new employee, as needed.
- 5 Enter information in the other cells in the row as needed. You can use the right-click function in some of the cells. In other cells, you can just click to enter a value.
  - 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 In the **Locality** cell, enter the local payroll tax district number.
  - f If the job has a certified payroll, in the **Certified** cell, type Yes.
  - g If the job has phases, in the **Phase** cell, enter the phase number.
  - h In the **Cost Code** cell, enter the cost code number.
  - i In the **Pay Type** cell, enter the pay type.
  - j If you are using paygroups, in the **Paygroup** cell, enter the paygroup number.
  - k In the **Pay Rate** cell, enter the employee's pay rate.
  - l In the **Hours** cell, enter the number of hours the employee worked.
  - m If you are paying a piece rate, in the **Piece Rate** cell, enter the rate.
  - n If you are paying a piece rate, in the **Piece** cell, enter the number of pieces.
  - o In the **Comp Code** cell, enter the Workers' Compensation code number.
  - p If you are using departments, in the **Department** cell, enter the department number.
- 6 Use the next nine rows to enter information about equipment:
  - a In the **Oper 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.
- 7 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.

- 8 In the **Notes** cell, enter a note about this row.
- 9 In the **Absence** cell, enter the reason for an absence.
- 10 Repeat steps for each employee and/or piece of equipment.
- 11 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.

 **TIP:** You can compare the budgeted costs to the actual costs.

 **TIP:** 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, etc.).

### 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.

### To create timecards:

- 1 Open **5-5-1 Daily Payroll Entry**.
- 2 On the **Options** menu, click **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 Click **OK**.



### NOTES:

- 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 labor 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 Labor Reports

### About 5-5-3 Daily Labor Reports

Clicking **5-4-2 State Quarterly** launches the **5-4-2 Report Printing** window to be used to for printing State Quarterly reports and viewing sample reports.

## 5-5-4 Daily Equipment Reports

### About 5-5-4 Daily Equipment Reports

Clicking **5-4-2 State Quarterly** launches the **5-4-2 Report Printing** window to be used to for printing State Quarterly reports and viewing sample reports.



# Chapter 6: Project Management

## 6-1 Job Reports

### Appendix B - List of project management 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:** In order to match historical job costs with a budget, you must enter them both by 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:
  - a 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.
  - b 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.
  - c 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, do the following:
  - a In the **Hours** cell, enter the estimated hours if the cost code has associated labor costs.
  - b In the **Material** cell, enter the material costs.
  - c In the **Labor** cell, enter the labor 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 Repeat step 5 for each cost code.
- 7 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 enable 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 Do the following:
  - a Select a **Message Type** from the list.
    - i If you select **No Message**, all other fields are grayed out. Click **[Save]** to save your setting.
    - ii If you select **Warning**,

b

## 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:
  - a **Cost Codes**
  - b **Phases**
- 4 On the **Budget Recap** window, click the **Print records** button.
- 5 On the **Grid Printing** window, click **Print Preview and Drilldown (when available)** 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.

Consider the following points before exporting a budget grid file:

- 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.



**IMPORTANT:** 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 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.



#### **IMPORTANT:**

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](#)

[Method 2](#)

[Method 3](#)

[Method 4](#)

[Method 5](#)

[Method 6](#)

[Method 7](#)

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.

 **IMPORTANT:** **6-1-12 Reports** do not work with historical job costs.

 **IMPORTANT:** 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 **7-9 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** dropdown, the choices are mutually exclusive. Select one of the following:

- a **No message** - no message is generated. All options for tolerance are grayed out.
  - b **Warning** - a warning and/or alert is generated, but you are allowed to save the record.
  - c **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** dropdown:
- a No tolerance
  - b Flat amount
  - c Percent
  - d Percent/not to exceed
- 6 Once a **Tolerance Type** has been selected, enter the applicable amount or percent for the type:
- a Flat amount: Enter the amount in the Tolerance Amount text box.
  - b Percent: Enter the percent in the Tolerance Percent text box.
  - c 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 labor 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 Checks/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

The **6-4-1 Change Orders** window provides functionality for managing changes to a prime contract or subcontract. Change orders allow you to track changes independent of a project's budget, providing a clear audit trail for pending, approved, and refused changes.

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. On the **Prime Change Details** tab, you can enter changes to costs that affect the bid amount. In the **Budget and Sub Change Details** tab, you can enter cost changes that affect your budgeted costs such as subcontract changes, or work for which you do not want to charge the client.

Change orders are now more closely integrated with subcontracts. When you create a change order using the **6-4-1 Change Orders** window for a subcontract, information is displayed on the **6-7-1 Subcontracts** window in columns named **Changes, New Contract, and Remaining**. This tight integration provides more control over your contracts and your invoicing by providing accessible information.

The **6-4-1 Change Orders** window has two tabs, **Prime Change Details** and **Budget and Sub Change Details**.

### 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. Prime Changes allow you to 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 and 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 retention 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 **Upgrade** check box. The **Upgrade** check box controls what information is included in important reports. Here are two examples:

For an **Upgrade Price** to appear on the **Homebuilders** reports and to be added to the **Sales Price Totals** on the reports, **Upgrade** must be selected, and that specific change order must have an approved **Prime Change Order** amount.

For the **Upgrade Budget** to appear on the **Homebuilders** reports and be added to the **Total Budget**, **Upgrade** must be selected, 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 specific 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, do the following 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.

**13**In the **Budget and Sub Change Details** tab, do the following for each item affecting the budget:

- a In the **Description** cell, enter a brief statement about the change work.
- b If you want to change the budgeted hours, enter the amount of change in the **Budget Hours** cell.
- c If you want to change the budgeted units, enter the amount of change in the **Budget Units** cell.
- d If you want to change the budgeted amount, enter the amount of change in the **Budget Amount** cell.
- e If the change work affects a vendor, enter the vendor number in the **Vendor** cell.
- f If you want to change a subcontract, enter the record number of the **Subcontract** cell.
- g In the **Change#** cell, enter the change order number you want to assign the subcontract.
- h In the **Status** cell, select the sub change status.

**14**In the **Cost Code** cell, enter the cost code.

- a In the **Cost Type** cell, enter the cost type.

**15**In the **Budget and Sub Change Details** tab, do the following for each item that does NOT affect a subcontract:

- a In the **Description** cell, enter a brief statement about the change work.
- b If you want to change the budgeted hours, enter the amount of change in the **Budget Hours** cell.
- c If you want to change the budgeted units, enter the amount of change in the **Budget Units** cell.
- d If you want to change the budgeted amount, enter the amount of change in the **Budget Amount** cell.
- e In the **Cost Code** cell, enter the cost code using the lookup window, then press Enter.
- f In the **Cost Type** cell, enter the cost type using the lookup window, then press Enter.

**16**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.

Consider the following points before entering prime changes:

- o If the amount of change is negative, enter a negative amount.
- o 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).
- o If this change order is for an upgrade, select the **Upgrade** check box. This data will then be used on specific reports.
- o 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, 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:

- 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.

13 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:

- o If the amount of change is negative, enter a negative amount.
- o The **Subcontract** column displays the subcontract number and its record number.
- o If this change order is for an upgrade, select the **Upgrade** check box. This data will then be used on specific 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:
- a In the **Description** cell, enter a brief statement about the change work.
  - b If you want to change the budgeted hours, enter the amount of change in the **Budget Hours** cell.
  - c If you want to change the budgeted units, enter the amount of change in the **Budget Units** cell.
  - d If you want to change the budgeted amount, enter the amount of change in the **Budget Amount** cell.
  - e If the change work affects a vendor, enter the vendor number in the **Vendor** cell.
  - f If you want to change a subcontract, enter the record number of the **Subcontract** cell.
  - g In the **Change#** cell, enter the change order number you want to assign the subcontract.
  - h In the **Status** cell, select the sub change status.
  - i In the **Cost Code** cell, enter the cost code using the lookup window, then press Enter.
  - j In the **Cost Type** cell, enter the cost type using the lookup window, then press Enter.
- 13 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:

- o **Vendor** - Enter a vendor, or accept the default vendor.
- o **Subcontract** - Enter a subcontract number, or accept the default subcontract number.
- o **Subcontract Line**- Select the line to affect in the subcontract, leave the cell blank to create a new line in the subcontract.
- o **Change#** - Enter a **Change#**, or accept the default **Change#**.
- o **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.

 **IMPORTANT:** If the **Subcontract Line** cell is blank, you have to enter a **Cost Code** and **Cost Type**.

 **IMPORTANT:** 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 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 autofilled subcontract, and then press the Enter key.
- 11 Under **Subcontract Line**, do one of the following:
  - a 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.
  - b 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**.

Status	Description
1-Approved	<p>Approved by the client/responsible party.</p> <p>The contract and the reports, change order aging, billings, job status, and job cost, reflect the changes.</p> <p>If the Approved column on the Budget and Sub Change Details tab under Status is set to 1 - Approved, this line can be invoiced.</p>
2-Open	<p>The client/responsible party has not approved the changes yet.</p> <p>Only the change order aging and job status reports reflect the changes.</p>
3-Review	<p>The changes are under review.</p> <p>Only the change order aging and job status reports reflect the changes.</p>
4-Disputed	The change order is in dispute.
5-Void	The change order is void.
6-Rejected	<p>Rejected by the client/responsible party.</p> <p>Does not apply to subcontracts.</p>

## 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 Check 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.

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.

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.

In a split rate system for Workers' Compensation, a category of work uses two different rates. Some states, such as California, use a two-tiered system of rates based on employee pay. The wages an employee earns determines the rate at which the insurance company computes Workers' Compensation.

For split rates, Sage 100 Contractor uses a wage maximum to determine which code to use. For wages that are less than or equal to the wage maximum, Sage 100 Contractor assigns the first compensation code to the timecard. When employee wages exceed the wage maximum, Sage 100 Contractor assigns the second compensation code.

## 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 In the **Cost Code#** cell, enter the cost code number.
- 3 In the **Description** cell, enter a brief statement about the cost code.
- 4 In the **Unit** cell, enter the unit of measure for rough costs.
- 5 In the **Division** cell, enter the division to which the cost code belongs.
- 6 In the **Compensation Code 1** cell, enter the compensation code.
- 7 If your state uses split Workers' Compensation rates, do the following:
  - a In the **Wage Maximum** cell, enter the wage breakpoint.
  - b In the **Compensation Code 2** cell, enter the second compensation code.
- 8 In the **Department** cell, enter the department number.
- 9 Repeat steps 2–8 for each cost code.
- 10 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 Alternatively, you can right-click in a cell and then select the **Display Detail/Add Record** command to display the **Cost Divisions** window.

4 In the **Division#** cell, enter the number you want to assign the division.

5 In the **Description** cell, enter a brief statement about the division.

6 Repeat steps 3–4 for each division.

7 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 - Labor
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.

 **IMPORTANT:** You must import the **Cost Divisions** separately before you import the **Cost Codes**.

 **IMPORTANT:** 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 select the type of file you want to import.
- 3 The **Open** window appears.
- 4 Browse to and select the file you want to import.
- 5 Click **Open**.
- 6 Sage 100 Contractor imports the cost codes.
- 7 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).

 **IMPORTANT:** You must import cost codes separately and after you have imported cost divisions.

 **IMPORTANT:** **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**.
- 4 The **Cost Divisions** window appears.

- 5 On the **File** menu, point to **Open**, and select the type of file you want to import.
- 6 Select the file you want to import, then click **Open**.
- 7 Sage 100 Contractor imports the cost divisions file into the **Cost Divisions** window.
- 8 Save the **Cost Divisions** window.
- 9 In **6-5 Cost Codes**, click in a cell in the **Division** column, then click the drop-down arrow.
- 10 The **Cost Divisions** window appears.
- 11 Double-click the cost division you want to insert into the **6-5 Cost Codes** window.
- 12 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, labor, 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.
- 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*.

You can look for more information regarding construction at these two websites, or do a keyword search for "construction cost codes" on the Internet

## 6-6 Purchase Orders

### 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.

#### 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.
- When you enter a new payable invoice using a purchase order, the purchase order sales tax will automatically default into the new invoice. You can choose to deactivate the automatic purchase order sales tax feature and to enter the sales tax manually into the invoice.
- 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:

- a** Enter the purchase order number.
- b** 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.

**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 **Tax District** box, enter the sales tax district number.

The entire purchase order is subject to sales tax.

**12** In the **Approved** box, enter the date the purchase order was approved.

**13** In the **Scheduled** box, enter the scheduled date of delivery.

**14** 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**, **State**, and **Zip** fields.

**15** In the **Via** box, enter the means of delivery.

**16** In the **Terms** box, enter the payment terms.

**17** In the **Status** list, select the status of the purchase order.

**18** In the **Type** list, select the type of order.

**19** In the **Ordered by** box, enter the employee name using the lookup window, then press the Enter key.

- 20** In the grid, do the following:
- a** In the **Part#** cell, enter the part number.
  - b** In the **Description** cell, enter a brief statement about the item.
  - c** In the **Unit** cell, enter the unit of measurement.
  - d** In the **Quantity** cell, enter the number of items you want to purchase.
  - e** In the **Price** cell, enter the cost for one item.
  - f** In the **Cost Code** cell, enter the cost code you want to use.
  - g** In the **Cost Type** cell, enter the cost type.
- 21** Repeat step 16 for each item you want to purchase.
- 22** 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.

## 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 company to review purchase orders. <b>Important:</b> Before you create an invoice, the purchase order should be reviewed. You can enter an invoice with a status of <b>2-Review</b> , 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, etc. 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.

Status	Description
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 3–4 for each type.
- 6 On the **File** menu, click **Save**.

## About closing purchase orders automatically

You can automatically close a purchase order. When the **Automatic Close** command on the **Options** menu is selected, Sage 100 Contractor automatically assigns status **4-Closed** to a purchase order when receiving against the purchase order in **4-2 Payable Invoices/Credits** or **12-4 Purchase Order Receipts**, and the sum of the **To Date** and **Canceled** columns equal the sum of the **Quantity** column.



**NOTE:** The **Automatic Close** option is only available if you have supervisor user rights.

## Closing purchase orders manually

When the sum of the **To Date** and **Canceled** 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**.

4 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**.

4 The **Select Purchase Orders to Issue** window appears. Purchase orders must have a status of **1-Open** in order to be issued.

5 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**.

6 The **Purchase Order Issue Batch** window appears.

7 Review the window to confirm the selected purchase orders should be issued.

8 Double-click in the **Issue** column to select and clear records.

9 Double-click in any other cell in a row to display a purchase order for review.

10 Select a row and click **Go to PO** to display the selected purchase order.

11 Click the **Selection** button to display the **Select Purchase Orders to Issue** window, where you can make further selection modifications.

12 Confirm that the appropriate purchase orders are selected, and click **Save** to issue the purchase orders.

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**.
- 4 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**.
- 4 The **Purchase Orders Retract Batch** window appears.
- 5 In the **Batch#** box, enter the batch number you want to retract, and click **Display**.
- 6 Review the window to confirm the selected purchase orders should be retracted.
- 7 Double-click in the **Retract** column to select and clear records.
- 8 Double-click in any other cell in a row to display a purchase order for review.
- 9 Select a row and click **Go to PO** to display the selected purchase order.
- 10 Confirm that the appropriate purchase orders are selected for retraction.
- 11 Click **Save** to retract the purchase orders.
- 12 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:

4. Open **6-6-1 Purchase Orders**.
5. Select the purchase order.
6. In the **Canceled** cell, enter the quantity you want to cancel.
7. On the **File** menu, click **Save**.

## 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

A command in the **Purchase Order** window can be activated to automatically give you the option of opening and editing a job's schedule if the **Scheduled** date for a purchase order for that job changes.

The following criteria must be in place for this command 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 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**.
- 5 If a change is now made to the **Scheduled** box, a message displays offering 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 automatically create subcontracts, 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. You can also set up retention for a subcontract. When you create an invoice for the subcontract, Sage 100 Contractor uses the rate indicated in the subcontract record.

## 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, **Retention** 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 Do any of the following, as needed:
  - a In the **Approved** box, enter the date the subcontract was approved.
  - b In the **Scheduled Start** box, enter the date the subcontract is scheduled to begin.
  - c In the **Scheduled Finish** box, enter the date the subcontract is scheduled to end.
  - d In the **Actual Start** box, enter the date the subcontract actually started.
  - e In the **Subst Complete** box, enter the date when most of the work is to be completed.
  - f In the **Actual Finish** box, enter the date when the subcontract is to be completed.
- 11 From the drop-down list of statuses, select a status, or accept the default status.
- 12 In the **Type** drop-down list, select the type of order, for example, Electrical, Plumbing, and so forth.
  - g In **Pref Bond**, **Bid Bond**, and **Retention** boxes enter values.
- 13 In lines in the grid, do the following:
  - a In the **Description** cell, type a description, or enter a description using the Quick List, and then press the Enter key.
  - b 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.
  - c 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.
  - d In the **Original Contract** cell, enter the dollar amount of the subcontract or part of the subcontract.
- 14 Repeat steps 10-11 for each item in the subcontract.
- 15 On the **File** menu, click **Save**.

## 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**.

## Releasing retention for subcontracts

### To release retention for a subcontract:

- 1 Open **6-7-1 Subcontracts**.
- 2 Select the subcontract.
- 3 In the **Retention** box, do one of the following:
  - a Enter the new rate of retention.
  - b Leave the box blank for zero retention.
- 4 On the **Options** menu, click **Recalculate Retention**.
- 5 In the **New Due Date for Invoices** box, enter the due date you want to assign the invoices.
- 6 Under **Recalculation Option**, do one of the following:
  - a Select to update **Only invoices with Retention**, or
  - b Select to update **All invoices**.
- 7 Click **OK**.
- 8 On the **File** menu, click **Save**.

## 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

Subcontract Type #	Type Name
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 labor burden, the gross wages for uncomputed payroll records do not. To increase the accuracy of the report, you can provide a labor burden rate, which Sage 100 Contractor uses to calculate and add in the estimated labor 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 **Labor Burden** box, enter the rate of labor burden.
- 5 On the menu bar, click **Options**, and then **Update**.
- 6 Select a cost code.
- 7 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.

- 8 Repeat steps 6–7 for each cost code.
- 9 On the **Options** menu, click **Percentage from Cost to Complete**.
- 10 Edit the record, and recalculate if necessary.
- 11 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 **Labor Burden** box, enter the percentage rate of the labor burden.
- 5 On the menu bar, click **Options**, and then click **Update**.
- 6 Select a cost code.
- 7 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.

- 8 Repeat steps 6–7 for each cost code.
- 9 On the **Options** menu, point to **Calculate**, then click **Cost to Complete from Percentage**.
- 10 Edit the record, and recalculate if necessary.
- 11 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 Labor Burden in 6-8-1 Cost to Complete

Labor 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 labor burden can account for up to 35% of the total wages.

### To apply the labor burden in Cost to Complete:

- 1 Open **6-8-1 Cost to Complete**, and open a job.
- 2 In the **Labor 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 To 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.

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 Select a cost code.

- 6 In the **Actual Percent** cell, enter the hours of work actually completed.
- 7 Repeat steps 5–6 for each cost code.
- 8 Edit the record if necessary.
- 9 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 Select a cost code.
- 6 In the **Units Complete** cell, enter the units of work actually completed.

- 7 Repeat steps 5–6 for each cost code.
- 8 Edit the record if necessary.
- 9 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 Receivable Lookup** 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.
- 4 Data from the job populates the grid.
- 5 If you are exporting a proposal for a **Phase**, select the phase.
- 6 On the **Options** menu, point to **Export**, then click **Grid File**.
- 7 The **Export template proposal** grid file opens.
- 8 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:

4. Open **6-9 Proposals**.
5. In the data control box, enter the job number of the job for which you want to create a proposal.
6. On the **Options** menu, point to **Import**, then click **Proposal File**.
7. 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, do the following:
  - 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 Repeat step 6 for each item.
- 8 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

This functionality is only available 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 <b>Request#</b> or <b>RFI#</b> to Next by Job.
No	Retains <b>Next</b> as the default setting.
Ask Me Later	Retains <b>Next</b> as the default setting, but the program prompts you to make a selection by displaying the default settings window each time you open either <b>6-11-1 Requests for Proposal</b> or <b>6-11-2 windows</b> .
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:
  - a In the **Request by** box, enter the employee who is creating the request (optional but recommended).

- b** In the **Status** list, click the request status.
  - c** In the **Type** list, click the request type (optional but recommended).
- 9** As needed, in the grid, do the following: TopOfPage
- a** In the **Description** cell, enter a brief statement about the item.
  - b** In the **Quantity** cell, enter the quantity (optional but recommended).
  - c** 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:

5. Open **6-11-1 Requests for Proposal**.
6. Using the data control, select the record.
7. 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 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 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):

- a In the **Attention** box, enter the name of the person whom you want to be informed.
  - b If no address information has been entered automatically by the program in the **Address, City, State,** and **Zip** boxes, enter address information.
- 9 Select the **Hot List** and **Lock Edit** check boxes.
- 10 In the **Status** box, select a status.
- 11 Do any of the following (optional):
- a In the **RFI Type** box, select the RFI type.
  - b In the **Request by** box, select or enter the employee number.
  - c In the **Answered by** box, select or enter a name.
  - d In the **Required, Returned,** and **Approved** boxes, enter dates.
  - e In the **Date** box, enter the date or accept the default date.
- 12 In the **Information Requested** box, enter your request for additional information.
- 13 Select any of the following (optional):
- a Plan Change
  - b Change Order
  - c Schedule Change
- 14 In the **Information Supplied** box, enter information (optional).
- 15 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:

5. Open **6-11-2 Requests for Information**.
6. Using the data control, select the record.
7. On the **Edit** menu, click **Delete RFI**.

## 6-11-3 Transmittals

### About transmittals

A transmittal is a cover sheet that lists all the documents being sent. The individual to whom you sent the documents signs the transmittal as proof that all the items were received.

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:

7. Open **6-11-3 Transmittals**.
8. In the **Job** box, click the drop-down arrow to select the job.
9. If the job uses phases, enter the phase number in the **Phase** box.
10. If the job uses divisions, enter the division number in the **Division** box.
11. In the **Description** box, enter a description.
12. Do any of the following, as necessary:
  1. In the **Sent by** box, enter the person who sent the transmittal.
  2. In the **Client** or **Vendor** box, enter a client or vendor.
  3. In the **Attention** box, enter the name of the person whom you want to be informed.
  4. In the **Address, City, State, and Zip** boxes, enter that information.
13. In the **Type** list, select the type.
14. In the **Sent** box, enter the sending date.

15. Do any of the following, as necessary:
  1. In the **Sent Via** box, select a sending method.
  2. In the **Received** box, enter a date.
16. Select **Hot List** and **Lock Edit**.
17. In the grid, in the **Description** cell, enter a brief statement about the item.
18. 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:

5. Open **6-11-3 Transmittals**.
6. Using the data control, select the record.

7. 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:
  - a In the **Client** or **Vendor** box, enter a client or vendor.
  - b In the **Attention**, box enter to whom you want this information to be alerted.
- 7 In the **Address 1**, **Address 2**, **City**, **State**, and **Zip** boxes, enter that information.
- 8 In the **Type** list, select a submittal type.
- 9 In the **Date** box, accept the date, or enter a different date.
- 10 Do any of the following, as necessary:
  - a In the **Sent by** box, enter the person who sent the submittal.
  - b In the **Sent Via** box, select a sending method.
  - c In the **Required** and **Received** boxes, enter dates.
- 11 Select **Hot List** and **Lock Edit**.
- 12 In the grid, in the **Description** cell, enter a brief statement about the item.
- 13 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

- 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:

5. Open **6-11-5 Plan Records**.
6. Do the following:
  1. In the **Plan#** box, enter the revision number.
  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 **Date** box, enter the date.
  5. In the **Description** box, enter a brief statement about the set of plans.
  6. In the grid, in the **Description** cell, enter a brief statement about the plan revisions.
7. 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 Do the following:
  - a In the **Date** box, enter the date.
  - 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 **Description** box, enter a description.
- 3 On the **Employees** tab, do the following:
  - 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.
- 4 On the **Subcontractors** tab, do the following:
  - a In the **Vendor** cell, enter the vendor number of the subcontractor.
  - b In the **Description** cell, enter a brief statement about the work.
  - c On the **Equipment** tab, do the following:
    - i In the **Equipment** cell, enter the number of the equipment used.
    - ii In the **Description** cell, enter a brief statement about the work.

- iii On the **Units** tab, in the **Bid Item** cell, enter the bid item under which you worked.
- 5 Enter any incidents.
  - 6 Enter any meetings.
  - 7 Enter any field orders.
  - 8 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:

- o The **Incident Type** (required)
- o Incident **Description**
- o Incident **Time**
- o 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 save the graphic file in a folder under your \MB7 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 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 6–7 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 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 brief statement about the items.
- 3 In the grid, do the following:
  - a In the **Item#** cell, enter the item number.
  - b In the **Description** cell, enter a brief statement about the item.
- 4 Repeat step 3 for each item.
- 5 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.
- 3 In the **Status** list, click the status of the correspondence.
- 4 In the **Type** list, click the type you want to assign to the correspondence.
- 5 Type the letter that you want to send.
- 6 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 display automatically in the **6-12 Project Work Center** without selecting **Display Records**.
- To view a specific record in the list, select the record's row and double-click, 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:
  - a** In the **Job** box, enter or select the job number.
  - b** In the **Job Supervisor** box, enter the employee number of the job supervisor.



**IMPORTANT:** Selection by supervisor is not available when accessing the **Project Hot List** from **6-12 Project Work Center**.

- 3 In the **Table** drop-down list, select the table you want to view.
- 4 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.

 **IMPORTANT:** 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

The **7-Utilities** windows enable you to setup security, create users, create companies, and to perform maintenance functions. The supervisor user with exclusive access rights must perform many of these tasks.

### List of 7-Utilities Windows

- **7-1 Create New Company** - Create a new blank company or copy selected data from an existing open company to create a new company.
- **7-2 Company Information** - Enter company information into the system, such as address, license numbers, tax numbers, direct deposit information, and more.
- **7-3 Company Security** - Contains two sub-menu windows:
  - **7-3-1 Security Groups** - Create security groups and set security for Save, Delete, Void, Print Checks, and more.
  - **7-3-2 User List** - Set up a list of users in the current company. To save time, you can also copy user defaults.
- **7-4 Rebuild Indexes** - Rebuilds the database indexes for the company that is currently open.
- **7-5 Update Databases** - Rebuilds the database indexes for all the companies that located in the current company's drive.
- **7-6 Repair Database** - Opens the Support Password window. This is only need to repair damaged databases. You need to contact Customer Support for assistance. Database damage can be caused by a power failure or hard disk failure.



**IMPORTANT:** The maintenance task carried out in **7-6 Repair Database** requires contact with Customer Support.

- **7-7 Scheduled Reports Manager** - View and delete events recorded when scheduled reports are executed.
- **7-8 Contact Manager** - 7-8 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 .
- **7-9 Alerts Manager** - Use 7-9 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,

Or,

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:

5. On the **Select License Server** window from the list of network computers, select the computer running the Sage license server.
6. Click **OK**.

## 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:

- 1 Do one of the following:
  - a Go to the Administration Activity Center tab and select **Licensing > Change License Server**.
  - b From the Sage 100 Contractor menu, click **Licensing**, and then click **Change License Server**.

 **NOTE:** The Licensing menu is only available if you have hidden all Activity Centers using the Settings button.

- 2 The **Change License Server** window opens. The window presents two choices.
- 3 Click one of the following links, and follow the instructions:
  - a Select the computer from the list of computer on your network.
  - b 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:
  - a Select the computer from the list of computer on your network.
  - b 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.

When you 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 with 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.

### Prerequisites for a launching and running connected include:

- 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 The **Specify Sage License Server** window appears.
- 3 Choose one of the following:
  - a Select the Sage license server from the list of computer on your network.
  - b Enter an IP Address or name of the computer that is the Sage license server.
- 4 When you have satisfied the conditions to specify the Sage license server, click **OK**.

Sage 100 Contractor begins its launch process.

- 5 On the **Company List** window, select a company, or click **Cancel**.
- 6 From the **Company List** window, select a company.
- 7 On the **User Name and Password** window, enter your user name and password.
- 8 Sage 100 Contractor opens the company.

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 server	Normal operating condition when you're logged into a company.
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**.
- 4 The text in the box displays the current connection state.

## Company List Window

### About the Company List window

During installation, you have the option to install Sage 100 Contractor on a specific local drive, such as C:, D:, etc. When you launch Sage 100 Contractor, the first window that appears is **Company List**. From this window, you select the location of active company or archive company you want to open, then you select the company itself, and click **OK**.

For example, if you have installed Sage 100 Contractor and the Sample Company on local drive C:, and this is the first time you have launched the program, then the program displays the local drive, and the Sample Company appears in the list under **Show active companies**.

You can select **Show active companies** to see all the active companies on the selected drive, or select **Show archives** to see all the archive companies located on the selected drive.



**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 **7-2 Company Information**.

In a network environment, clicking the drop-down arrow displays all the local drives and all the network drives that you have access to.



**NOTE:** In most business situations, the company that you use to manage your business is not located on your local computer. It is located on a server computer on your local area network. The server computer 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.

If you can see the shared network drive in the list, then you can access the Sage 100 Contractor company located on that drive.

If you cannot see the drive where the company is located, then ask yourself these questions or consult with your network administrator to locate your company.

- Have you lost your network connection? If you have, then you cannot access network drives and the Sage 100 Contractor company.
- Has the server lost its network access or crashed? If that has happened, then 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 that's true, then you have to map to the network drive in its new location.

## 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]**.
- 5 Click the plus next to the name below Microsoft Windows Network.
- 6 Click the plus sign next to the server to display the shared directories.
- 7 Select the drive or the directory that is shared and contains the MB7 folder.



**NOTE:** Do not select the MB7 folder. Select the shared directory that the MB7 folder resides in.

- 8 Click **[OK]**.
- 9 Select **Reconnect at Logon** and click Finish.
- 10 Open Sage 100 Contractor. From the drop-down list, select the drive letter entered in step 3.
- 11 Select the company file in the main window.
- 12 Click **[OK]**.

If after following the procedures above you are still unable to map a network drive, please contact your system administrator, or a local IT Professional.

For additional information, refer to article 308582 in Microsoft's knowledgebase.

## 7-1 Create New Company

### About creating companies

It's best to create a separate company for each company for which you keep books. When you create a new company, Sage 100 Contractor creates a folder for that company on a drive under the \MB7 folder.

There are two ways to create a new company:

- Create a new company containing no existing company information
- Create a new company based on an existing company's information

### New company containing no existing company information

As a first step, Sage 100 Contractor creates a database for the new company. In the case of a new company containing no existing company information, Sage 100 Contractor creates a company database with table headings, but no other information.

After creating a new company with no references to an existing company's information, the next step is to enter new company information on the **7-2 Company Information** window. When you enter company information, you will find it helpful to have the following:

- Complete company address
- License number.
- Federal tax identification number.
- State tax identification number.
- Resale number
- Telephone and fax numbers
- Email address
- Direct deposit information, which is the account number, routing number, and the account type.

### New company based on an existing company's information

Setting up new blank companies is labor-intensive. That is why Sage 100 Contractor provides a utility that can create a new company from an existing company's data. Using this utility will save you a lot of time and effort when creating new companies. Before you start, however, it is important to determine that you have an existing company that is a good match for your new company.

In using this method, selected information from the existing company populates the database tables in the new company. The existing information consists of list information (clients, accounts, employees, etc.) and external files (with no existing job information). No transactions are part of the transferred information.

When you choose to create a new company based on an existing company's information, it contains the following:

Type	Includes, but not limited to
List data	<ul style="list-style-type: none"> <li>Clients</li> <li>Accounts</li> <li>Employees</li> <li>Cost Codes</li> <li>Parts</li> <li>Vendors</li> </ul>
External files with no job reference	<ul style="list-style-type: none"> <li>Takeoff template files</li> <li>Takeoff grid files</li> <li>Bitmap images for clients, employees, etc.</li> <li>Attachments</li> </ul>

If a field within a table contains transactional data, it is **not** copied.

Type	Includes, but not limited to
Transactional data directly related to jobs	Accounts receivable Field reports Inventory allocations Payroll records
Transactional data contained in a field within a table	Accounts payable - beginning balance and ending balance Employees - Qtr1 gross, Qtr2 gross, etc. Ledger accounts - beginning balance and ending balance

Keep in mind that each new company requires a minimum of 50 megabytes of hard disk space, and as you enter information for each company, it requires more space. The number of company folders you can retain on your hard disk is only limited by the amount of available hard disk space. A company database can be created on any local or network drive; however, you must have been given the rights to write to that selected drive by your network administrator.



**TIPS:**

- Before creating a company on a network drive, consult your network administrator.
- By storing each company's information in a separate folder, you can back up and restore company information.

## Creating a new company containing no existing company information



**IMPORTANT:** Before creating a company on a network drive, consult your system or network administrator.

### To create a new company containing no existing company information:

- 1 Open **7-1 Create New Company**.
- 2 Under **Options**, select **Create a new company**.
- 3 Click the **Drive** drop-down arrow, and select a drive from the list.
- 4 The **Drive** choice is preset to create a new company on C:\MB7.
- 5 In the **Company Name** text box, type the name of the new company.
- 6 Click **Create Company**.

A message window displays the company information, and requests that you verify it to continue creating the new company.

- 7 To continue, click **Yes**.
- 8 The **Create New Company Progress** window opens and displays the progress. When the company has been created, the window displays **Progress complete**.
- 9 On the **Create New Company Progress** window, click **Close**.
- 10 Then on the **7-1 Create New Company** window, click **Close**.
- 11 After creating the new company, you may proceed to **1-8 General Ledger Setup** to set up your accounting structure, fiscal year date, current period, and inventory valuation method (if you have the Inventory Add-on Module).



**TIP:** You can also access the **Create New Company** function by selecting **File**, then **New Company** from the menu bar.

## Creating a new company based on existing company information

Before you start to create a new company from an existing company, please review the following information:

You cannot copy a company: (1) If you do not have the correct level of administrative rights; (2) If the company is in use and exclusive access is denied.

When creating a new company based on an existing company's information and regardless of the drive location, Sage 100 Contractor companies must be created under the \MB7\ folder.

Do not create a new company based on an existing company for a backup. For more information about backing up company data, see the *Sage 100 Contractor Help* topic, [About backing up data](#).

Creating a new company from an existing company can only be performed by a supervisor user with exclusive access.

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 Change Period/Close Year > Change Period**.

When you choose to create a new company based on an existing company's information, it contains the following:

Type	Includes, but not limited to
List Data	<ul style="list-style-type: none"> <li>Clients</li> <li>Accounts</li> <li>Employees</li> <li>Cost Codes</li> <li>Parts</li> <li>Vendors</li> </ul>
External Files with no job reference	<ul style="list-style-type: none"> <li>Takeoff template files</li> <li>Takeoff grid files</li> <li>Bitmap images for clients, employees, etc.</li> </ul>

If a field within a table contains transactional data, it is **not** copied.

Type	Includes, but not limited to
Transactional data directly related to jobs	<ul style="list-style-type: none"> <li>Accounts receivable</li> <li>Field reports</li> <li>Inventory allocations</li> <li>Payroll records</li> </ul>

Type	Includes, but not limited to
Transactional data contained in a field within a table	<p>Accounts payable - beginning balance and ending balance</p> <p>Employees - Qtr1 gross, Qtr2 gross, etc.</p> <p>Ledger accounts - beginning balance and ending balance</p>

### To create a new company based on an existing company's information:

- 1 As the supervisor user, open the company that you are going to use to base your new company with **Exclusive Access**.
- 2 Open **7-1 Create New Company**.
- 3 Select **Create a new company based on** (The existing company name appears here.).
- 4 Click the **Drive** drop-down arrow, and select a drive from the list.
- 5 In the **Company Name** text box, type the name of the new company.
- 6 Click **Create Company**.

A message window displays the company information, and requests that you verify it to continue creating the new company.

- 7 To continue, click **Yes**.
- 8 The **Create New Company Progress** window opens and displays the progress. When the company has been created, the window displays **Progress complete**.
- 9 On the **Create New Company Progress** window, click **Close**.
- 10 Then on the **7-1 Create New Company** window, click **Close**.

After creating the new company, you may proceed to **1-8 General Ledger Setup** to set up your accounting structure, fiscal year date, current period, and inventory valuation method (if you have the Inventory Add-on Module).

## 7-2 Company Information

### Entering company information

After you have created a blank new company, you have to enter the company information.

- General Information
- Payroll Direct Deposit Setup
- Vendor ACH Payment Setup
- Email and Fax Configuration

#### To enter general information:

- 1 In the **Company** list, click the company.
- 2 Open **7-2 Company Information**.
- 3 In the **Company Name** text box, enter the company name.
- 4 In the **Address 1**, **Address 2**, **City**, **State**, and **Zip** 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 **License#** text box, enter the contractor license number.
- 9 In the **Resale#** text box, enter the company's State Resale License Number.
- 10 In the **Federal Tax Id#** text box, enter the company's Federal Identification Number.
- 11 (Optional) In the **User Def1** and **User Def2** text box, enter the user-defined information as necessary.
- 12 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.

- 13 If you have an Sage 100 Contractor archive, select the archive from the **Archive Folder** list.

 **NOTE:** When you post a transaction to period 0 of the active company, Sage 100 Contractor simultaneously posts the transaction to period 12 of the archive indicated in the **Archive Folder** list.

- 14 In the lower left of the window, click the **State Tax Id#** button to enter the company's state tax identification in the **State Tax Id#** window.

 **IMPORTANT:** If you are planning to file W-2 data electronically, enter the federal and state tax identification numbers without blank spaces or hyphens between numbers.

**To enter payroll direct deposit setup information:**

- 1 Click the **Payroll Direct Deposit Setup** tab.
- 2 Complete the following in the **Company bank information for direct deposit** section:
  - a In the **Routing#** text box, enter your company's bank routing number.
  - b In the **Account#** text box, enter your company's bank account number.
  - c In the **Account Type**, select your company's bank account type.
- 3 In the **Options for direct deposit ACH file** section, fill out and select the appropriate options for your direct deposit ACH file:
  - a **Origin Bank Name** - optional bank name for the 'Immediate Origin Bank Name' field
  - b **Destination Bank Name** - optional bank name for the 'Immediate Destination Bank Name' field
  - c **Optional Bank Routing#** - Optional bank routing number for the 'Immediate Destination' field
  - d **ID Code Designator (ICD)** - select blank or any number between 1 - 9 for the company identification fields.
  - e For 'Immediate Origin Name' in file header record, select **your company name** or **Origin Bank Name**
  - f For 'Immediate Destination Name in file header record, select **blank** or **Destination Bank Name**
  - g For 'Immediate Origin' in file header record, select **your company FEIN** or **your routing#**
  - h For 'Immediate Destination' in file header record, select **your routing#** or **Optional Bank Routing#**
  - i For **File formatting options**, select or clear the check boxes appropriate to the preferences of your financial institution.

- i Include company debit line
- ii Include optional hard return
- iii Include optional "9" fill



**NOTE:** If you have any questions about which check boxes to select, contact your financial institution.

### To enter vendor direct deposit setup information:

1 Click the **Vendor ACH Payment Setup** tab.



**NOTE:** If there is a routing number in the payroll direct deposit setup, Sage 100 Contractor will ask if you want to copy the information from the **Payroll Direct Deposit Setup** tab. This copies and pre-fills all options, except for the Posting Cash Account number.

2 Complete the following in the **Company bank information for ACH payments** section:

- a In the **Routing#** text box, enter your company's bank account number.
- b In the **Account#** text box, enter your company's bank routing number.
- c In the **Account Type**, select your company's bank account type.
- d In the **Posting Cash Account**, display the lookup window and select the applicable cash account.

3 In the **Options for ACH payment file** section, fill out and select the appropriate options for your direct deposit ACH file:

- a **Origin Bank Name** - optional bank name for the 'Immediate Origin Bank Name' field
- b **Destination Bank Name** - optional bank name for the 'Immediate Destination Bank Name' field
- c **Optional Bank Routing#** - Optional bank routing number for the 'Immediate Destination' field
- d **ID Code Designator (ICD)** - select blank or any number between 1 - 9 for the company identification fields.
- e For '**Immediate Origin Name** in file header record, select **your company name** or **Origin Bank Name**
- f For '**Immediate Destination Name** in file header record, select **blank** or **Destination Bank Name**
- g For '**Immediate Origin** in file header record, select **your company FEIN** or **your routing#**
- h For '**Immediate Destination** in file header record, select **your routing#** or **Optional Bank Routing#**
- i For **File formatting options**, select or clear the check boxes appropriate to the preferences of your financial institution.
  - i Include company debit line
  - ii Include optional hard return
  - iii Include optional "9" fill



**NOTE:** If you have any questions about which check boxes to select, contact your financial institution.

### To setup Email and Fax Configuration:

1 Under the **Email and Fax Configuration** tab, complete the following after reading the following information:

- o 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 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.
- Sage 100 Contractor does not support SSL (Secure Socket Layer).

**2** In the **Email Configuration** section, do the following:

- 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 Select Options from the menu.
- 2 Select Set as Company Archive.



**NOTE:** Anyone can set a company as an archive, but only the Supervisor user can remove this setting.

## Setting up state tax identification numbers

Many companies work in several different states, and have a different tax identification number for each. You can create a table containing all the different tax identification numbers.

### To set up a state tax identification number:

- 1 Open **7-2 Company Information**.
- 2 Click the **State Tax Id#** button.
- 3 In the **State** cell, enter the state abbreviation.
- 4 In the **State Tax Id#** cell, enter the taxpayer identification number.

## 7-3 Company Security

### Security features of Sage 100 Contractor

Sage 100 Contractor provides a variety of security features that allow you to restrict access to data in each company. You can do the following:

- Create a list of users and passwords for each company. This list provides the means to restrict access to individual companies. Restricting access to a company also restricts access to its archive.
- Create groups of users. Security groups provide a way to collect users together in meaningful sets such as project managers, payables clerks, or payroll clerks. With groups established, you can then assign each user to up to five security groups.
- Control the admission of users to windows through security groups and assign access rights to each security group.
- Control items within windows such as text boxes, lists, check boxes, and grid columns. By limiting what 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.

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 only be performed when logged on as supervisor. When setting up security, it is critical that you add a password for the user name supervisor.

### 7-3-1 Security Groups

#### About security groups

Use the **7-3-1 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 **7-3-1 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 Checks**
- **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 checks. 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 user logged in as supervisor 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, etc.

## Setting up security groups

### To set up a security group:

- 1 Open **7-3-1 Security Groups**.
- 2 In the **Group#** cell, type a group number.
- 3 In the **Group Name** cell, type group name.
- 4 In the **Save** cell, if you want to allow the group to save records, type Yes. If not, type No.
- 5 In the **Delete** cell, if you want to allow the group to delete records, type Yes. If not, type No.
- 6 In the **Void** cell, if you want to allow the group to void records, type Yes. If not, type No.
- 7 In the **Change Period** cell, if you want to allow the group to change the posting period, type Yes. If not, type No.
- 8 In the **Print Checks** cell, if you want to allow the group to print checks, type Yes. If not, type No.
- 9 To store information that may be relevant or important to that specific group, type a note in the **Notes** cell.

10 Repeat steps 2–9 for each security group.

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



**TIPS:**

- 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) allows 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 **7-3-1 Security Groups**. Then you have to assign a user to the API security group using **7-3-2 User List**.



**NOTE:** In the case that there are no more license uses available, the API program responds with an alert message.

### To set up a security group for using the API:

- 1 Open **7-3-1 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, if you want to allow the users of the API group to delete records, type Yes. If not, type No.
- 6 In the **Void** cell, type Yes. If not, type No.
- 7 In the **Chg Period** cell, type Yes. If not, type No.
- 8 In the **Print Checks** cell, type Yes. If not, 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 launch the **Field Properties** window by pressing the F7 key when in another data entry window, for example, **4-2 Payable Invoices/Credits**. In 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:

- **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 users logged in as supervisor can edit the information.
- **Lock Quick List:** Prevents users from editing a **Quick List**. Only users logged in as supervisor 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

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.

 **IMPORTANT:** Access to set up these properties is limited to the **supervisor** user.

 **IMPORTANT:** You cannot restrict access to system-required fields.

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.

## 7-3-2 User List

### About the 7-3-2 User List window

The **7-3-2 User List** window controls major features dealing with users and program security.

If you are a supervisor user, you can use the grid in this window to set up a list of user names for each company folder to help control access to Sage 100 Contractor.

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.

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.

By selecting the **Display Passwords** check box, a supervisor user can view, set and/or change users' passwords.

If you want certain users to only see the job-related information 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 **7-3-2 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.

Here is a list of suggestion of things to do when setting up user names and passwords:

- Print a list of the user names and security groups—but do not include the passwords—to include in your files. When employees have questions about access, you can refer to the printed list.
- Consider using the employee's job title as their user name. That way, if the employee leaves the position, their security and report defaults can be used by the next person in that job. For example, instead of entering Leslie in the **User Name** cell, use **Accountant** instead.

The **User List** contains a permanent name, supervisor.

Security is set up 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.



**IMPORTANT:**

- To maintain security, we strongly recommend that you set up a password for the supervisor user. Be sure to write it down and keep it in a safe place.
- Only the supervisor user has 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 **7-3-2 User List**.
- 2 Select the **Display Passwords** check box.
- 3 In the **User Name** cell, enter the user's name.
- 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 a security group. For example, owners/comptrollers could be in Group 1.
- 6 In the **Group 2** cell, click once in the cell, and from the drop-down list, select a security group. For example, employees with access to general ledger accounts could be in Group 2.
- 7 In the **Group 3** cell, click once in the cell, and from the drop-down list, select a security group. For example, employees with access to payroll could be in Group 3.
- 8 In the **Group 4** cell, click once in the cell, and from the drop-down list, select a security group. For example, employees with access to accounts receivable could be in Group 4.
- 9 In the **Group 5** cell, click once in the cell, and from the drop-down list, select a security group. For example, employees with access to accounts payable could be in Group 5.
- 10 In the **Subject to Job Security** cell, click once in the cell, and type Y if the user is subject to job level security access.
- 11 Repeat steps 3–10 for each user.
- 12 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 supervisor; however, we recommend that you create a specific user or set of users to use the API, for example, "APIUser1, APIUser2."



**IMPORTANT:** Only the supervisor user has rights to set up user names and passwords.



**IMPORTANT:** The API will not accept "supervisor" as a user name.

### To set up an API user and password:

7. Open **7-3-2 User List**.
8. Select the **Display Passwords** check box.
9. In the **User Name** cell, enter a user name, such as APIUser.
10. In the **Password** cell, enter a password.
11. In the **Group 1** cell, click once in the cell, and from the drop-down list, select the API group.
12. Repeat steps 3–5 for each API user.
13. Click **File > Save**.

### About passwords for multiple companies

Passwords help prevent users from opening the wrong company and entering data in it. Security allows you to set up a different list of user names and passwords in 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

### Displaying passwords

You can hide or display the passwords for users.

To display the passwords for users, select the **Display Passwords** check box.

### About the supervisor user

When you log on to Sage 100 Contractor as supervisor, you have access rights to the entire Sage 100 Contractor application.

 **IMPORTANT:** To maintain security, we strongly recommend that you set up a password for the supervisor user. Be sure to write it down and keep it in a safe place.

Following is a list of actions you can only perform when logged on to Sage 100 Contractor as supervisor:

- Create security groups in **7-3-1 Security Groups**.
- Grant access rights to security groups for windows and items within windows such as text boxes, lists, and grid columns in **7-3-1 Security Groups**.
- Grant job-level security to specific users in **7-3-2 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**.
- Close the accounting at the fiscal year-end in **1-6 Change Period/Close Year**.
- Close payroll at the calendar year-end, which starts on **5-4-5 Close Payroll Year**.
- Restrict posting to specific accounting posting periods, for example, **4-2 Payable Invoices/Credits** and other windows.

## About copying user defaults



**IMPORTANT:** Copying existing user defaults to a new user does not copy the existing user's security settings.

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.

Copying user defaults does not copy security settings to the new user because security is based on groups, not individual users. In addition, desktop settings are not copied to the new user because desktop settings are computer-specific.

To copy user defaults, you must log in as the supervisor user. You access the **Copy User Defaults** window through the **Options** menu on the **7-3-2 User List** window.

## 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.

If you need to clear user defaults in the event of a mistake, for example, you can copy the existing user defaults. 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.



**IMPORTANT:**

To perform this task, you must open and log into a company as supervisor.

You must have set up at least two users for this functionality to be active.

### To copy user defaults from one user to another:

7. Open **7-3-2 User List**.
8. Click the **Copy User Default** button.

9. The **Copy User Default** window opens.
10. Under **Copy From**, select a user.
11. Then do one of the following:
12. Under **Copy To**, select a user.
13. Under **Copy To**, select several users.
14. Click **OK**.

## About access rights regarding window and menu-level security

### Caution!

Without window and menu-level security set up, Sage 100 Contractor gives all access rights to the 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 a security group titled **General Ledger Clerk** has been assigned only the right to save and delete records. Each window under the general ledger—**1-1 Checks/Bank Charges**, **1-2 Deposits/Interest**, **1-3 Journal Transactions**, **1-4 Recurring Journal Transactions**, **1-5 Bank Reconciliation**, **1-6 Change Period/Close Year**, **1-7 Ledger Accounts**, **1-8 General Ledger Setup**, and **1-9 Company Departments**—is then set up with window and menu-level security. Only the **General Ledger Clerk** group has the ability to open those windows.

See three examples below:

- Example 1: When Gerald (in the **General Ledger Clerk** group) opens the **1-1 Checks/Bank Charges** window, the access rights only permit him to save and delete records.
- Example 2: A security group titled **Payroll Clerk** has been assigned the rights to save records, change posting periods, print checks, and void or delete records. Each window under payroll is set up with window and menu-level security. Only the **Payroll** security group has the ability to open those windows.
- Example 3: When Dianna (in both the **General Ledger Clerk** and **Payroll Clerk** groups) 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 supervisor.
- 2 Select the menu command, and then press F7.
- 3 Select the groups to which you want to provide access.
- 4 Click **OK**.

## 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 only allows access by users in the selected security groups and applies the access rights.

For menu commands that open a different menu item, Sage 100 Contractor only allows access 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**.

## Setting up window and menu-level security

### Caution!

Without window and menu-level security set up, Sage 100 Contractor gives all access rights to the user opening the window.

### To set up window and menu-level security:

- 1 Log on to the company as supervisor.
- 2 Select the menu command, and then press F7.
- 3 Select the groups to which you want to provide access.
- 4 Click **OK**.

## About access rights regarding job security

If you want certain users to only see the job-related information for the jobs they manage, you can assign them to job security in **7-3-2 User List**. If a user is subject to job security, that user can see job-related information only for their own jobs.



**NOTE:** You can only assign a user to job security in **7-3-2 User List** if you have Supervisor user rights.

### To assign a user to job security

- 1 Open **7-3-2 User List**.
- 2 Select the **Display Passwords** check box.
- 3 In the **User Name** cell, enter the user's name.
- 4 In the **Password** cell, enter a password.
- 5 In the **Subject to Job Security** cell, click once in the cell, and type Y if the user is subject to job level security access.
- 6 Repeat steps 3–5 for each user.
- 7 Click **File > Save**.
- 8 Open **3-5 Jobs (Accounts Receivable)**.
- 9 Use the data control to find the job.
- 10 In the Contacts and Personnel tab, click the **Edit list of users with security access to job** button next to the **Job Access List** text box, and select up to 5 users with security access to this job.

## Working with job security

Every time a user logs onto a company, Sage 100 Contractor determines if they are subject to job security.

Users subject to job security will not be able to access the following:

- Jobs not in the list of jobs the user has access to (either by directly typing into the data control box or by drilling down into a record). Users subject to job security are now required to enter a job on menus **4-2 Payable Invoices/Credits**, **4-6 Recurring Payables**, **6-6-1 Purchase Orders**, **8-7 Equipment Revenue**, **11-2 Work Orders/Invoices/Credits**, and **12-2 Inventory Allocation**.
- Loading or saving a template record on **3-5 Jobs**. The user will need to use the Copy and Paste functions in the Edit menu.
- The following menu items are blocked entirely if the user is subject to job security:
  - **1-6 Change Period/Close Year**
  - **5-2-3 Compute Payroll**
  - **5-2-4 Payroll Checks**
  - **5-2-6 Post Payroll to GL**

## Window and menu-level access rights definitions

If you are using window and menu-level security, you can assign 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 Checks	Lets the security group print checks.

## Exclusive Access

### About exclusive access

While users in a network environment can simultaneously work in the same company's data, some operations require access to a company be restricted to a single user.

For example, exclusive access is required when rebuilding indexes, copying a company to create a new one, or closing 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 closing the fiscal year.

### Setting exclusive access

#### To set exclusive access:

- 1 From the Sage 100 Contractor main window, on the **File** menu, click **Open Company**.
- 2 In the **Company List** window, select the company you want.
- 3 Type your user name and password in the appropriate text boxes.
- 4 Select the **Exclusive Access** check box.

5 Click **OK**.



**TIP:** If the company is already open, you can change the access by selecting **Change Username/Access** from the **File** menu. The **User Name and Password** will display and you can select the **Exclusive Access** check box.

## Clearing exclusive access

If the company is already open, you can change the access by selecting **Change Username/Access** from the **File** menu. The **User Name and Password** will display and you can clear the **Exclusive Access** check box.

### To clear exclusive access:

5. From the Sage 100 Contractor main window, on the **File** menu, click **Open Company**.
6. In the **Company List** window, select the company you want.
7. Type your user name and password in the appropriate text boxes.
8. Clear the **Exclusive Access** check box.
9. Click **OK**.

## 7-4 Rebuild Indexes

### Indexing the database

Caution!

Back up your data before rebuilding indexes for the database files. If a problem occurs, you can restore the original data.

As you add or delete information, the amount of space required on the disk drive for storage increases. The actual data, however, might not require as much storage space. You can remove the deleted data and rebuild the indexes for the database tables thereby reducing the size of the company file on the disk drive.

When you compact database tables, Sage 100 Contractor creates a new database file using the existing file. This process requires enough space on the hard disk for two versions of the company database. After rebuilding the indexes, Sage 100 Contractor deletes the old database tables.



**IMPORTANT:**

After installing or reinstalling Sage 100 Contractor, you must rebuild the indexes of existing companies.

It is important to prevent users from accessing data while rebuilding the index. That is why you must open the company with exclusive access when you index the database.

### To rebuild the indexes:

- 1 From the Sage 100 Contractor main window, on the **File** menu, click **Open Company**.
- 2 In the **User Name and Password** window, select the **Exclusive Access** check box, then log in with your user name and password.
- 3 From the Sage 100 Contractor main menu, select **7-4 Rebuild Indexes**.
- 4 Click the **Start** button.
- 5 Sage 100 Contractor rebuilds the indexes.

6 When the rebuilding is complete, click the **Close** button.



**NOTE:** If this is a brand new installation of Sage 100 Contractor, and you do not have a pre-existing company, you do not need to rebuild indexes.

## Secure database encryption of sensitive fields

Sage 100 Contractor now encrypts the following sensitive fields by default:

- Credit Card # on Payment Information tab in **3-6 Receivable Clients**
- Federal ID # in **4-4 Vendors (Accounts Payable)**
- Social Security # on General Information tab in **5-2-1 Employees**
- Account # on Compensation tab in **5-2-1 Employees**
- Federal Tax ID # in **7-2 Company Information**
- State Tax ID # in **7-2 Company Information**
- Card/Chk # on Invoice Details tab in **11-2 Work Orders/Invoices/Credits**

You can turn off encryption of sensitive fields on menu **7-4 Rebuild Indexes** in the Options menu by selecting Database Security Encryption and clicking **[Off]**. If you turn off encryption, further updates of Sage 100 Contractor will not turn encryption back on unless you manually change the setting.

## 7-5 Update Databases

### Update databases for multiple companies

Caution!

Back up your data before rebuilding indexes for each company that will be updated. If a problem occurs, you can restore the original data.

After installing a new version of Sage 100 Contractor, you must update the indexes of existing companies. You can update the databases for multiple companies without having to load each company using **7-5 Update Databases**.

This menu option is only available for the "supervisor" user. Only companies that are not in the current version of Sage 100 Contractor are displayed for selection. Once the "supervisor" user starts the update process, the program opens each company with exclusive access and when the update is finished for each company, exclusive access is relinquished.



**NOTE:** If exclusive access can't be acquired for a selected company, a warning message is displayed and that company is skipped for processing.

### To update the databases for multiple companies:

- 1 Log into your company with the "Supervisor" user name and password. Exclusive access is not required.
- 2 From the Sage 100 Contractor main menu, select **7-5 Update Databases**.
- 3 Select the companies to update.
  - a You can click **[Select All]** to select all the companies listed or individually choose companies.



**NOTE:** Only companies that require updating and are located on the drive specified when logging in are displayed in the list.

- 4 Click the **Start** button.
- 5 Sage 100 Contractor rebuilds the indexes.
- 6 When the updating is complete, the Updated companies is displayed listing each company that successfully updated. Click **[OK]** to close the Update Database window.
- 7 Click **[Close]** to close menu **7-5 Update Databases**.



**NOTE:** If the update process is cancelled, exclusive access is relinquished for the company currently updating and all remaining companies that have not yet finished. The process can be restarted at a later time for the remaining companies that have not been updated.

## 7-6 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 Change Period/Close Year** window, most database errors require help from Technical Support.

We recommend that you always run the repair option in the **1-6 Change Period/Close Year** 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:

- 1 Contact Technical Support.
- 2 Follow the instructions given to you by Technical Support.

## 7-7 Scheduled Reports Manager

### About 7-7 Scheduled Reports Manager

In **7-7 Scheduled Reports Manager**, you can view and delete events recorded when scheduled reports are executed.

We recommend that you regularly view the reports manager.



**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.

### For each report, the following information will display:

- ID
- Report: Displays the report number and report title.
- Schedule: Displays the current scheduled day and time.

You can do the following for each scheduled report:

- 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.



### NOTES:

- 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 **7-7 Scheduled Reports Manager** and delete reports that you no longer need.

### To delete a scheduled report:

- 1 Open **7-7 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.

## 7-8 Contact Manager

### About 7-8 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.

### Adding 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.
- 2 The word Add appears, indicating this contact record will be synced.
- 3 Repeat until you've selected all the contacts that you want to send to Outlook.
- 4 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:

- 1 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.
- 2 Any conflicts are presented to you on the conflict resolution window.



**IMPORTANT:** If presented the following message, "**Unable to continue: Sage 100 Contractor unable to connect to Outlook,**" then close Sage 100 Contractor and make sure you are not running Sage 100 Contractor with administrator privileges.

## Sorting contacts in 7-8 Contact Manager

You can sort the contact records using the following methods:

- Sorting by column
- Sorting by company

### Sorting by column

5. Click on column header to select entire column.
6. Right-click anywhere in column and select Sort by **Column Name** Column.

### Sorting by company

7. Click **Manage contacts from multiple companies**.
8. Select companies to view.
9. Companies are displayed (unless sorted by column) by contact type first, in the following order:

1. Client
2. Job
3. Vendor

## Manage contacts from multiple companies

Manage contacts from multiple companies by clicking **Manage contacts from multiple companies** and 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.

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 checkbox 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:

4. 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 checkbox when correcting contact record conflicts, the conflict may be presented again the next time you synchronize records with Outlook.

## 7-9 Alerts Manager

### About 7-9 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 7-9 Alerts Manager

You can create custom alerts.

### To create a custom alert:

- 1 Open **7-9 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 by either navigating to the menu where the records can be found or select **List Tables by Name** to view an alphabetical list of all tables, then click **[Next]**.
- 5 Double-click on fields in the Fields list on the right to include in the alert notification.
- 6 Sort, reorder, and delete columns as necessary in the bottom left panel and 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:
  - a My Dashboard
  - b Other Dashboard
  - c Email
- 11 In the Alert Schedule section, choose one of the following options:
  - a Daily
  - b Weekly (select a day of the week from drop-down menu)
  - c Monthly (enter a day of the month)
- 12 (Optional) If you selected the Email option for your alert notification, do the following:
  - 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 7-9 Alerts Manager

You can import alert queries into Sage 100 Contractor.

### To import an alert query:

- 1 Open **7-9 Alerts Manager**.
- 2 Click **[Import]**.
- 3 Select the alert query name and click **[Import]**.

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 **7-9 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 **7-9 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 **7-9 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 **7-9 Alerts Manager**.
- 2 Select alert query to snooze.
- 3 Click [**Snooze**] and select the days for snoozing.

## Data Backup

### About backing up data

Backing up your accounting data is critical to ensuring its safety and integrity. Having backups of your data can solve many problems and can also help Customer Support to isolate and identify errors. While you can replace program files or computer hardware, you will not be able to replace accounting data without a backup.

Caution!

When backing up your data, be sure to make a full backup and not an incremental or differential backup. An incremental or differential backup only records alterations to the data since the last backup.

There are many causes for data file corruption, ranging from faulty hardware to power fluctuations. If you do not have a backup routine established before losing data, you will have to re-enter all your accounting data. With a recent backup, however, you can restore your data.

Problems with your data are not always immediately apparent, and data entry can continue for some time without discovering any errors. In a strong backup routine, you create a series of backups over time that would allow you to restore a backup made prior to the introduction of the errors.

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

### To see the number of files and folder in a company folder:

- 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 has to be exactly the same in both the company and the backup copy.



**IMPORTANT:** Sage 100 Contractor software itself does not provide a means to back up your data because the backup process is dependent on your hardware and operating system. You need to set up a backup procedure using a tape drive, DVD, or third-party backup software before entering data in Sage 100 Contractor.

## Which files to back up in Sage 100 Contractor

When you back up your company data, we recommend that you back up your company financial data as well as all your custom reports and forms. If you are running multiple Sage 100 Contractor companies, back all of them up.

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

### To see the number of files and folder in a company folder:

#### 1 Properties.

- 2 On the **Properties** window, the **General** tab, look in the list for the **Contains** line for the number of files and folders.

Write this number down so that you can refer to it after you have made the two copies. The number of files and folders have to be exactly the same in both the company and the backup copy.

Caution!

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

We strongly recommend that you back up:

- Each company folder that contains financial data (MB7\your company\)
- The **Custom Reports** folder (MB7\Custom Reports)
- The **Report Forms** folder (MB7\Report Forms)
- The **System Reports** folder (MB7\System Reports)

Caution!

When backing up your data, be sure to make a full backup and not an incremental or differential backup. An incremental or differential backup only records alterations to the data since the last backup.

## An example of one backup method

There are various methods for backing up your data. Depending on the amount of data entry you routinely perform, you might consider making full daily backups. It is also a good idea to regularly take one backup off the business premises or store them in a fireproof safe. If a burglary or fire occurs, a copy of your data is safe from harm.

One reliable procedure, requiring a tape drive and multiple sets of tapes, requires you to make daily and monthly backups.

### The daily backup process:

For the daily backup process, you need 10 tapes.

- 1 Label five of the tapes as Week A, with a tape designated for each weekday.
- 2 Label the other five tapes as Week B, with a tape designated for each weekday.

3 Start with the set of tapes labeled Week A.

Monday night when you make the backup use the tape labeled Monday, on Tuesday use the tape labeled Tuesday, and so forth.

4 At the start of the next week, use the set of tapes labeled Week B to make your backups.

At the end of two weeks, you will have a data backup for each day.

5 At the start of the third week, use the set of tapes labeled Week A again.

Over the course of a year, you will cycle through the two sets of tapes. Be sure to store the most recent Friday backup off site.

### The monthly backup process:

For the monthly backups, you need a separate set of three tapes labeled Month A, Month B, and Month C respectively.

1 Like the weekly backups, use each tape to back up the data for a different month, cycling through each of the tapes over the course of the year.

2 After making a monthly backup, write the month and year on the label to help you track which tape to use next.

3 Be sure to remove the most recent monthly backup off site.

Caution!

When backing up your data, be sure to make a full backup and not an incremental or differential backup. An incremental or differential backup only records alterations to the data since the last backup.

### Backing up your data to a CD or DVD

This topic suggests a generic way to back up your data to a CD or DVD.

Caution!

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

Important:

Backing up to a CD or DVD successfully depends on your computer system, including hardware and software. To back up to a CD or DVD, you must have access to a CD or DVD (Read/Write capability), and the appropriate CD or DVD media.

When backing up data as part of the year-end close process, it is important to count the number of files and folders in your company. To see the number of files and folder in a company folder, in Windows Explorer, right-click the company folder and select **Properties**. On the **Properties** window, the **General** tab, look in the list for the **Contains** line for the number of files and folders. Write this number down so that you can refer to it after you have made the two copies. The number of files and folders have to be exactly the same in both the company and the backup copy.

Important:

If the number of files and folders in the original version do not match the numbers in the copy, you must repeat the process. It is imperative that the copy is an exact duplicate of the original company.

### To back up your data to a CD or DVD:

1 Place the CD or DVD media in the CD or DVD.

2 On your Windows desktop, right-click **Start** and select **Explore**.

- 3 In Windows Explorer, locate the \MB7\ folder again, right-click the **Custom Reports** folder and from the menu select **Copy**.
- 4 Locate the CD or DVD drive, and click it.
- 5 Then in the right-pane, right-click and select **Paste**.
- 6 In Windows Explorer, locate the \MB7\ folder again, right-click the **Report Forms** folder and from the menu select **Copy**.
- 7 Locate the CD or DVD drive, and click it.
- 8 Then in the right-pane, right-click and select **Paste**.
- 9 In Windows Explorer, locate the \MB7\ folder again, right-click the **System Reports** folder and from the menu select **Copy**.
- 10 Locate the CD or DVD drive, and click it.
- 11 Then in the right-pane, right-click and select **Paste**.
- 12 In Windows Explorer, locate the \MB7 folder.
- 13 Right-click a company folder that contains current financial data, and from the menu, select **Copy**.
- 14 Locate the CD or DVD drive, and click it.
- 15 Then in the right-pane, right-click and select **Paste**.
- 16 Repeat 12 through 15 for every active company with current financial data.
- 17 Depending on your hardware and software, the folder will be copied to the CD or DVD media. For further information or support, contact your CD or DVD manufacturer.

## Data Maintenance

### Performing general Sage 100 Contractor maintenance

Performing regular maintenance is critical to maintaining data integrity. It is highly recommended that you perform regular maintenance on your system to avoid the possibility of system failure or data loss. For a much more detailed list of tasks that can help you maintain your Sage 100 Contractor system, see, "[Timetable of Office Procedures](#)."

#### To perform general Sage 100 Contractor maintenance:

5. Back up all your Sage 100 Contractor companies and data.
6. Perform a general ledger repair and audit using **1-6 Change Period/Close Year**.
7. If there is an error, find and repair it, and run **1-6 Change Period/Close Year** again.
8. If there is still an error, call Customer Support.
9. After all errors have been repaired, rebuild indexes with **7-4 Rebuild Indexes**.

## 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 checks.

### 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**.  
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:

4. Click the **Start** button, point to **Settings**, then click **Printers**.
5. Double-click the **Add Printer** icon.
6. Follow the directions in the **Add Printer Wizard**. Be sure to do the following:
7. Under **Manufacturers**, select **Generic**.
8. Under **Printers**, select **Generic/Text Only**.
9. Then under **Available Ports**, select **File**.

## Printing to file using the Generic-Text Only driver

### To print to file using the Generic/Text only driver:

4. On the menu bar, click **Print Records**.
5. In the **Report Type** list, click the report that you want to print.
6. In the **Printers** list, click **Generic/Text Only**.
7. In the **Form Design** list, click the form design that you want.
8. On the **Selection Criteria** tab, enter the criteria that you want to use for selecting data.
9. To preview the document, click the **Preview** button.
10. On the menu bar, click **Print Records**.
11. 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:** Please 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:

5. Open the **Report Printing** window.
6. In the **Report Type** list, click the report to which you want to assign a printer.
7. In the **Printers** list, click the printer you want as the default.
8. On the **Default** menu, click **Save Defaults**.



**NOTE:** For further information about printer drivers, please 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 Contractor determine 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 checks 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

### Appendix B - List of equipment management reports

[Link to a list of equipment management 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.

 **IMPORTANT:** Sage 100 Contractor does not create equipment cost or revenue records from time and materials invoices.

## About equipment cost distribution

This functionality is only available if you have the [Equipment Module](#).

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

This functionality is only available if you have the [Equipment Module](#).

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 In the **Equipment** text box, enter the equipment number.
- 3 In the **Description** text box, enter a brief statement about the equipment cost.
- 4 In the **Cost Code** text box, enter the cost code.
- 5 In the **Cost Type** text box, enter the cost type.
- 6 In the **Cost** text box, enter the cost of the item.
- 7 Repeat steps 2–6 for each item that you want to create a cost record.
- 8 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 Contractor does 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

This functionality is only available if you have the [Equipment Module](#).

### 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 enter an equipment record:

- 1 Open **8-3 Equipment**.
- 2 In the data control text box, enter the equipment number.
- 3 In the **Short Name** text box, enter the short name of the equipment.
- 4 In the **Description** text box, enter the description of the equipment.
- 5 On the **Equipment Information** tab, do the following:
  - 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 **Interest Acct** text box, enter the ledger account number for equipment loan interest.
  - e In the **Deprec Acct** text box, enter the ledger account number for equipment depreciation.
  - f In the **Department** text box, enter the department number.
  - g In the **Status** list, click the status of the equipment.

- h** In the **Equip. Type** list, click the type of equipment.
  - i** In the **Last Location** text box, enter the location where the equipment was last used.
  - j** In the **Purchased** text box, enter the date when you purchased the equipment.
  - k** In the **Original Hours** text box, enter the number of hours of use when you purchased the equipment.
  - l** In the **Original Miles** text box, enter the number of miles of use when you purchased the equipment.
  - m** In the **Hours** text box, enter the current hours of equipment use.
  - n** In the **Miles** text box, enter the current miles of use.
  - o** In the **Loan Type** list, click the type of loan you have for the equipment.
  - p** In the **Lender** text box, enter the vendor number of the lender.
  - q** In the **Loan#** text box, enter the loan number.
  - r** In the **Interest Rate** text box, enter the loan's interest rate.
  - s** In the **Payment** text box, enter the monthly payment amount for the loan.
  - t** In the **Pay Date** text box, enter the next due date for payment.
  - u** In the **Depreciation** text box, enter the flat amount to depreciate.
- 6** Calculate the cost recovery rate.
  - 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
4	Platform lift

### To set up equipment types:

- 1** Open **8-3 Equipment**.
- 2** Next to the **Equip. Type** text box, click the detail button.
- 3** In the **Equipment Type#** text box, enter the number.
- 4** In the **Type Name** text box, enter a description of the type.
- 5** Repeat steps 3–4 for each type.
- 6** 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

This functionality is only available if you have the [Equipment Module](#).

In **8-3 Equipment** on the **Cost Recovery/Rental Rates** tab, under **Cost of Operation**, enter the costs to operate the equipment per unit of use. Include the labor costs for the fueling and maintenance work, but do not include the labor costs for equipment operation. The labor 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** text box.

### About equipment cost recovery

This functionality is only available if you have the [Equipment Module](#).

You can remove the guesswork associated with recovering equipment costs. On the **Cost Recovery/Rental Rates** tab of **8-3 Equipment**, you can provide the cost to own and operate the equipment for a resource consumption period as well as the estimated use for the resource consumption period. You can then compute an estimated per-unit rate to recover 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.

To determine the cost recovery rate, project the use and costs that you can expect based on records from previous years. Do not include the cost of labor 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.

### About rental units

This functionality is only available if you have the [Equipment Module](#).

Some contractors rent out their equipment to other contractors. You can charge the client a flat fee using billing rate while tracking job costs using the cost recovery rate. Sage 100 Contractor uses the billing rates from the **Cost Recovery/Rental 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.

Billing Unit	Description
4-Months	Creates a charge using the monthly rate.
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 <b>Operated Rental</b> , <b>Standby Rental</b> , or <b>Idle Rental</b> cells.
7-Not Billable	The cost does not appear on time and materials invoices. Do not make an entry to the <b>Operated Rental</b> , <b>Standby Rental</b> , or <b>Idle Rental</b> cells.

## Entering costs to determine recovery rates

### 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/Rental Rates** tab.
  - 4 Under **Resource Consumption**, do the following:
    - 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**, do the following:
    - 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**, do the following:
    - a In the **Insurance** box, enter the amount you pay for insurance during the resource consumption period.
    - b In the **Tax/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.
-  **TIP:** 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 could 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**, do the following:
  - 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.
  - h In the **Mobilization Rental Rate** box, enter the flat rate to charge for equipment mobilization.
- 8 On the menu bar, click **Calculate**.
- 9 Enter the cost recovery and rental rates.

## Entering cost recovery and rental rates

Cost recovery is the cost of owning and operating a piece of equipment on a per-unit basis and changing that cost to on-going projects. As equipment is changed to projects, you are recovering its costs.

### To enter cost recovery and rental rates:

- 1 Open **8-3 Equipment**.
- 2 Using the data control, select the equipment.
- 3 Click the **Cost Recovery/Rental Rates** tab.
- 4 Under **Cost Recovery**, enter the rates at which you recover costs. These rates can differ from the rates displayed under **Actual Cost**.
- 5 Under **Hourly/Mileage Rental Rate**, enter the hourly or per mile billing rates.
- 6 Under **Daily Rental**, enter the billing rates per day.
- 7 Under **Weekly Rental**, enter the billing rates per week.
- 8 Under **Monthly Rental**, enter the billing rates per month.
- 9 On the **File** menu, click **Save**.

## About estimated use

In **8-3 Equipment** on the **Cost Recovery/Rental Rates** tab, under **Estimated Use**, select the unit of measurement, and 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

This functionality is only available if you have the [Equipment Module](#).

In **8-3 Equipment** on the **Cost Recovery/Rental Rates** 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 **8-3 Equipment** on the **Cost Recovery/Rental Rates** 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; use an average cost if the data is available.
- In the **Cost of Capital** box, you can enter the cost of having the money invested in equipment. By investing the money in equipment, you lose the ability to earn additional money 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.

If you own a backhoe, for example, you might have an average equity of \$25,000 for the year. If you had placed that money in a safe investment with a 10% return, your cost of capital would be \$2500 ( $25,000 \times 10\%$ ).

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, do the following:
  - 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.
- 7 If you base the performance of maintenance on a cycle of units, do the following:
    - 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.
  - 8 In the **Employee** text box, enter the employee number who performed the maintenance.
  - 9 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:
  - a In the **Calculation Method** list, click **8-Per Hour** (all hours).
  - b In the **Default Rate** cell, enter the cost recovery rate.
  - c In the **Credit Account** cell, enter the **Overhead** ledger account number to which tool purchases are posted.
- 3 Update the calculation to all employees:
  - a 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 paychecks.



**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 **Date** cell, enter the date of equipment use.
- 3 In the **Description** cell, enter a brief statement about the work.
- 4 In the **Job** cell, enter the job number.
- 5 In the **Phase** cell, enter the phase number.
- 6 In the **Cost Code** cell, enter the cost code number.
- 7 In the **Operated Equipment** cell, enter the equipment number.
- 8 In the **Operated** cell, enter the number of units that the equipment was operated.
- 9 In the **Standby** cell, enter the number of units that the equipment was on standby.
- 10 In the **Idle** cell, enter the number of units that the equipment was idle.
- 11 In the **Rental Unit** cell, enter the number for the type of unit by which you bill the equipment.
- 12 In the **Operated Rental** cell, enter the number of units for which you are billing.
- 13 In the **Standby Rental** cell, enter the number of units for which you are billing.
- 14 In the **Idle Rental** cell, enter the number of units for which you are billing.
- 15 Repeat steps 2–14 for each piece of equipment for which you want to create a cost record.
- 16 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 **Date** cell, enter the date of equipment use.
- 3 In the **Description** cell, enter a brief statement about the work.
- 4 In the **Equipment Repaired** cell, enter the equipment number for the repaired equipment.
- 5 In the **Cost Code** cell, enter the cost code number.
- 6 In the **Operated Equipment** cell, enter the equipment number used to make repairs.
- 7 In the **Operated** cell, enter the number of units that the equipment was operated to make repairs.
- 8 Repeat steps 2–7 for each piece of equipment for which you want to create a cost record.

9 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 **Date** cell, enter the date of equipment use.
- 3 In the **Description** cell, enter a brief statement about the work.
- 4 In the **Job** cell, enter the job number.
- 5 In the **Phase** cell, enter the phase number.
- 6 In the **Cost Code** cell, enter the cost code number.
- 7 In the **Operated Equipment** cell, enter the equipment number.
- 8 In the **Operated** cell, enter the number of units that the equipment was operated.
- 9 In the **Standby** cell, enter the number of units that the equipment was on standby.
- 10 In the **Idle** cell, enter the number of units that the equipment was idle.
- 11 Repeat steps 2–10 for each piece of equipment for which you want to create a cost record.
- 12 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 checks 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 check 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 check for an equipment payment, Sage 100 Contractor decreases the loan balance by the check 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 Checks**.



**NOTE:** When you print an equipment check, Sage 100 Contractor decreases the loan balance by the check 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**.

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**.



# Chapter 9: Estimating

## Working with estimating, assemblies, and parts

Full functionality is only available if you have purchased the [Estimating Add-On 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, labor, equipment, and subcontract details with scheduling, project management, and accounting functions.

## What is assembly estimating?

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 labor 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 labor costs. As you build the assemblies, include the appropriate labor parts. In some instances, you might need to add several different part records for labor to account for the different types of work required. An assembly for installing a sink, for example, might include labor 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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**.
- 3 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.
- 4 Under **Cost Codes**, select **CSI** or **Home Builder** as your base cost code list. You can modify this later if necessary.
- 5 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

### Appendix B - List of estimating reports

[Link to a list of all the estimating and takeoff reports.](#)

## 9-2 Parts

### About 9-2 Parts

The Inventory functionality is only available if you have the [Inventory Add-On Module](#).

The Service Receivables functionality is only available if you have purchased the [Service Receivables Add-On Module](#).

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 labor 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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

This 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](#).

Consider the following points before entering parts:



### NOTES:

- 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 labor 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, do the following:

- 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 In the **Task** text box, enter the task number for scheduling and critical path management.
- e In the **Manufacturer** text box, enter the manufacturer's name.
- f In the **Manuf. Part#** text box (manufacturer's part number), enter the part number assigned by the manufacturer.
- g 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 **Labor** tab, do the following:
  - a In the **Labor Part#** text box, enter the associated labor 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

The complete parts and assembly functionality is only available if you have purchased the [Estimating Add-On Module](#).

The Inventory functionality is only available if you have the [Inventory Add-On Module](#).

The Service Receivables functionality is only available if you have purchased the [Service Receivables Add-On Module](#).

### 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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 left pane, above the **Labor Part** area, locate the **Spec File** box.
- 3 Click the drop-down arrow.
- 4 The **Assign File** window opens.
- 5 Click the drop-down arrow by the **Look in** text box, and select the specification file.
- 6 Click **Open**.
- 7 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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

Assembly functionality is only available if you have purchased the [Estimating Add-On Module](#) or the [Service Receivables Add-On Module](#).

You can create part records for subcontractors, equipment, labor, 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.
- **Labor:** 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 labor

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

You can increase the accuracy of takeoffs and service invoices by creating part records for labor costs.

#### To set up part records for labor:

- 1 For each employee position, create a part record.
- 2 Assign the record cost type **2-Labor**.
- 3 Use the hourly gross wage plus burden as the last cost.

The burden includes but is not limited to:

- state taxes

- local 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 labor part records to assemblies.

For example, an assembly for installing a sink might include labor 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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

This functionality is only available if you have the [Inventory Add-On Module](#).

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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

This functionality is only available if you have the [Inventory Add-On Module](#).

#### 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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

This functionality is only available if you have the [Inventory Add-On Module](#).

Column	Description
Quantity On Hand	Displays the total quantity of stock in the location.

Column	Description
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 <b>Beginning Quantity</b> 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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

This functionality is only available if you have the [Inventory Add-On Module](#).

### 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.
- 5 The **Report Writer** window opens.
- 6 Select the **tkfprt.recnum** field, then click **Edit the font for the text area**.
- 7 Select one of the barcode fonts, for example, **BC C39 3 to 1 HD Wide**, then click **OK**.
- 8 Save the report, then close the **Report Printing** window.
- 9 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 In the **Preference#** text box, enter the vendor preference number.
- 4 In the **Vendor** text box, click the drop-down arrow to open a **Lookup** window, and select a vendor.
- 5 In the **Order#** text box, enter the material part number for the vendor.
- 6 In the **Disc. Rate** text box, enter the vendor's discount rate for the part.
- 7 In the **Price** text box, enter the part cost from that vendor.
- 8 Click in the **Last Update** text box to automatically insert the date that the part was last updated.
- 9 Repeat steps 4–5 for each vendor.
- 10 In the **File** menu, click **Save**.
- 11 Repeat steps 2–10 for each part.



**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 labor, 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 labor 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.

### 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

labor, 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 labor. Because an assembly contains the parts for an entire unit of work, include the labor parts for the different types of work performed. An assembly for installing a sink, for example, might include labor 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 labor 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 labor 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 labor 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 labor 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 labor parts to an assembly or to a part in the assembly, allowing you to control how Sage 100 Contractor computes the quantity of labor.

## Entering assemblies

Consider the following points before entering assemblies:

- 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.
- 8 On the menu bar, click **Calculate**.
- 9 Review the assembly.
- 10 On the **File** menu, click **Save**.

## Entering markups for assemblies

Note that 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.
- 3 Click the **Markups** tab.
- 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 Labor Rates** check box to assign the labor rates indicated under **Hourly Labor Rates** to all assemblies using flat rate billing.
  - c Select the **Apply Markups** check box to assign the markup rates indicated under **Markups** to all assemblies using flat rate billing.
- 6 Under **Hourly Labor Rates**, do the following:
  - a In the **Travel** box, enter the hourly labor rate for travel time.
  - b In the **Technician** box, enter the hourly labor rate for a technician.
  - c In the **Assistant** box, enter the hourly labor rate for an assistant.
- 7 Under **Markups**, do the following:
  - a In the **Material** box, enter the markup rate for materials.
  - b In the **Labor** box, enter the markup rate for labor.
  - 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 labor.
  - h In the **Assistant** box, enter the markup rate for the assistant's labor.
  - 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 **Apply**.

## Entering flat rate details

Companies that perform service work often bill customers using a flat rate based on materials, labor, and travel costs. Sage 100 Contractor computes both standard and contract rates for primary and add-on tasks.

Consider the following points before entering flat rate details:

- 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 labor, 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 labor 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 labor 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 labor 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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

Assembly functionality is only available if you have purchased the [Estimating Add-On Module](#) or [Service Receivables Add-On Module](#).

Consider the following points before creating a class structure:

- 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:
  - a Click the **Part Classes** tab.
  - b 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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

Assembly functionality is only available if you have purchased the [Estimating Add-On Module](#) or [Service Receivables Add-On Module](#).

**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:
  - a On the **Edit** menu, click **Fully Expand**.
  - b 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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

Assembly functionality is only available if you have purchased the [Estimating Add-On Module](#) or [Service Receivables Add-On Module](#).

**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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

Assembly functionality is only available if you have purchased the [Estimating Add-On Module](#) or [Service Receivables Add-On Module](#).

**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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

Assembly functionality is only available if you have purchased the [Estimating Add-On Module](#) or [Service Receivables Add-On Module](#).

**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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

Assembly functionality is only available if you have purchased the [Estimating Add-On Module](#) or [Service Receivables Add-On Module](#).

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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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.

Export notes can be created in 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. These notes can be created for each line item in your takeoff and can communicate important job information to vendors, subcontractors, suppliers, and clients.

## About the tabs in 9-5 Takeoffs

There are five tabs in the **9-5 Takeoffs** window:

- **Project Values**
- **Takeoff Details**
- **Takeoff Details - Recaps**
- **Insurance/Tax/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 it 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.

### Takeoff Details - 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/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.

**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.

The insurance, sales tax, and bonding amounts are not reflected in the takeoff totals, grid, or any recaps.

These amounts are displayed individually on the **Bid Summary** tab.

## Viewing takeoff recaps

On the **Takeoff Details - 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	Sage 100 Contractor breaks down the financial data for each task by cost, extended price, combined overhead and profit, and gross margin.
Vendor	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	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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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**.

This opens the **Takeoff Launch** window.

#### 2 Using **Takeoff Launch**, 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:

- a** To import an existing takeoff file, on the **Import** menu, click **Takeoff File**.
- b** In the **Bid Item** list, select the bid item you want to work on.
- c** 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, do the following:

- 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**.

When you receive a quote for materials, you can update part prices in a takeoff by the vendor.

## Setting automatic reminders to save takeoffs

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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** Click **OK**.

## Deleting takeoffs

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

### To delete a takeoff:

- 1** Open a takeoff in **9-5 Takeoffs**.
- 2** On the **Edit** menu, click **Delete Takeoff**.

## Locking takeoff rows

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 Click **Last Edited Date**, **Job Number**, or **Job Name** to select how the list is sorted.

Your selection will be saved as the default sort order.

## Pricing and Quantities

### Selecting the part pricing for takeoffs

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

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:

- 1 On the **Update** menu, point to **Takeoff** and click **Minimum Quantities by Takeoff**.

## Using minimum part quantities in phases

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:

- 1 On the **Update** menu, point to **Takeoff** and click **Minimum Quantities by Phase**.

## Updating Parts Information

### Updating part information in a takeoff or grid

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 Do one of the following:
  - a On the **Update** menu, point to **Grid**, and click **Grid Parts**.
  - b On the **Update** menu, point to **Takeoff**, and click **Takeoff Parts**.
- 3 Under **Search Fields**, do the following:
  - 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**, do the following:
  - 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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:
  - a On the **Update** menu, point to **Grid**, point to **Prices from Parts Database**, and click **Use Default Cost**.
  - b On the **Update** menu, point to **Takeoff**, point to **Prices from Parts Database**, and click **Use Default Cost**.

## Updating part costs by average cost

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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:

- 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:
  - a On the **Update** menu, point to **Grid**, point to **Prices from Parts Database**, and click **Average (Inventory) Cost**.
  - b 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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:

- 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:
  - a On the **Update** menu, point to **Grid**, point to **Prices from Parts Database**, and click **Use Preferred Vendor and Cost**.
  - b 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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:

- 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:
  - a On the **Update** menu, point to **Grid**, point to **Prices from Parts Database**, and click **Use Lowest Cost Vendor**.
  - b On the **Update** menu, point to **Takeoff**, point to **Prices from Parts Database**, and click **Use Lowest Cost Vendor**.

## Updating vendor prices in takeoffs

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

### To update vendor prices in a takeoff:

- 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:
  - a On the **Update** menu, point to **Grid** and click **Prices from Vendor (manual)**.
  - b On the **Update** menu, point to **Takeoff** and click **Prices from Vendor (manual)**.
- 4 The **Vendor Price Update** window appears.
- 5 In the **Vendor** drop-down list, select the vendor that you want to update.
- 6 Do one of the following:
  - a In the **Price** column, enter the per part price for each part that you want to update.
  - b In the **Extended** column, enter the total price for each part that you want to update.
- 7 Click **Update**.



**NOTE:** Parts for the selected vendor display in part number order.

## Updating part costs using the takeoff vendor

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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:

- 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.
  - c In the **Update** menu, point to **Grid**, then point to **Prices from Parts Database**, then click **Based on Takeoff Vendors**.
- 3 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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, 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:
  - a On the **Update** menu, point to **Grid**, then point to **Prices from Parts Database**, then click **Use Part Billing Amount**.
  - b 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

#### 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.
- 6 On the menu bar, click **Calculate**.
  - 7 On the **File** menu, click **Save**.

## Overhead and Profits

### About overhead and profit rates

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

Note that 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

#### To enter overhead and profit rates for cost types:

- 1 Open a takeoff in **9-5 Takeoffs**.
- 2 Do one of the following:
  - a On the **Update** menu, point to **Grid** and click **Overhead/Profit by Cost Type**.
  - b 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

In the **9-5 Takeoffs** window, you can use the **Insurance/Tax/Bonding** tab to specify what percentage of the project (contract, labor 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.

Caution!

Are liability costs for payroll built into the labor 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:

- a** In the **Subject** text box for payroll, enter the percentage of the payroll that is subject to liability insurance.
- b** 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-Labor**.
- c** In the **Subject** text box for subcontracts, enter the percentage of the subcontracts that is subject to liability insurance.
- d** 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-Labor**.
- e** In the **Subject** text box for the bid, enter the percentage of the contract that is subject to liability insurance.
- f** 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.
- g** In the **Cost Code** text box, enter the cost code number to which you want to assign the liability costs.
- h** In the **Cost Type** list, click the cost type to which you want to assign the liability costs.
- i** In the **Bid Item** list, click the bid item to which you want to assign the liability costs.
- j** In the **Phase** list, click the phase to which you want to assign the liability costs.

### Including tax costs in 9-5 Takeoffs

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

In the **9-5 Takeoffs** window, you can use the **Insurance/Tax/Bonding** tab when you need to include a charge in the final bid amount where the charge is based on the sales price while also being a component of the sales price. When you supply the percentage of the contract subject to taxation and the tax rate, Sage 100 Contractor computes the taxes and automatically adds them to the bid total.

Suppose your state charges a 10% use tax. On a \$100,000 contract, the tax is \$10,000. Because the use tax is part of the bid amount and not an addition to the bid amount, you need to also charge an additional 10% on the \$10,000 tax resulting in a tax of \$11,111.11. So the total bid amount becomes \$111,111.11.

Caution!

Do not use the **Insurance/Tax/Bonding** tab if your state requires you to add a tax on top of the contract price. Refer to your state tax code for more information.

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 tax costs in the final bid amount:

- 1 In **9-5 Takeoffs**, click the **Insurance/Tax/Bonding** tab.
- 2 Under **Use Tax**, do the following:
  - a In the **Subject** text box, enter the percentage of the contract that is subject to tax.
  - b In the **Rate** text box, enter the percentage rate at which you calculate the tax. Using this rate, Sage 100 Contractor computes the total tax for the takeoff.
  - c In the **Cost Code** text box, enter the cost code number to which you want to assign the tax.
  - d In the **Cost Type** list, click the cost type to which you want to assign the tax.
  - e In the **Bid Item** list, click the bid item to which you want to assign the tax.
  - f In the **Phase** list, click the phase to which you want to assign the tax.

## 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)
	<b>Bid Amount</b>		<b>\$70,000.00</b>

 **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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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:

8. Open **9-5 Takeoffs**.
9. Using **Takeoff Launch**, launch the takeoff that you want to adjust.
10. Click the **Bid Summary** tab.
11. At the end of the **Overridden Bid Totals** line in the text box, enter a value.
12. When you have entered a value, Sage 100 Contractor automatically selects the **Lock Bid Amount** check box.

## Formulas and Variables

### About formulas

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 Labor Units (TLU)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

The formula  $Q = TLU$  is used to accumulate the total labor 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 Labor Units (TLU) totals the labor units by looking at each line of the takeoff. On each line, Sage 100 Contractor finds parts with **Cost Type = 2-Labor** (based on the **Part#** column) and multiplies the **Labor 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 labor part number in addition to labor units, then that particular line of the takeoff does not affect the TLU. When the part was initially added to the takeoff, the labor part was included so the total labor for that part will be accounted for in the takeoff.

## Entering project values

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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.

Consider these points before entering project values:

- 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).



**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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 labor units.

Variable	What it is for
Q	When solving an equation for a quantity, Sage 100 Contractor enters the result in the <b>Quantity</b> cell.
P	When solving an equation for a price, Sage 100 Contractor enters the result in the <b>Cost</b> cell.
TLU	To solve an equation obtaining totals for labor units.

## About solving formulas

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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.

 **IMPORTANT:** Sage 100 Contractor uses the value that you assign to a variable until you declare a new value.

 **IMPORTANT:** 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 labor 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 labor 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 Labor Units (TLU) totals the labor units by looking at each line of the takeoff. On each line, Sage 100 Contractor finds parts with **Cost Type = 2-Labor** (based on the **Part#** column) and multiplies the **Labor 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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
*	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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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	$Q = \text{"quantity formula"} * WCF$	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	$Q = \text{"quantity formula"} * WCR$	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	$Q = \text{"quantity formula"} * WCR$	WCR (Waste Concrete): Declare the value equal to 1.2 to allow for spillage.

## Security

### Hiding bid total amounts in 9-5 Takeoffs

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 supervisor can set up the security on the **9-5 Takeoffs** window to hide or reveal bid total amounts.

 **IMPORTANT:** The supervisor user 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.

 **IMPORTANT:** 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 and do the following:
- 2 In the grid, select the **O/H Rate** column, press F7, and set the security.
- 3 Select the **Overhead** column and press F7.
- 4 Select the **Profit Rate** column and press F7.
- 5 Select the **Profit** column and press F7.
- 6 Select the **Ext Price** column and press F7.
- 7 Click the **Insurance/Tax/Bonding** tab and do the following:
  - a Under **Liability Insurance**, in the **Bid** line, place your cursor in the **Amount** cell, press F7, and set the security.
  - b Under **Use Tax**, in the **Bid** line, place your cursor in the **Amount** cell, press F7, and set the security.
  - c Under **Bonding**, in the **Limit 1** line, place your cursor in the **Amount** cell and press F7.
  - d Under **Bonding**, in the **Limit 2** line, place your cursor in the **Amount** cell and press F7.
  - e Under **Bonding**, in the **Limit 3** line, place your cursor in the **Amount** cell and press F7.
- 8 Click the **Bid Summary** tab and do the following:
  - a Place your cursor in the **Gross Margin Override** text box, press F7, and set the security.
  - b Place your cursor in the **Bid Amount** text box and press F7.
  - c Place your cursor in the **Markup %** text box and press F7.
- 9 On the menu bar, point to **Update**, then **Grid** (or **Takeoff**), then **Overhead/Profit by Cost Type**.
- 10 In the **Overhead/Profit by Cost Type** window, click in each cell in the **Overhead %** and **Profit %** columns, press F7, and set the security.
- 11 Close the **Overhead/Profit by Cost Type** window. Do not update.
- 12 In the **Bid Items** window grid, do the following:
  - 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 supervisor can set up the security in the **9-5 Takeoffs** window to hide or reveal cost total amounts.

 **IMPORTANT:** The supervisor user 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.

 **IMPORTANT:** 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 do the following:
  - a In the grid, select the **Ext Cost** column, press F7, and set the security.
  - b Select the **Cost** column and press F7.
  - c Select the **Formula** column and press F7.
  - d Select the **Sales Tax** column and press F7.
  - e Select the **O/H Rate** column and press F7.
  - f Select the **Overhead** column and press F7.
  - g Select the **Profit Rate** column and press F7.
  - h Select the **Profit** column and press F7.
- 2 Click the **Insurance/Tax/Bonding** tab and do the following:
  - a Under **Liability Insurance**, click in the **Subcontract Amount** cell, press F7, and set the security.
  - b Under **Liability Insurance**, click in the **Payroll Amount** cell, press F7, and set the security.
- 3 Click the **Bid Summary** tab, click in the **Gross Margin Override** cell, press F7, and set the security.
- 4 On the menu bar, point to **Update**, then **Grid** (or **Takeoff**), then **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, do the following:
  - 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 the labor parts

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

You can hide labor parts that have been attached to material parts.

## To hide the labor parts:

- 1 Open **9-5 Takeoffs**.
- 2 On the **Options** menu, click **Hide Labor Parts**.

## Takeoff Details Tab Grid Views and View Menus

### About the Takeoff Details tab grid menus

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 **Views** drop-down menu located on the window tabs to the right of the **Bid Items** and **Phases** 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.

 **NOTE:** The **Takeoff Details** tab grid provides more menu options and therefore more functionality than the grids on other windows and tabs and is unique among Sage 100 Contractor grids.

 **NOTE:** 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.

 **NOTE:** To create permanent grid views, see the topic [Right-click grid cell menu \(Takeoff Details tab\)](#).

 **NOTE:** The **Takeoff Details - Recaps** tab does not offer any grid menu functionality.

### About the Grid Views menu (Takeoff Details tab)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 Views menu for displaying grid column views (Takeoff Details tab)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

The **Views** menu is available on the **Takeoff Details** tab. You can select one of nine default column views from the **Views** 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)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

When you place your cursor in a **Takeoff Details** tab grid cell and right-click, 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 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 **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)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

When you place your cursor in a **Project Values** tab grid cell and right-click, 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 have selected and right-clicked or which column cell you have right-clicked.

### Right-click grid column heading menu (Project Values tab)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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)

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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.

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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.

### 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 launch a takeoff.
- 3 Do the following 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 click **Save**.

### Exporting takeoff prices to part prices

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

#### To export takeoff prices to part prices:

- 1 In the Sage 100 Contractor main menu tree, double-click **9-5 Takeoffs**.
- 2 On the **Takeoff Launch** window, double-click a job to launch a takeoff.
- 3 On the **Export** menu, click on **Takeoff Prices to Part Prices**.
- 4 Select one of the following:
  - a **Use Grid**
  - b **Use Takeoff**
- 5 A message appears: **Do you want to include subcontractors?**
- 6 If you want to include subcontractors, click **Yes**.
- 7 The **Update Takeoff Prices to Parts Databases** window appears.
- 8 Individually select the vendors whose prices you want to update, or click **Select All Vendors**.
- 9 Under **Update Option**, make your selections:
  - a Select **Update Default Cost** to update the **Default Cost in Parts** in **9-2 Parts**.
  - b Select **Update Billing Amount** to update the **Billing Amount** in **9-2 Parts**. This will be calculated by using the newly updated **Default Cost** and the **Markup %**. This option is only available if you have selected **Update Default Cost**.
- 10 Select **Update vendor prices** to update a vendor's price for any given part.
- 11 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.
- 12 Click the **Update** button.

### Exporting takeoff grids to files

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

Note that 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 launch a takeoff.
- 3 In the **Bid Item** list, click the bid item.
- 4 In the **Phase** list, click the phase.
- 5 Do the following 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 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

#### 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 launch 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

You can export takeoffs from **9-5 Takeoffs** to a proposal in **6-9 Proposals** either **By Bid Item**. If there is an override, markups, or a locked **Bid Amount**, then the difference between the **Bid Amount** and the **Ext. Price Total** is proportionally spread among all the proposal lines that are being 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 launch a takeoff.
- 3 Do one of the following:
  - a On the **Export** menu, point to **Proposal**, then click **By Cost Code**.
  - b On the **Export** menu, select **Proposal**, and then select **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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

Sage 100 Contractor creates purchase orders for lines assigned to a Vendor.

If a price and/or quantity adjustment is made after purchase orders have been exported, the adjustment must also be made to the purchase order in **6-6-1 Purchase Orders**.

In addition, if the purchase order has previously been exported, the export amount that is displayed will change to the new amount even though the full amount has not been 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**.

Things to remember when exporting purchase orders from **9-5 Takeoffs** to **6-6-1 Purchase Orders**:

- 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 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 one of the following:

- a On the **Export** menu, point to **Purchase Orders** and click **Job**.
- b On the **Export** menu, point to **Purchase Orders** and click **Job/Phase**.
- c On the **Export** menu, point to **Purchase Orders** and click **Change Order**.
- d On the **Export** menu, point to **Purchase Orders** and click **Task**.

4 Select the purchase orders you want to export, 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).



**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. 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.

### 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 launch a takeoff.
- 3 Do one of the following:
  - a On the **Export** menu, point to **Subcontracts** and select **Job**.
  - b On the **Export** menu, point to **Subcontracts** and select **Job/Phase**.
- 4 Select the subcontracts you want to export, then select **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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 Open **9-5 Takeoffs**, and launch a takeoff.
- 2 Click the **Takeoff Details** tab.
- 3 In the **Bid Item** drop-down list, select a bid item.
- 4 In the **Phase** list, select a phase.
- 5 If there are no phases in your job, it can remain **0-None**.
- 6 On the **Export** menu, point to **Service Work Order**, then click **Current Grid Only**.
- 7 Sage 100 Contractor launches **11-2 Work Orders/Invoices/Credits** with the exported grid in view.
- 8 In **11-2 Work Orders/Invoices/Credits**, in the **Type** drop-down list, select an invoice type.
- 9 On the file menu, click **Save**.



**IMPORTANT:** Users must have security access to **11-2 Work Orders/Invoices/Credits** in order to export work orders. Without rights, the export is blocked.



#### NOTES:

- When exporting **Current Grid Only**, Sage 100 Contractor only exports the grid that you have 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**. This is due to rounding.

## Exporting service work orders from 9-5 Takeoffs to 11-2 Work Orders-Invoices-Credits

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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.

You can also export an entire takeoff to the **11-2 Work Orders/Invoices/Credits** window. When you choose this option, Sage 100 Contractor copies all the lines from all the bid items and phases from the **Takeoff Details** grids and inserts them into the **Invoice Details** grid of 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 are required to be zero before you can export a takeoff to **11-2 Work Orders**.

If you have a **Gross Margin Override**, Sage 100 Contractor exports the same as if the **Bid Amount** is locked. Markup information is inserted directly into the work order in the following ways: **Markup %** goes to either the **Taxable** or **Non-Tax Markup %** text boxes in the **11-2 Work Orders/Invoices/Credits** window, and **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. **Tax District** and address and contact information are included from the job record or the client record.

During the export process, if there is a **Tax District** in either the job or client record, then you declare whether or not the work order is subject to sales tax. Based on your response, the **Bid Amount** from **9-5 Takeoffs** is then inserted into the appropriate **Billing Amount** cell, and the taxable status of all grid lines is set. If the takeoff is subject to sales tax, but tax is not included, then any sales tax that is computed on **11-2 Work Orders** is added to the **Billing Amount** resulting in an increased **Invoice Total**.

### To export a takeoff as a work order:

- 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** drop-down list, select a bid item.



**IMPORTANT:** If you are exporting the entire takeoff, selecting a single bid item does not apply. Go to step 5.

- 4 In the **Phase** list, select a phase.
- 5 Do one of the following:
  - a On the **Export** menu, point to **Service Work Order**, and select **Current Grid Only**.
  - b On the **Export** menu, point to **Service Work Order**, and select **Entire Takeoff**.
- 6 Sage 100 Contractor launches **11-2 Work Orders/Invoices/Credits**.
- 7 Continue working with the service work order in the **11-2 Work Orders/Invoices/Credits** window.
- 8 In the **Type** drop-down list, click the drop-down arrow, and select an invoice type.
- 9 On the **File** menu, click **Save**.



**IMPORTANT:** Users must have security access to **11-2 Work Orders/Invoices/Credits** in order to export to a takeoff as a work order. Without rights, the export is blocked.



**NOTES:**

- If you have locked the **Bid Amount** on **9-5 Takeoffs**, have a **Gross Margin Override**, or have selected **Sales Tax** to be included in the **Bid Amount** before you export, then Sage 100 Contractor locks the **Billing Amount** in **11-2 Work Orders**.
- The **11-2 Work Orders** window calculates sales tax according to the rate applicable to the assigned tax district.
- There may be a small variance between the bid amount in **9-5 Takeoffs** and the work order total in **11-2 Work Orders**. This is due to rounding.
- When exporting **Current Grid Only**, Sage 100 Contractor only exports the grid that you have displayed.

## Exporting change orders from 9-5 Takeoffs to 6-4-1 Change Orders

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

### To export change orders:

- 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 one of the following:
  - a On the **Export** menu, point to **Change Orders** and click **Job**.
  - b On the **Export** menu, point to **Change Orders** and click **Job/Phase**.
- 4 Select the change orders you want to export, 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

### 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 Do one of the following:
  - a On the **Export** menu, point to **Request for Proposal**, and click **By Job**.
  - b On the **Export** menu, point to **Request for Proposal** and click **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.
- 6 The **Export RFP** window appears with a list of vendors and vendor amounts.
- 7 If necessary, you can clear any check boxes of vendors that you want to exclude from the RFP.
- 8 To add the requesting employee to the RFP, you can click the **Employee#** drop-down arrow, and choose an employee from the list of employees.

9 Click **Export**.

10 Open the **6-11-1 Requests for Proposal** window. In the data control, click the **Last Record** button.

11 The last RFP that you just exported appears.

## About Export Notes

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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 export commands (except **Work Orders**), from the **ExPort** menu, an export list window opens with the option to export the **Export Notes** selected. To not export the **Export Notes**, you simply clear the option. For **Service Work Orders** exports, you are provided with a yes/no choice to export the notes or not to export.

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.

In the case of change orders where there are two grids, the export notes appear in the **Change Order Notes** column of the grid on the **Budget and Sub Change Details** tab.

In the case of work orders, which 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 which 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 clearance.

## Importing Files to 9-5 Takeoffs

### About importing takeoff files

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).



**IMPORTANT:** Before importing a file from other software you must create a compatible comma-delimited or comma-quote-delimited file using a spreadsheet program, word processing program, or other software.



**IMPORTANT:** When you import a file, the file writes over 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 click **OK**.

### Importing takeoffs using Takeoff Launch

This functionality is only available if you have purchased the [Estimating Add-On Module](#).



**IMPORTANT:** Before importing a file from other software you must create a compatible comma-delimited or comma-quote-delimited file using a spreadsheet program, word processing program, or other software.



**IMPORTANT:** When you import a file, the file writes over 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).



**IMPORTANT:** Before importing a file from other software you must create a compatible comma delimited or comma-quote file using a spreadsheet program, word processing program, or other software.

### 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 click **OK**.



**NOTE:** When you import a grid file, the new content inserts at the cursor and does not overwrite the existing content.

## 9-6 Add Parts-Update Prices

### About 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](#).

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

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](#).

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

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](#).

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](#).

This 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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

This 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](#).

### 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

Complete functionality is only available if you have purchased the [Estimating Add-On Module](#).

This 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](#).

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.

- 10 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.
- 11 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.
- 12 Repeat step 5 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.
- 13 Click **Add/Update**.
- 14 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 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

Caution!

Always make a backup of your data before you add parts or update prices.

Consider the following points before updating part prices:

- 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:
  - a If you want Sage 100 Contractor to match parts based on the **Alpha Part#**, select **Match Alpha Part#**.
  - b **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**.

- c 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**.
  - d If you have selected **Vendor Price** as your update method, in the drop-down list, select the vendor whose source file you are using.
  - e The path name for the source file appears in the window.
- 3 Choose **Select Source File**, browse, and then select the database file to use for adding parts.
    - 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 import function.
  - 4 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.
  - 5 Repeat step 4 until you have mapped all fields you want to import to Sage 100 Contractor from the external database.
  - 6 Click **Add/Update**.
  - 7 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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#**.
  - b **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.
- 4 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.

- 5 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.

6 Repeat step 5 until you have mapped all fields you want to import to Sage 100 Contractor from the external database.

7 Click **Add/Update**.

8 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 use your selections to save as a template for future use.

## 9-7 Maintain Parts Database

### About 9-7 Maintain Parts Database

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](#).

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.

## Setting up a vendor pricing list

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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**, do the following:
  - 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 Repeat step 2 until you have selected all the criteria you want to use.
- 4 Under **Assign Vendor Preferences**, do the following:
  - 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.
- 5 Repeat step 4 for each vendor you want to include.
- 6 Click the **Add Vendors** button.



**TIP:** You can add to a list of existing vendors using the steps above.

## Replacing an existing list of vendors for vendor pricing

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

### To replace an existing list of vendors for vendor pricing:

- 1 Open **9-7 Maintain Parts Database**.
- 2 Under **Selection Criteria**, do the following:
  - 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 Repeat step 2 until you have selected all the criteria you want to use.
- 4 Under **Assign Vendor Preferences**, do the following:
  - 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.
- 5 Repeat step 4 for each vendor you want to include.
- 6 Click the **Replace Vendor Prices** button.

## Updating vendor pricing

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

 **IMPORTANT:** In order 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**, do the following:
  - 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

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](#).

### To maintain the parts database:

- 1 Open **9-7 Maintain Parts Database**.
- 2 Under **Selection Criteria**, do the following:
  - 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 Repeat step 2 until you have selected all the criteria you want to use.
- 4 Under **Fields to Change**, do the following:
  - 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.
- 5 Repeat step 4 for each field you want to change.
- 6 Click the **Update** button.

## Deleting ranges of parts

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 [Service Receivables and Inventory Add-On Module](#).

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**, do the following:
  - 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 Repeat step 2 until you have selected all the criteria you want to use.
- 4 Click the **Delete** button.

## 9-8 Board Footage

### About board footage

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

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**.
- 3 Alternatively, you can click the drop-down arrow to display the **Lookup** window.
- 4 Create a **Picklist** of part classes, and insert the list in the **Board Footage** window.
- 5 In the **Cost/1000Bf** column, enter the new cost per 1000 board feet.
- 6 In the **Billing/1000Bf** column, enter the new billing amount per 1000 board feet.

- 7 Click the **Update** button.
- 8 On the **File** menu, click **Save**.
- 9 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

### Appendix B - List of scheduling reports

[Link to a list of all the 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.
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:
  - a For lead, enter the number of days you want the task to overlap its preceding task as a negative number.
  - b 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 drag to the start or finish of another task.

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.  If you provide a date in the <b>Not Before</b> column for a critical task, Sage 100 Contractor adjusts the start and finish dates for subsequent tasks.

Column	Description
Not After	Establishes the latest date when a task can begin. If you provide a date in the <b>Not After</b> 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. Only for tasks with float.
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**.
- 5** The data populates 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

This functionality is only available if you have purchased the [Estimating Add-On Module](#).

You can view a summary of the labor 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-Labor** 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:
  - a Import a file.
  - b Import a list of tasks.
- 5 In the **Fixed Date** cell of the first task, enter the starting date of the project.
- 6 For each task, do the following:
  - a In the **Duration** cell, enter the duration of the task.
  - b In the **Task Type** list, click the task type.
  - c Enter the constraints, if any, in the **Not Before**, **Not After**, or **Fixed Date** cells.
  - d Assign the dependencies.
- 7 Repeat steps 3–5 for each phase.
- 8 On the **File** menu, click **Save**.
- 9 Print the schedule.
- 10 Review and refine the schedule.
- 11 Print the schedule and submit it as part of the proposal package.
- 12 When you receive a signed contract, do the following for each task:
  - a Assign employee resources.
  - b Assign equipment resources.
  - c Assign subcontractor resources.
- 13 Set the original schedule.
- 14 On the **File** menu, click **Save**.

### Display-only text boxes

Four display-only text boxes provide scheduling information after you have completed creating a schedule and will automatically be updated as you make changes to 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**.

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:
  - a Enter the employee number.
  - b 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 wish 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:
  - a Enter the equipment number.
  - b 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 wish 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 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 selected printer page size.



**IMPORTANT:** If you are going to 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 cannot use the toolbar buttons. You have to manually select the PDF or RTF printer. Do not use the **Create a PDF file of this report** button.

### To print a Gantt view:

- 1 Open **10-3 Schedules**.
- 2 Using the data control, select an existing schedule and click the **Grid/Gantt** button.
- 3 When the grid pane appears with half of it displayed as a Gantt chart, it verifies the job and schedule.

- 4 Open **10-1-5 Report Printing**.
- 5 The window opens with **21-Gantt Chart** selected on the **Report Criteria** tab.
- 6 On the **Job#** line, in the cell to the right of the **Criteria** drop-down list, enter the job number.
- 7 For example, the line could look like this: **Job#, Equal, 3-Parking Garage Job**.
- 8 For a quick test, click the **Print preview and Drilldown (when available)** button.
- 9 Beneath the **Drive** drop-down box, select the printer from the drop-down list.
- 10 Select the paper size, tray, and quality (dpi) settings.
- 11 The range of these options depends on your printer's capabilities.
- 12 To print specific pages, enter their numbers in the text boxes next to **Pages**.
- 13 Select how many copies you want by clicking on the up and down arrows next to **Copies**.
- 14 To preview the document, click the preview button.
- 15 On the far-right of 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**.
- 4 The window appears with a Gantt chart in the right-hand pane.
- 5 From the check boxes above the chart, select **Critical Path**.
- 6 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.
- 3 Alternatively, you can click the drop-down arrow to display the **Lookup** window.
- 4 Double-click the tasks you want to import into the schedule.
- 5 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 **Use Company Calendar during Calculation** 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 **Use Company Calendar during Calculation** 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.



**IMPORTANT:** 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:
  - a In the data control box, enter the job number.
  - b In the **Phase** list, click the phase.
  - c Edit the content of the phase.



**TIP:** Instead of using a schedule from an existing job, you can create a new schedule.

- 3 On the **Options** menu, point to **Export 10-3**, then click **Grid File**.
- 4 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

This functionality is only available 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 ZIP code.

## 11-1 Service Reports

### Appendix B - List of service receivables reports

[Link to all the service receivables reports.](#)

## 11-2 Work Orders, Invoices, & Credits

### 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.

You can enter taxable and non-taxable items at the same time. When you enter a tax district number in the **Tax District** text box, you can select the items to tax in the **Sales Tax** column. If you leave the **Tax District** text box blank, Sage 100 Contractor assumes each item is non-taxable.

In addition, on the **Invoice Details** tab, you can control the billing amount using the text boxes under **Markups and Overrides**.

## 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, etc.

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.

### 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.

### Service Quotes, Work Orders, and Invoices

#### 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 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 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 Click the **Insurance Information** tab.
- 3 Do the following:
  - a In the **Policy#** text box, enter the customer's policy number.
  - b In the **Policyholder** text box, enter the name of the policy holder.
  - c In the **Policy Address 1**, **Policy Address 2**, **City**, **State**, and **Zip** text boxes, enter the address of the policyholder.
  - d In the **Policy Phone** text box, enter the telephone number of the policyholder.
  - e In the **Policy Type** text box, enter the kind of policy.
  - f In the **Deductible** text box, enter the deductible amount.
  - g In the **Company** text box, enter the name of the insurance company.
  - h In the **Adjuster Name** text box, enter the name of the insurance adjuster.
  - i In the **Adjuster Address 1**, **Adjuster Address 2**, **City**, **State**, and **Zip** text boxes, enter the address of the adjuster.  
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 Click the **Location** tab.
- 3 Do the following:
  - a In the **Location** text box, enter the location.
  - b In the **Address 1**, **Address 2**, **City**, **State**, and **ZIP** 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.
- 4 If the record is part of a service contract or route, do the following:
- a In the **Contract** text boxes, enter the beginning and ending dates.
  - b In the **Next Bill** text box, enter the date when to next bill the client.
- 5 In the **Cycle** list, click the billing cycle you want.
- 6 Under **Date/Time**, do the following:
- a 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.
  - b 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.
  - c 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.
  - d 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.
  - e 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.
  - f In the **Estimated Hours** text box, enter the estimated number of hours necessary to complete the work.
  - g In the **Actual Hours** text box, enter the actual number of hours necessary to complete the work.
- 7 In the grid, do the following:
- a In the **Employee** cell, enter the employee number.
  - b In the **Equipment** cell, enter the equipment number of equipment used on the service call.
  - c In the **Priority** cell, enter the priority number reflecting the need for the employee.
  - d In the **Scheduled Date** cell, enter the **date** when the employee is scheduled to begin.
  - e In the **Scheduled Start** cell, enter the **time** when the employee is scheduled to begin.
  - f In the **Scheduled Finish** cell, enter the **time** when the employee is scheduled to finish.
  - g In the **Scheduled Hours** cell, enter the estimated number of hours necessary to complete the work.
  - h In the **Completed Date** cell, enter the **date** when the work is completed.
  - i In the **Actual Start** cell, enter the **time** when the actual work begins.
  - j In the **Actual Finish** cell, enter the **time** when the actual work is completed.
  - k In the **Actual Hours** cell, enter the actual number of hours necessary to complete the work.
  - l In the **Billed Date** cell, enter the **date** when you billed for the work.
- 8 Repeat step 7 for each employee, for each day worked.



**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. 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 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 **Repeat this Record**.
- 4 In the **Repeat Every** text box, enter the number of times to repeat the work order.
- 5 Then in the **Cycle** list, click how often you want to repeat the record.
- 6 In the **Number of Times** text box, enter the number of invoices you want to create.
- 7 Click **[OK]**.

## 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 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
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, do the following:
  - 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, do the following:
  - 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, do the following:
  - a Click the **[Advanced Options]** link.



**NOTE:** You must be the Supervisor user 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.

- c 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.



**TIP:** You can set your invoice and statement forms to recognize deposits on work orders and deduct them from the total.



**TIP:** Refunding a service receivables credit uses the same procedure as refunding an accounts receivable check. How?

## 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 the Supervisor, you can choose one of the three options and 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. (See links)
- You can enter a specified discount available to the customer in the **Disc.** box. (See links)
- You can control the billing of individual items. By using a work order as a master record, you can create partial invoices. (See links)

### 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, do the following:
  - 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 **Sales Tax** cell, type Yes if the item is taxable, type No if the item is non-taxable.

- i** In the **Account** cell, enter the ledger account number to be used for posting the invoice.
  - j** In the **Subaccount** cell, enter the subaccount.
  - k** In the **Inv. Location** cell, enter the inventory location number.
  - l** If the part has a serial number, enter the serial number in the **Serial#** cell.
  - m** In the **Site Location** cell, enter the location where the equipment is installed.
  - n** In the **Equipment** cell, enter the equipment number of the client's equipment that was serviced.
  - o** 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.

## Primary Billing and Add On Billing in 11-2 Work Orders/Invoices/Credits

The first time you enter an assembly, it defaults to **P** (for Primary), but subsequent entries for the same work order default to **A** (for Add On) so that you aren't billing for travel time more than once.

If you do not want a subsequent entry to be an add on billing, you can toggle the **A** to **P** by double-clicking on the **A**.



**NOTE:** The Primary and Add On billing rates are set in the **Flat Rate** tab in **9-3 Assemblies**.

## 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. For more information about PCI DSS standards, see the Glossary entry, PCI DSS Compliance.

### 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:
  - a** In the **Invoice Date** text box, enter the date when you created the invoice.
  - b** In the **Due Date** text box, enter the invoice due date.
  - c** In the **Disc Date** text box, enter the due date by which the payment must be received for the discount to apply.
  - d** In the **Reference#** text box, enter the reference number.
  - e** In the **Source** list, click the source of the lead.
  - f** In the **Client PO#** text box, enter the client's purchase order number.
  - g** In the **Resale#** text box, enter the customer's resale number.
  - h** In the **Salesperson** text box, enter the employee number.
  - i** In the **Tax District** text box, enter the tax district number.
  - j** In the **Payment** list, click the drop-down button and select the method of payment.
  - k** In the **Card/Check#** text box, enter the credit card or check number.
  - l** In the **Cardholder** text box, enter the name on the credit card.

**m** 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.

The following is an example of 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

You can set up service invoice types to classify the types of work you perform and provide suggested ledger accounts for posting transactions.

The following is an example of 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.
- 6 If you departmentalize transactions, enter the department number in the **Department** cell.
- 7 In the **Cash Acct** cell, enter the account number to which you want to post cash transactions.
- 8 In the **Taxable Income Acct** cell, enter the account number to which you want to post taxable income.
- 9 In the **Non-Tax Income Acct** cell, enter the account number to which you want to post non-taxable income.
- 10 In the **Disc Given Acct** cell, enter the account number to which you want to post discounts.

- 11 In the **Cost of Goods Acct** cell, enter the account number to which you want to post the cost of goods.
- 12 In the **Cost Code** cell, enter a cost code.
- 13 In the **Cost Type** cell, enter **1-Material**.
- 14 Repeat steps 3-12 for each invoice type.
- 15 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 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**.

## About controlling billing amounts with markups and overrides



**IMPORTANT:** Markups and overridden billing amounts are not included when creating partial invoices.

With the Markups and Overrides functionality, you can override or control the billing amount on work orders. You can round up or down. For example, if the billing amount agreed upon is \$837.86, the billed amount may be rounded down to \$825. Conversely, if the billing amount is \$837.86, you may round up the billed amount to \$850.

As you enter values and move through the text boxes, Sage 100 Contractor calculates the billing amount. When using the Taxable markup, the tax rate is set by the tax district rate.

After you have marked up the total from the grid to meet your business requirements, you can then override the Billing Amount. When you override the billing amount, Sage 100 Contractor automatically selects the billing amount lock check box, which prevents the Billing Amount from being recalculated. This locking occurs in both the Taxable and Non-Tax lines.

### About posting markups

When posting a work order, invoice, or credit that has a value in the Total Markups text box(es), additional lines are added to the ledger transaction for the taxable and non-taxable markup amounts. These additional lines use the posting accounts set up in the Service Invoice Type table.

### About posting overridden billing amounts

When posting a work order, invoice, or credit for which you have overridden the billing amount, the amounts and posting accounts shown in the grid are ignored, and the transaction that is created uses the posting accounts set up in the Service Invoice Type table and the amount from the Billing Amount text box(es).

If the record being posted has markups and the billing amount has been overridden, the transaction is posted according to the Posting Overridden Billing Amounts rules.

## Setting up finance charges for service work

This functionality is only available if you have purchased the [Service Receivables Add-On Module](#).

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.
- 3 The **Service Invoice Types** window appears.
- 4 In the **Invoice Type#** cell, enter the invoice type number.
- 5 In the **Type Name** cell, type **Finance Charge**.
- 6 If you departmentalize transactions, enter the department number in the **Department** cell.
- 7 In the **Cash Acct** cell, enter the account number to which you want to post cash transactions.

- 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 a cost type.
- 13 On the **File** menu, click **[Save]**.

## Adjusting billing amounts with markups

You may need to adjust the billing amount with the **Markups and Overrides** functionality on the **Invoice Details** tab of the **11-2 Work Orders/Credits/Invoices** window. For example, you might need to add a percentage or a dollar amount to the billing amount.

### To adjust the billing amount with a markup:

- 1 Open **11-2 Work Orders/Credits/Invoices**.
- 2 Click the **Invoice Details** tab.
- 3 In the data control text box, enter the work order number that you want to adjust with markups.
- 4 Do one or both of the following:
  - a In the **Taxable** or **Non-Tax** lines, in the **Markup %** cell, enter the markup percentage.
  - b In the **Taxable** or **Non-Tax** lines, in the **Markup \$** cell, enter the markup dollar amount.
- 5 Click **[Save]**.

## Adjusting billing amounts with overrides

You may need to adjust the billing amount due with the **Markups and Overrides** functionality on the **Invoice Details** tab of the **11-2 Work Orders/Credits/Invoices** window. For example, you might need to round a total up or down for a client or other business requirement.

### To adjust the billing amount with an override:

- 1 Open **11-2 Work Orders/Credits/Invoices**.
- 2 In the **data control** text box, enter the work order number that you want to adjust.
- 3 Click the **Invoice Details** tab.
- 4 Under **Markups and Overrides**, enter the billing amount.
- 5 Click **[Save]**.



**NOTE:** When you override the billing amount, Sage 100 Contractor automatically locks the total, which is indicated by the lock icon next to the **Billing Amount**.

## About posting invoices with billing amount markups

When posting an invoice in **11-2 Work Orders/Invoices/Credits** where the **Total Markup** boxes have an amount greater than 0, additional lines are added to the ledger transaction for the taxable and non-taxable markup amounts.

The **Taxable Total Markup** ledger line uses the **Taxable Income** ledger account and the **Department** to set up in the **Service Invoice Type**. You can recognize this line in the ledger because it is described as the **Taxable Markup Adjustment**.

The **Non-Taxable Total Markup** ledger line uses the **Non-Tax Income** ledger account and the **Department** to set up in the **Service Invoice Type**. You can recognize this line in the ledger because it is described as the **Non-Taxable Markup Adjustment**.

## About posting invoices with overridden billing amounts

On **11-2 Work Orders/Invoices/Credits** under **Markups and Overrides**, there are two lock check boxes that you can select. When posting an invoice where either lock check box is selected, a ledger transaction is created without using any amounts or accounts from the invoice grid lines or any amounts from the **Total Markup**. When either check box is selected, the posting amounts only come from the **Billing Amount** text boxes.



**NOTE:** The functionality remains unchanged for relieving inventory and **Job Costing** on the inventory transaction.

## 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 or Tax District text boxes.

When the invoice contains an incorrect client number, tax district, 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, 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. (See links)
- 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 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 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 when entering credit invoices or credits:

- When entering cash receipts, you can apply the credit invoice. How?(See links)
- 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.
- When you enter a tax district number in the **Tax District** text box, you can select which items to tax. In the **Taxable** column, type **Yes** if the item is taxable or **No** if the item is non-taxable.

### To enter a credit invoice or credit:

**1** Open **11-2 Work Orders/Invoices/Credits**.

**2** Do the following:

- 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. (See links)
- g** In the **Type** list, click the invoice type. (See links)

**3** Click the **Invoice Details** tab.

**4** 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.

- 5 Repeat step 4 for each item.
- 6 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:

- o When entering cash receipts, you can apply the credit invoice. (See links)
- o You can use markups and overrides when entering a new invoice or credit. (See links)
- o You can review the record totals before saving the credit invoice or credit. On the **Options** menu, click **Calculate**.
- o 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.
- o When you enter a tax district number in the **Tax District** text box, you can select which items to tax. In the **Taxable** column, type **Yes** if the item is taxable or **No** if the item is non-taxable.

### To enter a credit invoice and apply it to an invoice:

- 1 Open **11-2 Work Orders/Invoices/Credits**.
- 2 Do the following:
  - 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.(See links)
  - f In the **Status** list, click the invoice status. (See links)
  - g In the **Type** list, click the invoice type.
- 3 Click the **Invoice Details** tab.
  - a 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 Cash Receipts**.

- 4 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.
- 5 Repeat step 4 for each item.
- 6 On the **File** menu, click **[Save]**.

## About service receivables and cash receipts

The **3-3 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 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 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. (See links)(See related topics)

## 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

### 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 Click the **View/Add records** button next to the Route field in the Location and Dispatch tab.
  - a In the **Service Route#** cell, enter the route number.
  - b 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. (See links)
- 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. (See links)
- 10 If you want to enter the parts or assemblies necessary to complete the work, enter the data on the **Invoice Details** tab. (See links)
- 11 On the **File** menu, click **[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:
  - a If you want to enter the customer or client location, [enter the data](#) on the **Location** tab.
  - b If you want to schedule the service call, [enter the data](#) on the **Dispatch** tab.
  - c 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. (See links)

## Entering locations on a work order

### To enter a location on a work order:

- 1 Open **11-2 Work Orders/Invoices/Credits**.
- 2 Click the **Location** tab.
- 3 Do the following:

- a In the **Location** text box, enter the location.
  - b In the **Address 1, Address 2, City, State,** and **ZIP** 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.
- 4 If the record is part of a service contract or route, do the following:
- a In the **Contract** text boxes, enter the beginning and ending dates.
  - b In the **Next Bill** text box, enter the date when to next bill the client.
- 5 In the **Cycle** list, click the billing cycle you want.
- 6 Under **Date/Time**, do the following:
- a 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.
  - b 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.
  - c 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.
  - d 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.
  - e 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.
  - f In the **Estimated Hours** text box, enter the estimated number of hours necessary to complete the work.
  - g In the **Actual Hours** text box, enter the actual number of hours necessary to complete the work.
- 7 In the grid, do the following:
- a In the **Employee** cell, enter the employee number.
  - b In the **Equipment** cell, enter the equipment number of equipment used on the service call.
  - c In the **Priority** cell, enter the priority number reflecting the need for the employee.
  - d In the **Scheduled Date** cell, enter the **date** when the employee is scheduled to begin.
  - e In the **Scheduled Start** cell, enter the **time** when the employee is scheduled to begin.
  - f In the **Scheduled Finish** cell, enter the **time** when the employee is scheduled to finish.
  - g In the **Scheduled Hours** cell, enter the estimated number of hours necessary to complete the work.
  - h In the **Completed Date** cell, enter the **date** when the work is completed.
  - i In the **Actual Start** cell, enter the **time** when the actual work begins.

- j** In the **Actual Finish** cell, enter the **time** when the actual work is completed.
- k** In the **Actual Hours** cell, enter the actual number of hours necessary to complete the work.
- l** In the **Billed Date** cell, enter the **date** when you billed for the work.

**8** Repeat step 7 for each employee, for each day worked.



**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.



### NOTES:

- 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, do the following:
  - 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.
- 4 Select one of the posting contract options:
  - a Always post contracts that have billing dates that are past their expiration date.
  - b Show the contracts that have billing dates past their expiration date so I can decide what to do.
  - c Never post contracts that have billing dates that are past their expiration date.
- 5 Click **[Post]**.

## Appointments

### 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 select **Remove this Dispatch**.

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

This functionality is only available 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 **11-2 Work Orders/Invoices/Credits**.
- 2 From the **Options** menu, select **Dispatch Board**.
- 3 In the **Dispatch Board** window, click **Options**, then click **Email All Technicians** and select one of the following options:
  - a Select **[All Dispatches for the Day]** to send all currently scheduled dispatches for each technician.
  - b 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** checkbox in the Dispatch Board, by going to Settings, then selecting Email Setup. [How?](#)

## 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

### 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:** 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.

## Setting the Dispatch Board preferences

This functionality is only available 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.



#### NOTES:

- 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, do the following:

- 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

This functionality is only available 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 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.
  - 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.
- 2 (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:
  - a Select **Send email using Microsoft Outlook** to use Outlook to send your emails.
    - i Enter an email address.
  - b Select **Send email using the company's default SMTP connection**.
    - i Enter the email address.
    - ii Enter the password.



**NOTE:** The mail server is set up in the Email/Fax Configuration tab of 7-2 Company Information. [How?](#) If you have not set up an email server, the Mail Server field will be blank. If you have set up an email server, the IP address is shown here, but is not editable.

- c Select **Send email using this alternate SMTP connection** to configure the email server setup.
      - i Enter the mail server information and select whether it Requires authentication and/or Uses SSL.
      - ii Enter the Port #.
      - iii Enter the email address.
      - iv (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
5-48 Hour Response Time	Gray

## 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**.



# Chapter 12: Inventory

## Working with Inventory

This functionality is only available 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

[Appendix B - List of inventory reports](#)

### Appendix B - List of inventory reports

[Link to all the inventory reports](#)

## Inventory Startup

[About inventory](#)

[Entering startup inventory](#)

[About the inventory offset account](#)

### 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 inventory valuation method that you designate. Sage 100 Contractor supports multiple methods including:

- Weighted Average Cost
- LIFO
- FIFO



**NOTE:** We recommend that you work with your tax accountant and/or advisor when determining 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.

## 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 unique situations that require posting to a special account in order to keep the inventory account balance in agreement with the actual value of inventory in stock.

 **IMPORTANT:** You must set up an offset account for your company in order to use the inventory functionality.

 **IMPORTANT:** 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 **12-4 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.

### 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 now accommodate for 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)

## Setting up an inventory valuation method and offset account

In order to use the inventory functionality, you must designate the inventory valuation method and set up an offset account for your company.

Caution!

After this selection has been made, you cannot change the method unless there have been 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.

 **IMPORTANT:** 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

 **IMPORTANT:** We recommend that you consult with your accountant and tax advisor before selecting an inventory valuation method in Sage 100 Contractor.

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

 **IMPORTANT:** We recommend that you consult with your accountant and tax advisor before selecting an inventory valuation method in Sage 100 Contractor.

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

 **IMPORTANT:** We recommend that you consult with your accountant and tax advisor before selecting an inventory valuation method in Sage 100 Contractor.

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.

You can also reserve stock when none is available. 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, do the following:
  - 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 Repeat step 9 for each item you want to place on hold.
- 11 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, do the following:
  - 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 Repeat step 6 for each item.
- 8 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, do the following:
  - 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** Repeat step 6 for each item.
  - 8** 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, do the following:
  - 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** Repeat step 6 for each item.
- 8** 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, do the following:
  - 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 Repeat step 9 for each item.
- 11 On the **File** menu, click **Save**.

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, do the following:
  - 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 Repeat step 6 for each item.
- 8 On the **File** menu, click **Save**.

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.

Sales taxes post to the ledger account indicated in the **Purchase Order Sales Tax Expense** text box on the **Payables** tab of the **1-8 General Ledger Setup** window.

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**.

When the audit is complete, print out 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 provides over 1200 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 1200 program-wide reports by running a report in print preview, which is available via Print preview and Drilldown (when available) the **Print preview and Drilldown (when available)** button. With your cursor appearing as a magnifying glass with a red lens, double-clicking rows or fields drills down to report details and records.

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 then click the **Samples** tab to view a sample of that report.

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 fit your own needs.

From any window with report scheduling functionality, you can schedule the automatic delivery of reports to customers, subcontractors, and suppliers via fax and email.

Using the tools in **13-5 Form/Report Page Design**, you can customize the reports to your company's design requirements. You can change the look of any document to fit your needs so that you will not have to purchase expensive, pre-printed forms.

For a list of all the Sage 100 Contractor reports, see Appendix B, Sage 100 Contractor Reports, see Appendix B: Sage 100 Contractor Reports.

## Review and Reporting Reports

### Appendix B - List of review and reporting reports

[Link to all the review and reporting reports.](#)

## Selecting and Creating Reports

### Earlier versions of reports created or saved in Version 14

Due to the technology changes in Version 14:

- Version 13 and earlier reports that have been edited or saved in Version 14 will no longer work in Version 13 or earlier releases.
- Reports created in Version 14 will not work in Version 13 or earlier releases.

## 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**



**NOTE:** The existing reports with the same names in previous versions of Sage 100 Contractor are replaced with these new GAAP-standard reports.

## 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 checks. You must provide the first check form number, check date, and ledger account number of the checking 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.

## 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:

5. Open a Sage 100 Contractor window, for example **4-2 Payable Invoices/Credits**.
6. On the toolbar, click the **Print Records** button.
7. In the **Report Printing** window, click the **Samples** tab.

8. In the reports list, click a report.
9. 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.**

## Viewing a list of available reports

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.

### To view a list of available reports:

- 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.

## Viewing a list of all Sage 100 Contractor reports by menu command



**NOTE:** You can only edit a calculated field on an existing report containing an existing calculated field.

### To view a list of all reports by menu command:

- 1 Open **13-6 Report/Query Lists**.
- 2 The **13-6 Report/Query Lists** window opens.
- 3 If not already selected, select **21-Report List~by Menu**.
- 4 On the tool bar, click **Print preview and Drilldown (when available)** to view the report.
- 5 Alternatively, select other printing and export options.

## Viewing a list of all Sage 100 Contractor reports by menu option



**NOTE:** You can only edit a calculated field on an existing report containing an existing calculated field.

### To view the list of all reports by menu option:

5. Open **13-6 Report/Query Lists**.
6. The **13-6 Report/Query Lists** window opens.
7. If not already selected, select **26-Report List~by Menu Option**.
8. On the tool bar, click **Print preview and Drilldown (when available)** to view the report.
9. Alternatively, select other printing and export options.

## 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**
- **7-3-1 Security Groups**
- **7-3-2 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 **Print preview and Drilldown (when available)** 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

### About 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.

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**:  $\text{Current Assets} / \text{Current Liabilities}$  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**:  $(\text{Current Assets} - \text{Inventory}) / \text{Current Liabilities}$  by fiscal period.
- **Gross Profit/Sales** - Measures the relationship between gross profit and sales dollars.  
Definition of **Gross Profit/Sales**:  $(\text{Gross Profit} + \text{Other Income}) / (\text{Total Operating Income} + \text{Other Income})$  by fiscal period)
- **Net Profit/Sales** - Measures the relationship between net profit and sales dollars.  
Definition of **Net Profit/Sales**:  $\text{Net Income Before Tax} / (\text{Total Operating Income} + \text{Other Income})$  by fiscal period.
- **Net Profit/Equity** - Measures the amount of income earned for each dollar invested.  
Definition of **Net Profit**:  $(\text{Operating Income} + \text{Other Income}) - (\text{Direct Expense} + \text{Equip/Shop Expense} + \text{Overhead Expense} + \text{Admin Expense})$ .  
Definition of **Equity**:  $(\text{Equity} + \text{Operating Income} + \text{Other Income}) - (\text{Direct Expense} + \text{Equip/Shop Expense} + \text{Overhead Expense} + \text{Admin Expense})$ . 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**:  $\text{Cash} + \text{Current Assets} + \text{WIP}$ .  
Definition of **Total Assets**:  $\text{Cash} + \text{Current Assets} + \text{Wip} + \text{Other Assets} + \text{Fixed Assets} - \text{Accum. Depreciation}$ .
- **Return on Assets** - Measures the earning power or the profitability of a company's assets.  
Definition of **Return on Assets**:  $\text{Total Income} - \text{Direct} + \text{Shop/Equip} + \text{Overhead} + \text{Admin Expense} / \text{Cash} + \text{Current Assets} + \text{Wip} - \text{Accum. Depreciation}$ .
- **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**:  $\text{Equity} + \text{Total Income} - (\text{Direct} + \text{Shop/Equip} + \text{Overhead} + \text{Admin Expense})$ .
- **Debt/Assets** - Measures the percentage of total assets represented by liabilities.  
Definition of **Debt**: Total liabilities.  
Definition of **Assets**:  $\text{Cash} + \text{Current Assets} + \text{Wip} + \text{Other Assets} + \text{Fixed Assets} - \text{Accum. Depreciation}$ .
- **Overhead/Direct Expense** - Measures the relationship of overhead expenses to job expenses. Total Indirect Expense/Total Direct Expense.  
Definition of **Indirect Expense**:  $\text{Overhead} + \text{Administrative Expenses}$ .  
Definition of **Direct Expense**:  $\text{Direct} + \text{Equipment} + \text{Shop Expenses}$

## Financial Review - Trends

Sage 100 Contractor uses the ledger account balances to graph financial trends.

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.

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

### About project reviews

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

### About Report Writer

**13-3 Report Writer** provides tools that allow you to create custom reports to access information stored in the Sage 100 Contractor databases. With **13-3 Report Writer**, you can modify existing reports or create entirely new reports for your company's needs.

Before creating a report, it is important to understand how **13-3 Report Writer** and **13-5 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. Most form designs also have a detail box, which indicates to Sage 100 Contractor 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 the report prints on a new page or an entirely new form.

**13-3 Report Writer** allows you 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.

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.



**NOTE:** If you have previously edited and modified reports, and considering the addition of program-wide drill-down from reports in Version 13 or later, we encourage you to review the topics [Editing reports for drill-down](#) and [Modifying custom reports for drill-down](#).

## About 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, from the **Edit** menu, click **Form Design**.

If the form name does not display 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, 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.

## Saving and naming reports

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. Where 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 save it to the **\MB7\Custom Reports** folder. You can save an unlimited number of reports to this location.

- 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 access a report in a specific window, save the file in the \MB7\System Reports folder.

The filename consists of eight numbers. The first six numbers specify the window location, and 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.

## Using the New Report Launch window

With the New Report Launch window, you can do the following:

- Create a new report using the wizard...
- Browse for an existing report...
- Start with a blank report
- Open a recent report (last 5 saved reports are listed)

### Creating a new report using the wizard

**1** Accept the default to **Create a new report using the wizard...** and click **OK**.

This launches the Report Wizard.

**2** Enter a report title to be displayed at the top of the report and 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 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** Select the table that holds the primary data for the report by navigating to the menu where the records can be found.

 **TIP:** You can also list tables by name to view a simple alphabetical list of all data tables. Check **List Tables by Name**.

**5** Click on the primary table and then click **Next**.

**6** Select fields in the primary table to add to the report.

- Double click on fields from the Fields list on the top right. These fields can be sorted by name if you select the option to **List Fields by Name**. 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 do the following actions:

- i 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.
- ii 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.
- iii Reorder columns by dragging them to a different location.
- iv Remove columns from the report by right-clicking them.

7 Click **Next**.

8 Select the fields for report selection criteria.

- a Double click on fields from the Fields list.
- b In the bottom panel, you can do the following actions:
  - i 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.

- ii 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.'

9 Click **Finish**.

### Browse for an existing report...

- 1 Select **Browse for an existing report...** and click **OK**.
- 2 Browse to the reports folder where your report is stored and select the report, then click **Open**.

### Start with a blank report

- 1 Select **Start with a blank report** and click **OK**.

This selection allows you to create a new report without using the Report Wizard.

### Open a recent report

The last 5 saved reports are listed and can be selected.

## Creating new reports

Note that sometimes it is quicker to create a new report by editing an existing report if you only have to make a few changes or additions.

### To create a new report:

- 1 Open **13-3 Report Writer**.
- 2 On the New Report Launch window, select either **Create a new report using the Wizard** or **Start with a blank report** and click **OK**.

## Modifying existing reports to create new reports

To locate the report you want to open, you need to know the name of the report. The file name 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 that corresponds to **4-1-2 Payable Invoice**, report 21.

### To modify an existing report to create a new report:

- 1 Locate the report, and remember its name.
- 2 Open **13-3 Report Writer**.
- 3 From the New Report Launch wizard, select **Browse for an existing report...**, and locate the \MB7\System Reports folder.



**NOTE:** Both locked and open reports are included in the \MB7\System Reports folder, but only open reports can be modified.

- 4 Alternatively, you can open the report that you want to modify by locating the report on a Report Printing window, selecting it, and then clicking **Modify Report** button.
- 5 From the list, locate and double-click the report you want to open, for example, 04010221.rpf.
- 6 Type a new report title in the **Title** text field.
- 7 Select a report form for the **Form** text field.
- 8 To modify the grouping and sorting of field, select **Edit > Grouping/Sorting...**
- 9 On the **Define Grouping and Sorting** window, choose a table, double-click items in the **Fields** list to move them to the bottom panel.

In the bottom panel, you can do the following:

- a Remove groups by right-clicking a group field
  - b Reorder groups by dragging them into the desired order
  - c Change sorting by clicking on columns in the main row of the panel
- 10 Click **OK**.
  - 11 To modify the selection criteria, select **Edit > Selection Criteria...**
    - a On the **Define the Selection Criteria** window, choose a table, double-click items in the **Fields** list to move them to the bottom panel.
    - b In the bottom panel, you can choose to enter default criteria, or you can leave the criteria blank.
    - c Click **OK**.
  - 12 From the **File** menu, select **File > Save**.
  - 13 To the message box confirming the modification, click **OK**.
  - 14 Change the last two digits of the report name to a number between 1 and 20.
  - 15 Select **Save**.

## Working with Text in 13-3 Report Writer

### Typing text in reports

#### To type text:

- 1 In **13-3 Report Writer**, open the report in which you wish 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.

### Editing text in reports

#### To edit text:

- 1 In **13-3 Report Writer**, open the report in which you wish to edit text.
- 2 Select **Edit > Select Objects**.
- 3 Double click on the field you want to Edit and make the necessary changes.

### Changing fonts in reports

#### To change fonts:

- 1 In **13-3 Report Writer**, open the report in which you wish to change fonts.
- 2 Select the field or fields that need font changes. Multiple field objects can be selected by pressing the **Ctrl** key while clicking on field objects.
- 3 On the **Edit** menu, click **Font**.
- 4 In the **Font** list, click the font.
- 5 In the **Font Style** list, click the format of the font.
- 6 In the **Size** list, click the font size.
- 7 In the **Effects** section, click **Strikeout** or **Underline** as needed.
- 8 Click **OK**.



**NOTE:** Font features can also be changed by right clicking on a field or text object and selecting Properties.

### Aligning text to the left in reports

#### To align text to the left:

- 1 In **13-3 Report Writer**, open the report in which you wish to align text.
- 2 Select **Edit > Select Objects**.
- 3 Click the text field that you want to align.
- 4 On the **Edit** menu, click **Align Left**.



**NOTE:** The text aligns itself to the left where the text begins, and not the left margin.

## Aligning text to the right in reports

### To align text to the right:

- 1 In **13-3 Report Writer**, open the report in which you wish to align text.
- 2 Click the text field that you want to align.
- 3 On the **Edit** menu, click **Align Right**.



**NOTE:** The text aligns itself to the furthest right where the text ends, and not the right margin.

## Bands

### About 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 <b>Subtotal 1</b> when you want to subtotal data from <b>Group 1</b> .
Subtotal 2	Select <b>Subtotal 2</b> when you want to subtotal data from <b>Group 2</b> .
Subtotal 3	Select <b>Subtotal 3</b> when you want to subtotal data from <b>Group 3</b> .
Total	Select <b>Total</b> when you want to total data from the entire report.
No Print	Select <b>No Print</b> 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 <b>No Print</b> 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.

## Inserting bands

### To insert a band:

- 1 In **13-3 Report Writer**, open the report into which you wish 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.

## Deleting bands

### To delete a band:

- 1 In **13-3 Report Writer**, open the report from which you wish 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.

## Inserting form breaks

### 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



**NOTE:** When you create a new report design, there are no form breaks. Use the form break to determine when Sage 100 Contractor prints information on a new form.

## Inserting page breaks

### 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



**NOTE:** When you create a new report design, there are no page breaks. Use the page break to determine when Sage 100 Contractor prints information on the next page of a multi-page form design.

## Tools for Building Reports

### Drawing lines in reports

#### To draw a line:

- 1 In **13-3 Report Writer**, open the report in which you wish to draw a line.

- 2 Select **Insert > Line**.
- 3 To draw a line, drag the pointer.



**NOTE:** Lines may be drawn either horizontally or vertically, but not on any angle or diagonal.

### Modifying line properties

- 1 Select the line object.
- 2 Right-click on the line and select **Properties**.
- 3 Modify the line object properties. You can modify the following properties:
  - a Line Width
  - b Line Type
  - c Solid
  - d Dash
  - e Dot
  - f Dot-Dash
  - g Forecolor
  - h Position
  - i Row
  - j Top (set the top position relative to the band line)
  - k Left (set the left position relative to the left side of the page)
  - l Width (set the width of the line)
  - m Height (set the height of the line)

### Drawing boxes in reports

#### To draw a box:

- 1 In **13-3 Report Writer**, open the report in which you wish to draw a box.
- 2 Select **Insert > 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.

#### Modifying box properties

- 1 Select the box object.
- 2 Right-click on the box and select **Properties**.
- 3 Modify the box object properties. You can modify the following properties:
  - a Line Width
  - b Line Type
  - c Solid
  - d Dash
  - e Dot

- f** Dot-Dash
- g** Forecolor (controls the color of the border)
- h** Backcolor (controls the color of the interior area)
- i** Position
  - Row
  - Top (set the top position relative to the band line)
  - Left (set the left position relative to the left side of the page)
  - Width (set the width of the line)
  - Height (set the height of the line)

## Moving objects in reports

### To move a selection:

- 1 In **13-3 Report Writer**, open the report in which you wish to move an object.
- 2 Select the object you want to move.
- 3 Drag the selection to the desired location.

## Setting the form or line color in reports

### To set the form or line color:

- 1 In **13-3 Report Writer**, on the **Edit** menu, click **Color**.
- 2 Click the color you want to use or define a custom color.
- 3 Click **OK**.

### To set or change the text object color:

- 1 In **13-3 Report Writer**, select the text object.
- 2 Select **Edit > Color**.
- 3 Click the color you want to use or define a custom color.
- 4 Click **OK**.



**NOTE:** Changing the color affects both text and graphics that you draw after the change.

## Inserting pictures or logos in reports

Consider the following points before inserting pictures or logos in reports:

- If you will be using your own bitmaps (\*.bmp), place them in the \MB7\BMP folder on your C: drive.
- Graphic formats other than bitmaps may be used in **Form Design** but we recommend that you use bitmaps for the highest quality output.
- From within an open form, in the **File** menu, you can also click **Form Design**.
- You can resize a picture or logo larger or smaller and retain its original proportions.

### To insert a picture or logo:

- 1 In **13-5 Form/Report Page Design**, open the form into which you wish to insert a graphic.
- 2 On the **Mode** menu, click **Picture**.
- 3 Click in the location where you want to place one corner of the graphic and drag the pointer diagonally to the size you want.
- 4 The **Assign Picture** dialog box will display.
- 5 Select the bitmap file that you want to insert.
- 6 Click **Open**.
- 7 The picture or logo appears in your form.

## Adjusting the proportions of pictures in reports

### To adjust the proportions of a picture:

- 1 In **13-3 Report Writer**, open the report in which you wish to re-proportion a graphic.
- 2 Drag the picture in the direction that you want to stretch or shrink it.
- 3 On the **Mode** menu, click **Proportion**.
- 4 Click the image to re-proportion it.

## Stretching or shrinking objects in reports

### To stretch or shrink an object:

- 1 In **13-3 Report Writer**, open the report in which you wish to resize an object.
- 2 On the **Mode** menu, click **Resize**.
- 3 Drag the item that you want to stretch or shrink.



**IMPORTANT:** You cannot resize text. You can only resize the right and bottom edges of an object.

## Erasing objects in reports

### To erase an object:

- 1 In **13-3 Report Writer**, open the report in which you wish to erase an object.
- 2 On the **Mode** menu, click **Delete**.
- 3 Click the object or text block that you want to erase.

## Calculated Fields

### About 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, **company^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 & State
CP^zipcde	Company Zip Code
CP^mallbl	Company Mail Label
CP^licnum	Company License Number
CP^ctynme	Company City Name
CP^state	Company State Name
CP^phnum	Company Phone Number
CP^curdte	Current Date
CP^curtme	Current Time
CP^curusr	Current User
CP^pagnum	Page Number
CP^pagnxt	Consecutive Page Number (will ignore new page one for new groups, etc.)
CP^stetax	Company State Tax ID#
CP^fedtax	Company Federal Tax ID#
CP^memnte	Notes entered on report selection window
CP^select	Report Selection Criteria

Pre-Defined Field	Data
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 <b>3-4 Statements</b> )

## 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:

6. In the **13-3 Report Writer** window, open the report into which you wish to insert a calculated field.
7. Select **Insert > Text**.
8. Click in the text box where you want to place the field.
9. Select **Insert > Fields**.
10. 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 wish 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

When you create a global calculated field, it can easily be added to other reports by selecting it from the list of global calculated fields. This allows you to avoid the task of created the calculated field each time 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:

- a In the **Tables** list, click a table. Then in the **Fields** list, click the fields you want.
  - b In the **Functions** list, click the functions you want.
  - c 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 wish 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 **Nametext** 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**, open the report into which you wish 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**.
- 6 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

Operator	Description
-	Subtraction
*	Multiplication
/	Division
=	Equal to
<>	Not equal to
()	Open/close parenthesis.
<	Less than
>	Greater than
<=	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, etc.)

- 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 retention of a payable invoice by multiplying the invoice total times the retention rate.

The retention 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
<b>ADDINT\$</b>	<p>The ADDINT\$ function adds an interval to a date.</p> <p>Syntax: ADDINT\$(interval,number,date)</p> <p>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.</p> <p>Number specifies number of intervals by which you want to increment a date.</p> <p>Date is the date or date field to which the intervals are added.</p> <p>Example: To create a list of payable invoices whose payments are overdue by two days for the given discount date, use the following expression:</p> <p>ADDINT\$(d,2,acpinv.dscdte)£DATE\$</p> <p>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.</p>
<b>AGED</b>	<p>The AGED function determines if a date falls between two values.</p> <p>Syntax: AGED (date,number1,number2)</p> <p>Date is a date or date field.</p> <p>Number1 and number2 specify the number of days that the date must fall between to return a logical True.</p> <p>A "1" is returned by the AGED function when the date falls within the range and "0" returned when it doesn't.</p> <p>Example: To create a calculation that checks the age of receivable invoices based on their due dates, use the following expression:</p> <p>AGED(acrinv.duedte, 1, 30)</p> <p>The expression determines if the due date is less than or equal to the system date plus 30 days.</p>

Function	Description
<b>CASE</b>	<p>The CASE function conditionally returns a result based on the value of an item.</p> <p>Syntax: CASE(item,value-n,result-n,default)</p> <p>Item is the type of data being checked.</p> <p>Value-n is the value for which the CASE function is searching.</p> <p>Result-n is the result the CASE function returns when the CASE function finds Value-n.</p> <p>Default is the result if the CASE function does not find Value-n.</p> <p>Example: Suppose you want to print or display a description of the payable invoice status. To do this, create the following expression:</p> <p>CASE(acpinv.status,1,Open,2,Review,3,Dispute,4,Paid,Void)</p> <p>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.</p>
<b>DATE\$</b>	<p>The DATE\$ function returns the system date.</p> <p>Syntax: DATE\$</p> <p>No additional information is necessary.</p> <p>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:</p> <p>DATE\$</p> <p>If the system date is 09/05/10, the field returns the value 09/05/2010.</p>
<b>DAY</b>	<p>The DAY function returns the number of the day of the month.</p> <p>Syntax: DAY(date)</p> <p>Date is the date field.</p> <p>Example: To print or display the day of the month for a receivable invoice date, use the following expression:</p> <p>DAY(acrinv.invdte)</p> <p>If the date is 09/05/2010, the field returns the value 10.</p>

Function	Description
<b>DAY\$</b>	<p>The DAY\$ function returns of day of the month as a character string.</p> <p>Syntax: DAY\$(number)</p> <p>Number is the number of the day, where 1 through 7 represents Sunday through Saturday.</p> <p>Example: To print or display the day of the week for a fixed date in a schedule, use the following expression:</p> <p>DAY\$(schlin.fxddte)</p> <p>If the fixed date 09/05/2010 falls on a Wednesday, the field returns Wednesday.</p>
<b>LEFT\$</b>	<p>The LEFT\$ function returns a specified number of characters beginning at the left-most character.</p> <p>Syntax: LEFT\$(string,number)</p> <p>String is the field that contains the characters you want to select.</p> <p>Number specifies the number of characters you want to select.</p> <p>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:</p> <p>LEFT\$(employ.fstnme,1)</p> <p>If the employee's first name is Ron, Sage 100 Contractor returns R.</p>

Function	Description
<b>MID\$</b>	<p>The MID\$ function returns a number of characters from a character string, starting at a position you specify.</p> <p>Syntax: MID\$(string,number1,number2)</p> <p>String is the field that contains the characters you want to select.</p> <p>Number1 specifies the position of the first character.</p> <p>Number2 specifies the number of characters you want to select.</p> <p>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.</p> <p>MID\$(string,1,6)</p> <p>If the string contains six characters, this function returns six-character strings, such as 2x4x20.</p>
<b>MONTH</b>	<p>The MONTH function returns the number of the month from a date field.</p> <p>Syntax: MONTH(date)</p> <p>Date is the date field.</p> <p>Example: To print or display the month for a fixed date in a schedule, use the following expression:</p> <p>MONTH(schlin.fxdte)</p> <p>If the fixed date is 09/05/2010, the field returns the value 9.</p>
<b>MONTH\$</b>	<p>The MONTH\$ function returns the month as a character string.</p> <p>Syntax: MONTH\$(number)</p> <p>Number is the number of the month, where 1 through 12 represents January through December.</p> <p>Example: To print or display the month for a fixed date in a schedule, use the following expression:</p> <p>MONTH\$(schlin.fxdte)</p> <p>If the fixed date is 09/05/2010, the field returns September.</p>

Function	Description
<b>RIGHT\$</b>	<p>The RIGHT\$ function returns a specified number of characters beginning at the right-most character.</p> <p>Syntax: RIGHT\$(string,number)</p> <p>String is the field that contains the characters you want to select.</p> <p>Number specifies the number of characters you want to select.</p> <p>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:</p> <p>RIGHT\$(eqmnt.eqpnme,4)</p> <p>If the equipment description is Cat 3054T Diesel Engine 2000, Sage 100 Contractor returns 2000.</p>
<b>SPELL\$</b>	<p>The SPELL\$ function spells out the currency value. Report Writer returns ***VOID*** if the number is zero or a negative.</p> <p>Syntax: SPELL\$(number)</p> <p>Number is the number or field you want to spell out.</p> <p>Example: To print or display the payable invoice balance, use the following expression:</p> <p>SPELL\$(acpinv.invbal)</p> <p>If the payable invoice balance is \$535.00, the field returns FIVE HUNDRED THIRTY FIVE DOLLARS.</p>
<b>TRIM\$</b>	<p>The TRIM\$ function removes the trailing spaces in a character expression.</p> <p>Syntax: TRIM\$(string)</p> <p>String is the field from which you want to remove the trailing spaces.</p> <p>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.</p> <p>TRIM\$(employ.fstnme)</p> <p>Using TRIM\$ removes the trailing 16 spaces.</p>

Function	Description
YEAR	<p>The YEAR function returns the year from a date field.</p> <p>Syntax: YEAR(date)</p> <p>Date is the date field.</p> <p>Example: To print or display the year for a report, use the following expression:</p> <p>YEAR(DATE\$)</p> <p>If the system date is 09/05/10, the field returns the value 2010.</p>

## 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 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 <b>Select Sum</b> in place of the <b>Select</b> portion of the expression.
From	Indicates the source database. Usually follows the <b>Select</b> portion of the expression.
Where	Defines the criteria that data must meet for use in the query. Usually follows the <b>From</b> portion of the expression.
Between	Defines a range of data. The <b>Between</b> operator works similar to $\geq$ and $\leq$ .
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 **7-2 Company Information**, you can use an SQL query to extract the information.

**Syntax:** `Select USRDF1 From COMPANY`

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

### 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 **Report Printing** window toolbar buttons provide more versatile tools for working with reports. From right to left:

- **Print records**- Sends the selected report to the default printer or the printer you select from the printer selection drop-down menu.
- **Print preview and Drilldown (when available)**- Opens the selected report in print preview mode with drill-down functionality.
- **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.
- **Send report as an Outlook email attachment** - Launches Outlook with the report attached to an email message as a PDF file.
- **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.



### NOTES:

- 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.
- **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.
- **Set the print orientation to landscape or portrait** - Becomes available when printing graphs or charts.
- **Insert a note into the report** - 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.

## 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.

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 checks and a laser printer that is used to print all other documents. In the **Report Printing** window from which you print general ledger checks, you can set the dot matrix printer as the default.

 **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 **\\MB7\Programs\** 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.

## 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.

## 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 **7-7 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:
  - a From the **File** menu, select **Print**.
  - b On the toolbar, click the **Print Records** button.



#### NOTES:

- 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**.

## 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.
- 5 The list of these options depends on your printer.
- 6 To print specific pages, enter their numbers in the text boxes next to **Pages**.
- 7 Select how many copies you want by clicking on the up and down arrows next to **Copies**.
- 8 Select **Save Printer Settings**.

## Printing reports to screen - print preview

You can preview reports before you print them by clicking the **Print preview and Drilldown (when available)** 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.

## Drilling Down into Report Information

### About program-wide drill-down into report information

Sage 100 Contractor provides over 1200 in-product reports to enable you to analyze the state of your business from many different perspectives. In addition to the information available on reports themselves, you can also “drill down” into the information in most reports’ rows and fields.

If there is drillable information on that page of the report, your cursor resembles a magnifying glass; otherwise, it remains an arrow. When you move the cursor over values on the report, the lens may display a red circle. The red circle indicates that you can drill down into that piece of information.

### 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 using data control select a record.
- 2 On the toolbar, click the **Print records** button
- 3 The **3-7 Report Printing** window opens. By default, the first report is selected, **21-Progress Billing~by Cost Code**.
- 4 On the tool bar, click the **Print preview and Drilldown (when available)** button.
- 5 The **21 - Progress Billing~by Cost Code** report window opens. In this example the report contains three pages.
- 6 Scroll to the second page, and note that fields in the first column are drillable but that none of the fields in the other columns are drillable. Now let’s edit the report so that the rows are drillable.
- 7 Exit the report, and on the **3-7 Report Printing** window, with **21-Progress Billing~by Cost Code** selected, click the **Modify Report** button.
- 8 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.

- 9 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.
- 10 On the toolbar, locate and click the **Insert fields from a list** button.
- 11 The **Insert a Field** window opens.
- 12 From the list of **Fields** in the Progress Billing Lines table, locate and double-click the **Record#** line.

 **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.

- 13 That field now appears in the report form.

14 Click **File > Save**, and save the report under a new name, such as 03070001.



**NOTE:** 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.

15 Exit **13-3 Report Writer**, and you return to **3-7 Report Printing** with the edited report **01-Progress Billing~by Cost Code** selected.

16 On the tool bar, click the **Print preview and Drilldown (when available)** button.

17 The **01 - Progress Billing~by Cost Code** report window opens.

18 Scroll to the second page.

19 Note that fields in the first column are still drillable. Move your cursor over a value in the **Contract** column, and double-click 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, then please 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.

# 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, etc.

## 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** In the **Report Forms** folder, locate and double-click **Avery5160.Docs\_Vendor**.
- 3** Click the field **actpay^mallbl**, then on the **Mode** menu, click **Delete**.
- 4** Click **actpay^mallbl** again.

The field disappears from the form.

- 5** On the **Mode** menu, click **Text**, then click once in the form page to insert a text area.
- 6** From the **File** menu, point to **Insert**, then click **Fields**.
- 7** The **Insert Fields** window opens.
- 8** In the table list, click **Takeoff Parts**.
- 9** In the field list, double-click the field **tkfprt.recnum-Part#**.
- 10** Right-click **tkfprt.recnum**.
- 11** The **Object Properties** window opens.
- 12** Under **Font**, double-click either **BC C39 3 to 1 HD Wide** or **BC UPC HD Wide**.
- 13** Click **OK**.
- 14** From the **File** menu, select **Save**.
- 15** 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.



**IMPORTANT:** 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**.
- 4 To print barcode labels, the table to select is **Takeoff Parts**.
- 5 Click **Next**.
- 6 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.
- 7 Click **Open**, then click **Next**.
- 8 In the **Display Fields** window, select the part number field, which is **tkfprt.recnum**, then click **Next**.
- 9 In the **Group Fields** and **Sort Fields** windows, click **Next**.
- 10 In the **Selection Fields** window, select the criteria by which to print the labels, such as **Part #**, then click **Next**.
- 11 In the **Selection Criteria** window, modify the criteria to fit your business requirements, then click **Next**.
- 12 In the **Page Settings** window, click **Finish**.
- 13 In the **13-3 Report Writer** window, in the **File** menu, click **Save**.
- 14 Open **13-4 Report Printing**, and select the report for printing barcodes as labels.
- 15 Click the **Print Record to Screen** button to view the report before printing it.

Make adjustments to the form, as necessary.

- 16 Click the **Print Records** button to print the barcodes as labels.

## Using MICR to Print Your Own Checks

### About check forms

You can purchase blank or pre-printed check forms from a variety of vendors for tractor feed and laser printers; however, we recommend Sage Construction and Real Estate Forms. Several check designs come pre-installed, which includes two and three part formats for both laser and tractor feed printers.

Businesses that use multiple checking 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 check forms.

- When designing a check 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 check.
- If your printer driver provides the ability to print multiple copies and you use a laser printer, you can make copies of checks by placing a blank page after every check form. Then in the **Copies** box, select two copies. When you print the checks, Sage 100 Contractor prints a duplicate of each check on blank paper.
- To use a tractor feed printer with your check forms, you need to indicate the form length in your **Printer Setup** dialog box.
- Most 2-part tractor feed check 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 check 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 checks.

## About checks and Check 21 regulations

The Check Processing for the 21st Century Act (Check 21) requires that banks accept scanned representations of checks sent electronically in place of the original paper checks. This legislation came into effect in October of 2004 with the dual purposes of speeding up check clearing and helping prevent future disruption of the cash flow in the United States if air traffic were to be halted for any reason.

For all banks to accept the electronic representations of checks, there must be very strict requirements for how they look. For example, all fonts must meet certain specifications, and the placement of fields, such as the check dollar amount, must be standardized. At the present time, however, this only affects machine-printed checks.

The American National Standards Institute (ANSI) administers and coordinates the U.S. voluntary standardization and conformity assessment system. ANSI regulations have changed the requirements for printing checks, and Sage 100 Contractor has made specific changes to check forms to meet these requirements. For example, the fonts for the dollar sign (\$) and for text in fields across the check are ANSI-compliant.

Because of the new law, it is important that our customers understand the risks associated with changing the Sage 100 Contractor supported formatting. These risks are detailed below.

The bank's scanner may not recognize the text and dollar amount and reject the check if these conditions exist:

- If you move or change the font for the dollar sign (\$) or the amount on the check form.
- If you fail to properly update your old check form to meet the ANSI requirements, the banks at some point will notify you that your checks are not compliant.

Note that when you install Sage 100 Contractor, you install the new check forms that meet the Check 21 requirements. You can, however, continue to use the old check forms, which print just as they did before. As you have time, you can transition to the new check forms.

## Check 21 formatting requirements

There are some very important facts to know regarding the Check 21 formatting requirements.

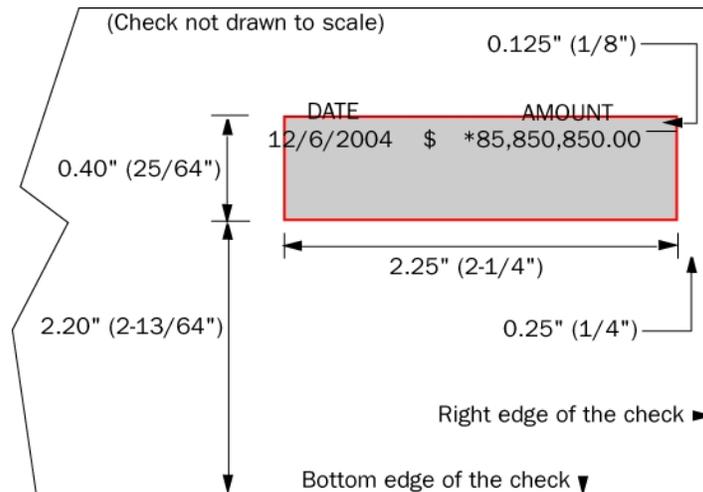
- The font and size of the date and printed dollar amount must be Arial 10-Regular.
- The font and size of the dollar sign must be OCR B MT 12-Regular. This font is now installed with the Sage 100 Contractor product.
- The dollar sign must have a minimum clearance of 0.10 of an inch from both the date and from the printed dollar amount. We recommend one eighth of an inch.

When the bank scans the area on the check containing the amount of the check (the CAR box), it looks for the dollar sign (\$), followed by a blank space to locate the printed dollar amount. The asterisk acts as a security device to protect the dollar amount.

The dollar sign and printed dollar amount must be inside of the CAR box. The date is not part of the Check 21 requirements, and is not required to be in the CAR box scan area.

A minimum of 0.10" (1/10") is required from the bottom of the pre-printed word "AMOUNT" to the top of the printed dollar amount.

We recommend working in eighths, sixteenths, and thirty-seconds of an inch because most rulers and tape measures are graduated that way.



## About printing your own check forms

Suppose that with each new joint venture project you open a new checking account for that project. Over the course of the job, you might write about 100 checks to pay vendors. To write a relatively small number of checks on pre-printed forms is not cost efficient, as you will not use most of the checks.

In the **13-5 Form/Report Page Design** window, you can create check form designs for individual companies or checking accounts. By creating your own check form designs, you can print the check forms on demand. Many form suppliers carry blank check stock, and often provide a choice between pre-numbered or unnumbered check stock.

When you need to print a check, you can select the appropriate custom form design for the checking account. With blank check forms inserted in your laser printer, Sage 100 Contractor prints the design on the blank check stock at the same time that it prints the checks for you.

Banks use a variety of scanning systems to read checks. Some use an optical character recognition system that scans for a special font at the bottom of the check. Others use magnetic ink character recognition (MICR) systems that read magnetic ink in the font at the bottom of the check. Because your checks might pass through a variety of banks, each using a different recognition system, we recommend that you design the check forms for recognition by both systems.

## Viewing sample MICR checks

### To view a sample MICR check:

- 1 Open **1-1 Checks/Bank Charges**, and then click the **Print Records** button.

- 2 Click the drop-down arrow by the **Report Form** box.
- 3 Scroll to find **SampleMICR.Check\_GL**.
- 4 Enter appropriate selection criteria, and click the **Print Record to Screen** button.

## Creating your own check forms from blank checks

Sage 100 Contractor uses different check form designs in each location from which you can print checks: **1-1 Checks/Bank Charges**, **4-3 Vendor Payments**, **5-2-4 Payroll Checks**, and **8-5 Equipment Payments**. If you are using blank checks, you need to create a new check form design for each company and checking account in each location from which you intend to print checks.

Suppose that your company only uses two checking accounts. One account is strictly for payroll while the other covers all other payments. For the payroll checking account, create one form that Sage 100 Contractor uses when you print checks from the **5-2-4 Payroll Checks** window. For the general checking account, you need to create three separate forms to print checks from each of the remaining locations.

When designing your own checks, place three different fields on the bottom of the check design and formatted with the MICR font.

- In the left corner, the check number must be printed.
- In the middle, the routing number and account number must print.
- In the right corner, the check amount must print.

You must purchase and install the MICR fonts in order to print the appropriate information on your checks.

The MICR fonts allow you to type the special characters on your checks that banks use to read the routing number, account number, and the amount.

 **IMPORTANT:** Be sure that you are using the MICR toner cartridge when using MICR fonts.

 **IMPORTANT:** Confirm that your checks are printing correctly by taking a sample check produced with data from a sample company to your bank to ensure that all data is conveyed correctly.

### To create your own check forms:

- 1 Open **13-5 Form/Report Page Design**.
- 2 From the **File** menu, click **Open**, then select the form design you want to edit.
-  **TIP:** If you do not know the name of the form design to edit, open the **Report Printing** window as if you were printing checks. On the **Edit** menu, click **Form Design**.
- 3 In the upper left portion of the check, draw a text box. Then enter the company information and bank information.
- 4 In the upper right corner of the check, draw a text box. Then from the **Insert** menu, click **Fields**, then **Calculated Fields**.
- 5 The **Calculated Fields** window appears.
- 6 Select the **Check Number** field.
- 7 In the left bottom corner, draw a text box that will contain the check number.
- 8 Click **Edit**, then **Calculated Fields**.
- 9 Click the drop-down arrow next to the **Calculation** box to display the **Global Calculated Fields** window, then select **Micro code check number (lgtnln^chknmc)** from the list.
- 10 Click **Add** to add to **Calculated Fields** for this form.

- 11 From the **Insert** menu, click **Fields**, then **Calculated Fields**, then select the **Micro code check number**.
- 12 From the **Edit** menu, click **Font**.
- 13 Select the **AdvMICR** font, apply to the **Micro code check number**, then click **OK**.
- 14 In the middle of the form at the bottom, type in the routing number and account number. From the **Edit** menu, click **Font**. Select the **AdvMICR** font, and click **OK**.
- 15 Repeat steps 7–12, and instead of selecting **Micro code check number**, select **Micro code check amount** (**IgtnIn^chkamc**).
- 16 From the **Insert** menu, click **Fields**, then **Calculated Fields**, then select the **Micro code check amount**.
- 17 From the **Edit** menu, click **Font**.
- 18 Select the **AdvMICR** font, apply to the **Micro code check amount**, and click **OK**.
- 19 From the **File** menu, click **Save**, then save each form with a unique name and the correct file name extension.
- 20 Verify the routing number, checking account number, and the symbols. Then verify the placement of the MICR line.



**TIP:** You can view a sample MICR check.

## MICR fonts and toner cartridges

Preprinted check forms use a Magnetic Ink Character Recognition (MICR) font at the base of the check where the routing number, checking account number, and individual check number is printed using a magnetic ink. Printing your own check forms, therefore, requires a specific MICR TrueType font, also referred to as E-13B, which you use to encode the required information on the base line of your check. You will also need a MICR toner cartridge for your laser printer.

MICR toner cartridges can cost 20% to 30% more than standard toner cartridges and are not available for all brands or models of printers. What you can save by printing your own checks usually covers more than the increase in costs for MICR toner cartridges. However, you will need to determine whether MICR toner is available for your make and model of laser printer.

When you replace the standard toner cartridge with the MICR toner cartridge, remnants of toner from the former cartridge can remain in your printer. You might have to print several test pages before the printer begins using the MICR toner. It is a good idea to leave the MICR toner cartridge in your printer as constant swapping between cartridges can reduce their life spans.

## MICR suppliers

There is a variety of MICR font and toner suppliers across the United States and Canada. Some companies sell instructions and calibration routines to position MICR fonts correctly, while a couple of others will verify placement for you at little or no cost. Your local bank might also be willing to check the placement for you.

If you have access to the Internet, you can locate quite a few suppliers. Use any popular search engine to search for the character string MICR fonts.

You can also contact the following companies:

- Printech, Inc. (305) 592-2838
- Advantage Laser Products (800) 722-2804

## About typing MICR characters

To create the proper magnetic stripe, the MICR fonts contain numbers, space, and separator symbols. In Sage 100 Contractor, the separators are created using A, B, C, and D and are compatible with current MICR font standard.

The data printed at the bottom of a check contains two different sets of symbols: (1) separators, which start and end a data zone; and (2) numbers, which contain routing, bank account, and check numbers.

Separator character name	MICR symbol	Letter to type
Transit	␣	A
Amount	␣	B
On-U's	␣	C
Dash	␣	D

Each separator has a special meaning for the magnetic or optical reader just as quotes, brackets, and parentheses have for regular text.

- **Transit:** The data between two transit symbols indicate the institution from which the funds are drawn.
- **Amount:** What is between these separators is the amount of the check. This is usually used internally by banks upon processing, and this field should not be used by customers under normal circumstances.
- **On-U's:** This symbol tells the reader that the following digits represent the account number and other important information.
- **Dash:** This is sometimes used to separate items in the account number and routing information. Some banks replace it by a simple space.

Numbers (digits) have the same meaning as usual, occupy their normal place in the ASCII table, and can be typed directly from the keyboard.

 **NOTE:** When using MICR fonts, the font must be set to point size 12.

### MICR Example

The following is an example of the data that you might enter in a plain font and how it would appear to you.

012045078A1102 C120D0120450C

What you typed should appear on your check looking very similar to this example.

␣012045078␣1102␣120␣0120450␣

## 13-5 Form/Report Page Design

### About 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.

Before creating a report, it is important to 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.

**13-5 Form/Report Page Design** 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.

## Creating new reports

Note that sometimes it is quicker to create a new report by editing an existing report if you only have to make a few changes or additions.

### To create a new report:

- 1 Open **13-3 Report Writer**.
- 2 On the New Report Launch window, select either **Create a new report using the Wizard** or **Start with a blank report** and click **OK**.

## Creating new forms

Be aware that 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.

## Editing existing forms

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.

### 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 Select the form design that you want to edit.
- 4 On the **13-5 Form/Report Page Design** window, edit the form.
- 5 Select **File > Save**.

### 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**.

## Editing form designs from the report selection window

You can edit form designs from the **Report Printing** window by following this procedure.

### To edit a form design from the report selection window:

- 1 From the **Report Printing** window, click the **Print Records** button.
- 2 Select **Edit > Form Design**.
- 3 On the **13-5 Form/Report Page Design** window, edit the form.
- 4 Select **File > Save**.
- 5 Return to the **Report Printing** window.
- 6 You can use the modified design immediately with a document that you want to print.

## 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 upon 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~Retention	System.Invoice_AR_Retention
24 - Receivable Invoice~Retention; with Notes	System.Invoice_AR_Retention
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 **\\MB7\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, for example, the **3-2 Receivable Invoices/Credits** window.
- 2 Click the **Print Records** button.

- 3 On the **3-2 Report Printing** window, in the **Report Form** list, click the drop-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**.

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.

## Previewing forms

### To preview a form within 13-5 Form/Report Page Design:

- 1 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 a form, you can reduce the size of a document displayed in the **Screen Review** window.

4. In the **Screen Review** window, select **View Options**, then select the percentage size (100%, 85%, 70%, or 50%) at which you want to view the report.

## Setting object properties

When you right-click an object in **13-3 Report Writer** or **13-5 Form/Report Page Design**, you can set its properties.

The **Object Properties** dialog box is specialized for each type of object

- Text Object Properties
- Image Object Properties
- Lines and Boxes Object Properties
- Field Object Properties
- Multiple Object Properties

## Text Object Properties

Property	You can:
Name	Select a font to apply to the entire text box.
Size	Select a font size.
Bold	Format all text in the text box as bold.
Underline	Format all text in the text box as underlined.
Italic	Format all text in the text box as italic.
Bold Italic	Format all text in the text box as bold italic.
Text	Edit the text or field that appears in the text box.
Characters	Set the total number of characters that appear in the text box.
Page	Specify on which page the object appears In <b>13-5 Form/Report Page Design</b> .
Top	Specify the absolute position for the top of the object.
Left	Specify the absolute position for the left side of the object.
Forecolor	Select the color you want to use for the text.
BackColor	Select the color you want to use behind the text in the text box.
Alignment	Align text to the left or right margin of the text box.

## Image Properties

Property	You can:
Page	Specify on which page the object appears In <b>13-5 Form/Report Page Design</b> .
Top	Specify the absolute position for the top of the image.
Left	Specify the absolute position for the left side of the image.
Width	Specify the width of the image.
Height	Specify the height of the image.
Image	Specify the path of the image you want to display in the picture box. To select the image, click the detail button.

## Lines and Boxes Properties

Property	You can:
Line width	Specify the thickness of a drawing line.
Line type	Specify the type of drawing line you want (Solid, Dash, Dot, Dot-Dash).
Forecolor	Select the color you want to use for the drawing line.
BackColor	Select the color you want to use to fill the interior area of a box.
Page	Specify on which page the line/box appears In <b>13-5 Form/Report Page Design</b> .
Top	Specify the absolute position for the top of the line/box.
Left	Specify the absolute position for the left side of the line/box.
Width	Specify the width of the line/box. This property does not appear for vertical lines.
Height	Specify the height of the line/box. This property does not appear for horizontal lines.

## Field Object Properties

Property	You can:
Name	Select a font to apply to the entire text box.
Size	Select a font size.
Bold	Format all text in the text box as bold.
Underline	Format all text in the text box as underlined.
Page	Specify on which page the object appears In <b>13-5 Form/Report Page Design</b> .
Top	Specify the absolute position for the top of the text box.
Left	Specify the absolute position for the left side of the text box.
Width	Specify the width of the text box.
Height	Specify the height of the text box.
Forecolor	Select the color you want to use for the text.
Backcolor	Select the color you want to use behind the text in the text box.
Format	For special number and date formatting, select the desired format from the list.
Alignment	Align text to the left or right margin of the text box.
Characters	Set the total number of characters that appear in the text box.
Do not print line if the returned value for this field is zero/blank	Hide a line if the field is blank or returns a zero.  Suppose you create a detail line in a report to print the account number, account name, and the account balance. However, you do not want to include the account on the report if it does not contain a balance. For the balance field, you display the object properties and select the <b>Do not print line if the value returned for this field is zero/blank</b> check box. Now, when you generate the report, accounts with no balance or a zero balance do not appear on the report.
Print a zero if the value is zero (otherwise will print a blank space)	Display "0" or "0.00" (depending on the format choice for a zero amount) if the field has no value.
Do not total this field	Place fields on a group band that is not totaled on the report.  For example, for a report that includes a calculated percentage value on each detail line, you don't want the total of all the percentage amounts printed on the subtotal and total lines.

## Set Properties for All Selected Objects

Property	You can:
Name	Select a font to apply to all the selected text objects.
Size	Select a font size.
Bold	Format all the selected text objects as bold.
Underline	Format all the selected text objects as underlined.
Italic	Format all the selected text objects as italic.
Italic Bold Italic	Format all the selected text objects as bold italic.
Forecolor	Select the color you want to use for all the selected objects.
Backcolor	Select the color you want to use for all the selected objects.
Line width	Specify the thickness of a line for all the selected line/box objects.
Line type	Specify the type of line you want (Solid, Dash, Dot, Dot-Dash) for all the selected line/box objects.
Alignment	Align text to the left or right margin of the text boxes for all the selected text objects.

## Working with Text in 13-5 Form-Report Page Design

### Typing text in forms

#### To type text:

- 1 In **13-5 Report/Form Page Design**, open the form in which you wish to type text.
- 2 Click where you want to place the text.
- 3 Type the text you want to enter.

### Editing text in forms

#### To edit text:

- 1 In **13-5 Report/Form Page Design**, open the form in which you wish to edit text.
- 2 Double click on the field you want to edit and make the changes that you want.

### Checking the spelling in forms

#### To check the spelling:

- 1 In **13-5 Report/Form Page Design**, open the form in which you wish to check spelling.
- 2 From the **Edit** menu, click **Spell Check**.

### Changing fonts in forms

#### To change fonts:

- 1 In **13-5 Report/Form Page Design**, open the form in which you wish to change fonts.

- 2 Highlight the field or fields that need font changes.
- 3 From the **Edit** menu, click **Font**.
- 4 In the **Font** list, click the font.
- 5 In the **Font Style** list, click the format of the font.
- 6 In the **Size** list, click the font size.
- 7 In the **Effects** section, click **Strikeout** or **Underline** as needed.
- 8 Click **OK**.

## Aligning text to the left in forms

### To align text to the left:

- 1 In **13-5 Report/Form Page Design**, open the form in which you wish to align text.
- 2 Click the text that you want to align.
- 3 From the **Edit** menu, click **Align Left**.



**NOTE:** The text aligns itself to the left where the text begins, and not the left margin.

## Aligning text to the right in forms

### To align text to the right:

- 1 In **13-5 Report/Form Page Design**, open the form in which you wish to align text.
- 2 Click the text that you want to align.
- 3 From the **Edit** menu, click **Align Right**.



**NOTE:** The text aligns itself to the furthest right where the text ends, and not the right margin.

## Working With Pages in 13-5 Form-Report Page Design

### Adding new pages

To add a new page, from the **Pages** menu, click **Add Page**.



**TIP:** You can also remove pages from the form.

### Inserting new pages

#### 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**.



**TIP:** You can also remove pages from the form.

### Copying pages

You can copy an entire page.

### To copy a page:

- 1 In **13-5 Form/Report Page Design**, select the page you wish to copy.
- 2 From the **Pages** menu, click **Copy Page**.

## Pasting pages

### To paste a page:

- 1 In **13-5 Form/Report Page Design**, select the page to which you want to paste.
- 2 From the **Pages** menu, click **Paste Page**.

## Removing pages

### 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**.

## Page Layout

### About form and report page design

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

### Setting the page margins

#### 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 **OK**.

### Setting the page size

#### 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 **OK**.

### Selecting the placement of lines

#### To select the placement of lines:

- 1 In **13-5 Form/Report Page Design**, on the **Pages** menu, click **Page Format**.

- 2 Under **Line Placement**, click the type of line you want to draw.
- 3 Click **OK**.

## Displaying a quarter-inch grid

### To display a quarter-inch grid:

- 1 In **13-5 Form/Report Page Design**, on the **Pages** menu, click **Page Format**.
- 2 Under **¼ Inch Grid**, click **Grid On**.
- 3 Click **OK**.

## Positioning objects with snap lines

### To position objects with snap lines:

- 1 In **13-5 Form/Report Page Design**, on the **sPage** menu, click **Page Format**.
- 2 Next to **Snap to Position Setting**, click the arrows to select the position, up to 10/16".
- 3 Click **OK**.

## Tools for Building Form Designs

### Drawing lines in forms

#### To draw a line:

- 1 In **13-5 Form/Report Page Design**, open the form in which you wish to draw a line.
- 2 On the **Mode** menu, click **Line**.
- 3 To draw a line, drag the pointer.

### Drawing boxes in forms

#### To draw a box:

- 1 In **13-5 Form/Report Page Design**, open the form in which you wish to draw a box.
- 2 On the **Mode** 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.

### Creating a detail box

The detail box determines where the body of the report appears on a form design when you generate the report.

#### To create a detail box:

- 1 In **13-5 Form/Report Page Design**, open the form in which you wish to create a detail box.
- 2 On the **Mode** menu, click **Detail**.
- 3 Click in the location where you want to place one corner of the detail box and drag the pointer diagonally to the size you want.

## Adding 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.

### To add a company logo to all report forms:

- 1 Using Windows Explorer, navigate to the \MB7\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.

## Moving selections in forms

When you select an object such as a box, all objects in the box move with it.

### To move a selection:

- 1 In **13-5 Form/Report Page Design**, open the form in which you wish to move a selection.
- 2 Select the item you want to move.
- 3 On the **Mode** menu, click **Move**.
- 4 Drag the selection to the desired location.

## Setting the form or line color in forms

Changing the color affects both text and graphics that you draw after the change.

### To set the form or line color:

- 1 In **13-5 Form/Report Page Design**, on the **Edit** menu, click **Color**.
- 2 Click the color you want to use.
- 3 Click **OK**.

## About 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.

## Inserting fields

Consider the following points before inserting fields:

- 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 wish to insert fields.
- 2 On the **Mode** menu, click **Text**.
- 3 Insert the pointer where you want to place the text.
- 4 On the **Insert** menu, click **Fields**.
- 5 In the **Allowable Tables** box, click the table that you want to use.
- 6 In the **Fields** box, double-click the field that you want to use.

## Inserting pictures of logos in forms

You can use file types other than \*.bmp, such \*.jpg and \*.gif, but we recommend that you use \*.bmp for the highest quality output.

When you click **Mode > Picture**, and then draw a rectangle area, the **Assign Picture** dialog box opens by default to the \MB7\BMP folder. If you will be using your own graphic files, place them in the \MB7\BMP folder before you start this procedure so that the graphic will be available to insert immediately without searching for it.

### To insert a picture or logo:

- 1 In **13-5 Form/Report Page Design**, open the form into which you wish to insert a graphic.
- 2 On the **Mode** menu, click **Picture**.
- 3 Click in the location where you want to place one corner of the graphic and drag the pointer diagonally to the size you want.
- 4 The **Assign Picture** dialog box appears.
- 5 Select the bitmap file that you want to insert.
- 6 Click **Open**.
- 7 The picture or logo will display in your form.



**TIP:** You can resize a picture or logo larger or smaller and retain its original proportions.

## Adjusting the proportions of pictures in forms

### To adjust the proportions of a picture:

- 1 In **13-5 Form/Report Page Design**, open the form in which you wish to re-proportion a graphic.

- 2 Drag the picture in the direction that you want to stretch or shrink it.
- 3 On the **Mode** menu, click **Proportion**.
- 4 Click the image to change its proportions.

## Stretching or shrinking objects in forms

### To stretch or shrink an object:

- 1 In **13-5 Form/Report Page Design**, open the form in which you wish to resize an object.
- 2 On the **Mode** menu, click **Resize**.
- 3 Drag the item that you want to stretch or shrink.



**IMPORTANT:** You cannot resize text. You can only resize the right and bottom edges of an object.

## Erasing objects in forms

### To erase an object:

- 1 In **13-5 Form/Report Page Design**, open the form in which you wish to erase an object.
- 2 On the **Mode** menu, click **Delete**.
- 3 Click the object or text block that you want to erase.

## Undoing changes in forms

To undo changes to a form, on the **Edit** menu, click **Undo Delete**.



**IMPORTANT:** You can only undo the last delete.

## 13-6 Report & Query Lists

### Using Report Query Wizard

#### 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.
- 6 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.
- 7 Repeat steps a through c until you have selected all the tables and fields you wish to display in your query, then click **Next**.
- 8 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
- 9 In the bottom panel, you can do the following actions:
- 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.'
- 10 Repeat steps a through c until you have selected all the tables and fields by which you wish to sort your query results, then click **Finish**.
- 11 In the Query List window, click the report you want to run, and click **Run**.
- 12 Enter any values necessary for the selection criteria presented, and click **Run**.

## 13-7 Print Database Format

### About 13-7 Print Database Format

Clicking **13-7 Print Database Format** launches the **13-7 Report Printing** window to be used to for printing Database Format reports and viewing sample reports.

## Report Scheduling

### About report scheduling

From any Report Printing window, you can open the Report Scheduling window (File > Scheduling). You use this window 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.

This powerful tool provides the ability to control and manage the flow of your messaging and information directly to your vendors, clients, and employees. In addition, other features also provide a way to send reports and messages to people other than those on your distribution lists.

Under Output Options, you find controls for:

- Printer / File check box - Specify that the report will be printed or saved as a file. Selecting the check box activates the Edit Printer Settings button. Click the button to edit your printer settings.
- Fax check box - Specifies that the report will be faxed. Selecting the check box activates the Edit Fax Settings button. Click the button to edit your fax settings.
- Email check box - Specifies that the report will be attached to an email message. Selecting the check box activates the Edit Email Settings button. Click the button to edit your email settings.

Under Frequency Options, you can specify:

- Daily option
- Weekly option
- Bi-weekly option
- Monthly option
- Time of Day - Select a time of day or type a time of day in the box.

Under Recurrence Options, you find controls for:

- Print report such amount of times
- Repeat printing until such a date
- Print report until the schedule is deleted.

Under Windows Authentication, you find boxes where to enter:

- Windows User ID
- Windows Password

Message for Email / Fax - Type a Subject Line and Message when emailing and faxing reports.

You can view or edit your scheduled reports in the **7-7 Scheduled Reports Manager** and see information about your scheduled reports each time a scheduled report, fax, or email message is sent.



**NOTE:** Enter a valid Windows User ID and Windows Password as setup in your business for your user profile. If you do not enter a password or if you enter one that is not valid, the scheduled report will not run. Moreover, under these conditions, you will not receive any notification that the report failed due to an invalid or missing password. If you change your password, any previously scheduled reports must be rescheduled using your Windows User ID and your new Windows Password.

## 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 \MB7\Programs\ to see if a scheduled report has been sent or not and if the company was “opened for exclusive access by another user.”

 **IMPORTANT:** If you try to schedule a report that is non-schedulable—for example, one that prints checks or posts to the general ledger—you will be prompted upon saving that it is not valid to schedule.

### To schedule reports:

1 From any **Report Printing** window, do one of the following:

- a From the **File** menu, click **Scheduling**.
- b From the toolbar, click the scheduling button.

2 Under **Output Options**, select one or more of the following:

- a **Printer/File:** Select **Change Printer Settings** to change any of your default printer settings for this report.
- b **Fax:** Select **Edit Fax Settings** to select or change the fax recipients for this report.

 **NOTE:** The **Fax** option is only available if your system successfully recognizes that a fax modem is connected. Otherwise, the selection button is grayed out.

- c **Email:** Select **Edit Email Settings** to select or change the email recipients for this report.

3 Under **Frequency Options**, in the **Time of day** drop-down list, select the time of day that you want the report to run.

4 Under **Frequency Options**, select one of the following:

- a **Daily** to have the report run every day at the time you have specified.
- b **Weekly** to have the report run on a weekly schedule.  
Under **Printing Day(s)**, select which day(s) of the week that you want the report to run at the specified time.
- c **Bi-weekly** to have the report run every other week. Indicate which day(s) of the week you want the report to be run at the time you have specified.

5 Under **Printing Day(s)**, select which day(s), every other week, that you want the report to run at the specified time.

- a **Monthly** to have the report run on a monthly schedule at the time you have specified. Select one of the following:
  - b **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.
  - c **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.

6 Under **Recurrence Options**, select one of the following:

- a **Print report (#) time(s).** Enter the total number of times you want the report to print for the schedule you have designated.
- b **Repeat until date.** Enter the last date that you want the report to run.
- c **Print report until the schedule is deleted.** The report runs indefinitely until you delete it from **7-7 Scheduled Reports Manager**.

7 Under **Windows Authentication**, complete the following:

Caution!

Enter a valid **Windows User ID** and **Windows Password** as setup in your business for your user profile. If you do not enter a password or if you enter one that is not valid, the scheduled report will not run. Moreover, under these conditions, you will not receive any notification that the report failed due to an invalid or missing password.

If you change your password, any previously scheduled reports must be rescheduled using your **Windows User ID** and your new **Windows Password**.

- a Enter your **Windows User ID**.
  - b Enter your **Windows Password**.
- 8 Under **Message for Email/Fax**, complete the following:
- 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.
- 9 Click **Save Schedule**.
- 10 The report runs as scheduled until it reaches its designated **Recurrence Option** or you delete it from **7-7 Scheduled Reports Manager**.



**NOTE:** When a scheduled report runs, a message displays on your screen indicating its progress.



**TIP:** You can edit or delete an existing schedule from **7-7 Scheduled Reports Manager**. Schedules cannot be edited or deleted from this window.

[Editing report schedules](#)

[Deleting report schedules](#)

## Updating scheduled reports

### To update scheduled reports:

4. On the Sage 100 Contractor desktop, double-click **My Scheduled Reports**.
5. In the **Row** column, click the number of the report you want to update, and then click the **Drill Down** button.
6. When the schedule window opens, enter your Windows password, and click **Save Schedule**.
7. 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 **7-7 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 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:

4. Open **7-7 Scheduled Reports Manager**.
5. Click the report you want to update, and then click the **[Edit Selection Criteria]** button.
6. When the window opens, update the selection criteria, and click **Save**.
7. Repeat steps 2 and 3 for every scheduled report.

## Editing report schedules

### To edit a report schedule:

- 1 Open **7-7 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 **7-7 Scheduled Reports Manager**. You cannot delete a report schedule in the **Report Scheduling** window.

### To delete a report schedule:

- 1 Open **7-7 Scheduled Reports Manager**.
- 2 Select the scheduled item by clicking on its row.
- 3 Click **[Delete]**.

## Emailing and Faxing Reports

### About setting up emailing and faxing through Sage 100 Contractor

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 will also have to set up the cover page information and the number of times that the fax re-tries to send.

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 Window 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/>.

## Disengage automatic updating for Adobe Reader

If you are using the scheduling capability for sending faxes, we recommend that you disengage the automatic “check for updates” capability of Acrobat Reader as it will prevent scheduled reports from completing.

 **NOTE:** Instructions disengaging automatic “check for updates” differ from version to version of Adobe Reader. Refer to the Adobe Reader Help for instructions.

## Report Scheduling and Email Functionality

 **IMPORTANT:** Using the email capability of Sage 100 Contractor requires Microsoft Outlook or access to a simple mail transfer protocol (SMTP) email server.

The **Email Settings** window provides a way for you to set up email. You can change the selections to accommodate different emailing preferences.

You can access the **Email Settings** window through:

- Any **Report Printing** window by clicking the **Email** button on the toolbar to open the **Email Distribution** windows. Then, click the **Email Settings** button to open the **Email Settings** window.
- **7-9 Alerts Manager**
- Click on **Settings** in the Dispatch Board, then click on **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 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. In general, however, user authentication means verifying a user’s identity by means of a “user name” and “password.”

In the context of sending email through Sage 100 Contractor using an ISP’s SMTP server, user authentication only refers to verifying the user’s identity at the ISP’s SMTP server. It does not refer to 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 **7-2 Company Information**.

## Installing the Windows Fax Services component

To fax from Sage 100 Contractor, you must install the Windows Fax Services component.

### To install the Window Fax Services component (XP):

- 1 Open the Window **Control Panel**.
- 2 On the **Control Panel** window, double-click **Add or Remove Programs**.
- 3 On the **Add or Remove Programs** window in the left column, click the **Add/Remove Windows Components** icon.
- 4 On the **Windows Components Wizard** window, select the **Fax Services** check box, and clear all the other check boxes.
- 5 Click **Next**, and follow the instructions on the screen.

### To install the Window Fax Services component (Vista):

- 1 Click **Start > Control Panel > Programs > Turn Windows features on or off**.
- 2 On the **Windows Features** window, locate the **Windows fax and scan** check box, then select it.
- 3 Click **[OK]**.

### To install the Window 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 on the **Windows fax and scan** check box.
- 3 Click **[OK]**.

## About email settings

The **Email Settings** window provides a way for you to set up email. You can change the selections to accommodate different emailing preferences.

You can access the **Email Settings** window through:

- Any **Report Printing** window by clicking the **Email** button on the toolbar to open the **Email Distribution** windows. Then, click the **Email Settings** button to open the **Email Settings** window.
- **7-9 Alerts Manager**
- Click on **Settings** in the Dispatch Board, then click on **Email Setup**.

You can send email the following ways:

- Send email using Microsoft Outlook [How?](#)
- Send email using the company's default SMTP connection [How?](#)
- Send email using this alternate SMTP connection [How?](#)

### To send email using Microsoft Outlook:

- 1 Enter an email address.



**NOTE:** The mail server is set up in the Email/Fax Configuration tab of **7-2 Company Information**. [How?](#) If you have not set up an email server, the Mail Server field will be blank. If you have set up an email server, the IP address is shown here, but is not editable.

### To send email using the company's default SMTP connection:

- 1 Enter the email address.
- 2 Enter the password.

### To send email using this alternate SMTP connection:

- 1 Enter the mail server information and select whether it Requires authentication and/or Uses SSL.
- 2 Enter the Port #.
- 3 Enter the email address.
- 4 (Optional) Enter 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 **7-2 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:
  - a From the **File** menu, select **Email**.
  - b Click the **Email this report** button on the toolbar.
- 3 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.

- 4 Near the bottom of the window, click **Email Settings**.
- 5 On the **Email Settings** window, do one of the following:
  - a Select the **Send email using Microsoft Outlook** option.
    - i In the Email Address box, enter the email address.
  - b Select the **Send email using the company's default SMTP connection** option.



**NOTE:** The mail server is set up in the Email/Fax Configuration tab of 7-2 Company Information. [How?](#) If you have not set up an email server, the Mail Server field will be blank. If you have set up an email server, the IP address is shown here, but is not editable.

- i In the **Email Address** box, enter the email address.
  - ii In the **Password** box, enter the password.
  - c Select the **Send email using this alternate SMTP connection** option.
    - i In the **Server Name text** box, type the email server name.
    - ii In the **Port #** box, type the mail server port number.
    - iii In the **Email Address** box, enter the email address.
    - iv In the **Password** box, enter the password.
- 6 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**.
- 2 (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.
- 3 Click **File > Scheduling**.
- 4 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.
- 5 Under **Output Options**, select the **Email** check box, and then click **Edit Email Settings**.
- 6 On the **Email Distribution** window, click **[Email Settings]**.

- 7 On the **Email Settings** window, do one of the following:
  - a Select the **Send email using Microsoft Outlook** option.
    - i In the **Email Address** box, enter the email address.
  - b Select the **Send email using the company's default SMTP connection** option.



**NOTE:** The mail server is set up in the Email/Fax Configuration tab of 7-2 Company Information. [How?](#) If you have not set up an email server, the Mail Server field will be blank. If you have set up an email server, the IP address is shown here, but is not editable.

- i In the **Email Address** box, enter the email address.
    - ii In the **Password** box, enter the password.
  - c Select the **Send email using this alternate SMTP connection** option.
    - i In the **Server Name text** box, type the email server name.
    - ii In the **Port #** box, type the mail server port number.
    - iii In the **Email Address** box, enter the email address.
    - iv In the **Password** box, enter the password.
- 8 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 C:\MB7\Programs folder, and double-click it to view the files.
- 4 Scroll through the file list, and 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, from the **File** menu, select **Save**.
- 8 Exit the **Fax Cover Page Editor**.
- 9 Launch 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:
- 2 Click **File > Fax**.
- 3 From the toolbar, click **Fax this report**.
- 4 In the **Subject** text box, enter the fax subject line.
- 5 In the **Fax Cover Page Message** text box, enter additional text to be included as the fax cover page message.
- 6 Alphanumeric text and characters can be entered into the **Fax Cover Page Message** text box. You can also paste text the text box from other sources.
- 7 Select the contacts to whom to fax 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.
  - d 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**.

11 A message displaying **Report Distribution Progress** appears on your screen.

## About the Email Distribution window

You can access the **Email Distribution** window through any **Report Printing** window by clicking the **Email this report** button on the toolbar. You use the **Email Distribution** window to compose email messages, select recipients from the distribution list with the intent to send the message immediately by clicking **Send Now**.

This window contains all the features that you would expect from an email program. On 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 email address being sent from (and access email settings)



**NOTE:** Setting the importance level and read receipt only work if that functionality is supported by your email provider.

## 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 prefills with the email address being sent from, as set up in the **Email Settings** window. To change the email address, click **[Email Settings]**.

## Emailing reports to clients and vendors and employees

Emailing reports to clients, vendors, and employees is accomplished through the **Email Distribution** window.

The **Email Distribution** window also provides access to email server setup controls. When you click **[Email Settings]**, you open the **Email Settings** window which provides set up controls for default connections, alternate connections, and Microsoft Outlook.

## To email a report to a client, a vendor, or an employee:

- 1 From any **Report Printing** window, do one of the following:
  - a From the **File** menu, click **Email**.
  - b 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.
  - d 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, etc.
- 6 Under **Email Options**, as needed:
  - a Select **Send a copy to my inbox (includes a list of recipients)**
  - b Select **Request a read receipt for this message**
  - c Select an **Importance** option.
- 7 Do one of the following:
  - a If you do not need to edit the **Email from**, click **[Send Now]**.
  - b If you need to edit the **Email from**, click **[Email Settings]**.
- 8 On the **Email Settings** window, do one of the following:
  - a Select the **Send email using Microsoft Outlook** option.
    - i In the **Email Address** box, enter the email address.
  - b Select the **Send email using the company's default SMTP connection** option.



**NOTE:** The mail server is set up in the Email/Fax Configuration tab of 7-2 Company Information. [How?](#) If you have not set up an email server, the Mail Server field will be blank. If you have set up an email server, the IP address is shown here, but is not editable.

- i In the **Email Address** box, enter the email address.
      - ii In the **Password** box, enter the password.
    - c Select the **Send email using this alternate SMTP connection** option.
      - i In the **Server Name text** box, type the email server name.
      - ii In the **Port #** box, type the mail server port number.
      - iii In the **Email Address** box, enter the email address.
      - iv In the **Password** box, enter the password.
- 9 Click **OK**.

10 Click **[Send Now]**.

11 A message displaying **Report Distribution Progress** appears.

## Exporting Data to Microsoft Excel

### About exporting 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.



**IMPORTANT:** 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
- Checks

## 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 tool bar, click the **Print Records** button.
- 2 The **Report Printing** window opens.
- 3 Select a report that you want to export to Excel.

- 4 Click the **Send report data to Excel** button.
- 5 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.
- 3 The **Report Printing** window opens.
- 4 Click the **Send report data to Excel** button.
- 5 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.
- 2 The **Query List** window opens.
- 3 Select a query, and click **Run**.
- 4 The **Run Query** window opens.
- 5 Enter criteria, and click **Run**.
- 6 Your computer displays a quick grid populated with the query data.
- 7 On the tool bar, click the **Print Records** button.
- 8 The **Report Printing** window opens.
- 9 Click the **Send report data to Excel** button.
- 10 Your computer launches Excel with a new worksheet populated with the selected data.

## 13-8 Search Reports

### About 13-8 Search Reports

Enter keywords in the text box to search for applicable reports.



#### NOTES:

- 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 drive

Sage 100 Contractor searches the selected drive, the System Reports folder, and the Custom Reports subdirectory.

- 1 Open **13-8 Search Reports**.
- 2 Click the **Show other search options** link.
- 3 Enter a keyword in the Search text box.
- 4 Select the drive in the **Search reports on selected drive** list.
- 5 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 the **Include report forms** option is included, Sage 100 Contractor will also search the Report Forms subdirectory.

- 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

Once you make your selection criteria, the program searches the System and Custom Report folders (and if selected, Report Forms folder) and returns a list of all the reports that match. Select the report you want to view and 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**



### NOTES:

- If form designs are not included in the search, then Forms column is not shown in the results list box.
- Custom reports are shown after system reports.

A finished report is the combination of the form design which is usually a logo, header and footer and the report design which is the detail of the report.

If 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 Form column in the list 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, then the form design designated in the rpf is searched, and if the all of the remaining criteria are found in the form design, then the row on the Search Results list has the rpf title listed and the form design file name in the Form column in the list. 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, then all of the form designs with that extension are examined, and if more than one form finds all the remaining matches, then you can right click on the << **Right click to view** >> to see all the matching form design file names in a scrollable message box.



# 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

## 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 link in the lower left corner of the desktop area to change to the edit mode, then simply drag items 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. Highlight the report under the Report Criteria tab and click Create Shortcut on the toolbar. If multiple activity centers are shown on your desktop, you can select which activity center desktop you want the shortcut to display on from a drop-down list.



**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.

## 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, press the F7 key with your cursor in one of the boxes to open the **Field Properties** dialog box.



**IMPORTANT:** Access to set up customize field properties is limited to the supervisor user. 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, states, zip 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 press the F5 or Shift+? keys.
Choose an item	Select the item and double-click.
Add an item	Enter the item, and click <b>Add</b> . Alternatively, enter the item in the text box and press F5.
Delete an item	Select the item in the list, and click <b>Delete</b> .

## 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. 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, Trans#**, 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 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 **Trans#** 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, press the F7 key with your cursor in one of the boxes to open the **Field Properties** dialog box.

 **IMPORTANT:** Access to set up customize field properties is limited to the supervisor user. You cannot restrict access to system-required fields.

## About the About Sage 100 Contractor window

The **About Sage 100 Contractor** window is accessible from the **Sage 100 Contractor Desktop** through the **Help > About Sage 100 Contractor** menu.

For example, the **About Sage 100 Contractor** window displays this typical information:

Information	Examples Only
Product name and version	<b>Sage 100 Contractor version 16.1.131.0</b>
Payroll tax tables version line	<b>Payroll tax tables version 2010.3 (07/01/2010)</b>
Copyright line	<b>© 2000-2010 Sage. All rights reserved.</b>
Product registration	<b>This product is registered to: Company Name Sage Customer ID: xxxxxxxxxx</b>
Installed modules check boxes	<b>Estimating, Document Control, Inventory, Service Receivables</b>
Sage License Server Connection State	<b>Connected: License use acquired</b>

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.

## Menu changes made for Aatrix integration

When integrating Aatrix into Sage 100 Contractor, some windows were moved and/or renamed in the navigation tree.

Version 14.2/ 14.3	Version 15.1	Description of Change made for Version 15.1
<b>5-4 Yearly/Quarterly Reports</b>	<b>5-4 Federal and State Filing and 5-3 Payroll Management</b>	Name change for menu 5-4. Menu items moved from 5-4 to 5-3.
<b>5-4-1 Federal Quarterly (941)</b>	<b>5-4-1 Federal Forms</b>	<b>5-4-1 Federal Quarterly (941)</b> has been changed to <b>5-4-1 Federal Forms</b> . The <b>5-4-1 Federal Quarterly (941)</b> functionality has been replaced with Aatrix functionality and Aatrix report forms.

Version 14.2/ 14.3	Version 15.1	Description of Change made for Version 15.1
5-4-2 State Quarterly	5-4-2 State Forms	5-4-2 State Quarterly has been changed to 5-4-2 State Forms. The 5-4-2 State Quarterly functionality has been replaced with Aatrix functionality and Aatrix report forms.
5-4-3 W-2s		The functionality of 5-4-3 W-2s has been replaced with Aatrix functionality in 5-4-1 Federal Forms and eFiling by Aatrix.
5-4-4 Payroll Audit	5-3-7 Payroll Audit	5-4-4 Payroll Audit has been moved and renumbered. It is now 5-3-7 Payroll Audit. The functionality for auditing payroll has not changed.
5-4-5 Close Payroll Year	5-3-8 Close Payroll Year	5-4-5 Close Payroll Year has been moved and renumbered. It is now 5-3-8 Close Payroll Year. The functionality for closing the payroll year has not changed.
5-4-6 Magnetic Media - Quarterlies	5-4-3 Magnetic Media - Quarterlies	5-4-6 Magnetic Media - Quarterlies has been renamed 5-4-3 Magnetic Media - Quarterlies. The functionality for creating magnetic media quarterlies has not changed.
5-4-7 Magnetic Media - W-2s	5-4-4 Magnetic Media - W-2s	5-4-7 Magnetic Media - W-2s is now 5-4-4 Magnetic Media - W-2s. The functionality for creating magnetic media for W-2s has not changed.



**NOTE:** The program still supports producing reports from within Sage 100 Contractor through menus **5-4-3 Magnetic Media - Quarterlies** and **5-4-4 Magnetic Media - W-2s**. These windows are not integrated with Aatrix, and their functionality has not changed.

### What about my security setup in the windows that were moved and/or renamed?

Security setup has been preserved for windows that have been moved and/or renamed.

### What happened to my desktop shortcuts for the windows that were moved and/or renamed?

If you had desktop shortcuts for windows that were moved and/or renamed, they were deleted during installation. They have to be replaced with new desktop shortcuts.

### What happened with custom and system reports due to the Aatrix integration?

During installation, custom reports related to the previous 5-4 windows were moved to the \Custom Reports folder.

During installation, coded system reports were renamed and moved:

- **5-4-2-21 State Quarterly Wage Report** has been renamed **5-1-4-61 State Quarterly Wage Report**.
- **5-4-2-31 Quarterly Earnings** has been renamed **5-1-4-66 Quarterly Earnings**.

## Sage 100 Contractor Sample Company

### About the Sample Company

The Sample Company provides the means for viewing and working with sample data in Sage 100 Contractor windows. There are sample accounts, sample employees, sample takeoffs, and much more. By viewing and working with this sample data, you can gain an understanding of how different windows interact with the sample data when managing a construction business with Sage 100 Contractor.

Sage 100 Contractor master trainers use the Sample Company extensively during Sage 100 Contractor training classes. We highly recommend that you load the Sample Company during your initial installation.

You can log on to the Sample Company using “Supervisor” as the user name. You do not need a password.

The Sample Company:

- Allows you a safe way to try out new functions as you learn them.
- Is used in many on-line and recorded classes.
- Provides samples of many Sage 100 Contractor forms that are all filled in. This makes it easy to understand many concepts.
- Provides starter lists for many values you'll need to set up: cost codes, cost types, tasks, client status, client type, employee positions, paygroups, etc.
- Provides you with live data to investigate the content of Sage 100 Contractor reports.
- Takes very little space on your hard disk drive.

### Logging in to the Sample Company

You can log in to the Sample Company using “Supervisor” as the **User Name**. You do not need a password.

#### To log in to the Sample Company:

- 1 On the Sage 100 Contractor main window, from the **File** menu, select **Open Company**.
- 2 On the **Company List** window, select the **Sample Company**, and click **OK**.
- 3 When the **User Name and Password** window opens, the user name is automatically set to **Supervisor**. You do not need a password.
- 4 On the **User Name and Password** window, click **OK**.
- 5 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 supervisor user.

### 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 displaying the Dashboard after you log into the company, use the same steps, then verify that **[Show Dashboard After Login]** is not checked.

## 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. To increase visibility, amounts under the category **Outstanding Change Orders**, **Receivables**, and **Payables** may be displayed in red font.



### TIPS:

- If you have access to the Dashboard, you can display it at any time by clicking the [Dashboard] button.
- You can click the **[?]** link to the right of each section heading to open a detailed Help topic about this area of the Dashboard.

## 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.



**TIP:** 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 Supervisor user to set up security groups.

## 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 the supervisor user. 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 supervisor user 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 the supervisor user.

## 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-supervisor user 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-supervisor user 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.

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 Retention by Job
  - Receivable Retention
  - Job Hours Over Budget
- Alerts
  - My Alerts

In each tab, you add or remove the content panel. If panel type allows multiple instances, then the Add button changes to Add Another and a Remove All button is displayed above it. If the Remove button is clicked, then the content panel is removed from the dashboard.

## 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 retention.
- **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 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 retention 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.

When reviewing the information contained in this section, it is important to remember that the amounts are “net due;” that is, if retention 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, retention, if it exists, is excluded.
- Include both Accounts Receivable and Service Receivable invoices.

## 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.

## 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 6 customer balances for both accounts receivables and service receivables.

## About Top Customers by Contract on the Dashboard

Displays the top 6 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 Retention by Job](#)
- [Receivable Retention](#)
- [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.

## 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 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

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 labor 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 Tomorrow's Job Tasks on the Dashboard

Displays tomorrow's tasks from a job schedule for a single job.

## About Payable Retention by Job on the Dashboard

Displays retention on jobs from payable invoices. You can add this panel more than once for different jobs.

## About Receivable Retention on the Dashboard

Displays retention 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

### About the grid menu

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 will differ 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.

The grid menu contains the following commands:

Command name	Press...	For more information, see...
Display Lookup window	F5	<a href="#">Displaying Lookup windows</a>
Display Detail/Add Record	F6	<a href="#">Displaying details</a>
Display Picklist Window	F8	<a href="#">Displaying Picklist windows</a>
Cut	Ctrl+X	<a href="#">Cutting rows</a>
Copy	Ctrl+C	<a href="#">Copying and moving a section of text</a>
Paste	Ctrl+V	<a href="#">Pasting selections</a>
Insert Row		<a href="#">Inserting new rows</a>
Cut Row		<a href="#">Cutting rows</a>
Clear All Rows		<a href="#">Clear All Rows</a>
Grid View...		<a href="#">Displaying columns</a> , <a href="#">Hiding columns</a>
Save Column Widths		<a href="#">Saving column widths</a>
Autofit All Columns		<a href="#">Autofit All Columns</a>
Find...		<a href="#">Finding information in grids</a>
Enter Key Moves Right		<a href="#">Setting the direction of movement in grids</a>
Enter Key Moves Down		<a href="#">Setting the direction of movement in grids</a>

## Setting the direction of movement in grids

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**.
- 3 The activated direction has a check mark next to it.

## Displaying columns

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**.

## Hiding columns



**IMPORTANT:** While you are not restricted from hiding any columns, some require entry to complete a record or transaction.

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.

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.

### 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.

## 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.

## Inserting new 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.

## Cutting 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**.

## Deleting cells or rows or columns

Caution!

You cannot recover data after deleting it.

### To delete cells, rows, or columns:

5. Select the cells, rows, or columns you want to delete.
6. Press the Delete key.

## Clear All Rows

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**.

## Autofit All Columns

The **Autofit All Columns** command resizes all column widths to fit the column contents.

To resize one column at a time, position the pointer over the column divider and drag it to the height or width you want.

## Copying and moving a section of 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:
  - a Click **Cut**.
  - b Click **Copy**.
- 3 Insert the pointer where you want to insert the text.
- 4 On the grid menu, click **Paste**.

## Pasting selections

You can move text with the **Cut** and **Paste** commands. Identical text can also be inserted elsewhere using the **Copy** and **Paste** commands. After the text is placed on the **Clipboard**, you can continue to paste the text until the next time you **Cut** or **Copy**.

### 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:
  - a Click **Cut**.
  - b Click **Copy**.
- 3 Insert the pointer where you want to insert the text.
- 4 On the grid menu, click **Paste**.

## Finding information in grids

### 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.

## Displaying details

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**.

## 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.

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

Caution!

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.

Caution!

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 **Checks 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**.

## Working With Attachments

### About file and link Attachments on records

#### What are attachments?

Attachments provide functionality to attach files and/or Web links to selected records in Sage 100 Contractor. There are two methods for attaching files and links. You can add them 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.

A few examples of Sage 100 Contractor windows that accept attachments are payable invoices, requests for proposal, progress bills, change orders, purchase orders, jobs.

### 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. In the case of a network file, it can be attached as a link to a network file, or a copy of a network file.

#### To attach a local 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:
  - a If you have selected a local file to attach, follow these steps:
    - i On the **Add Attachment** window, accept or edit the description of the attachment.
    - ii Accept or clear **Protect this file from being changed**.
    - iii Click **OK**.

- b** If you have selected a network file to attach, follow these steps, if you have selected the option, **Copy file to my company data**:
    - i** On the **Add Attachment** window, accept or edit the description of the attachment.
    - ii** Accept or clear **Protect this file from being changed**.
    - iii** Click **OK**.
  - c** If you have selected a network file to attach, follow these steps, if you have selected **Link to existing file**:
    - i** On the **Add Attachment** window, accept or edit the description of the attachment.
    - ii** Click **OK**.
- 7** The file is displayed in 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** Launch your browser, and 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**.
- 9** 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.
- 6** 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.



**NOTE:** 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.

## Emailing files attached to records

Microsoft Outlook is integrated with Sage 100 Contractor through the Attachments window. You can launch Outlook with a file attached from any window that displays an Attachments button. You can also launch Outlook with an attached file from any Report Printing window.



**IMPORTANT:** Emailing attachments only works if Microsoft Outlook is your default email client.

### To email a file attached to a record:

- 1 Open a Sage 100 Contractor window, a record that contains attachments, and on the menu bar 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 click **Email**.
- 3 On the **Untitled Message** email window, proceed with filling in the boxes, and then press **Send**.

## Lookup Windows

### About Lookup windows

**Lookup** windows help you locate data. 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 appropriate box.

### Displaying Lookup windows

To make searching easier in the **Lookup** window, use the data control to move through records or use **Find** to query the data. After you locate the data, you can insert it in the appropriate text box or cell.

#### 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, then enter a word or partial word and 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.



**TIP:** If you delete a column accidentally, or have hidden a column you want to see again, you can right-click on any column header and click **[Show All]** to display all columns.

## Selecting items in Lookup windows

To select an item in a Lookup window, click it; or, to pull an item into a grid, double-click it.

## Sorting Lookup windows

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.

## Setting the default sort

### To set the default sort:

- 1 Click the column that you want to set as the default.
- 2 On the **Defaults** menu, click **Save**.

## About arrow hierarchy in Lookup windows

The **Lookup** window is split. The left half displays the classes, and the right half displays the contents of the class that you select.

In the **Lookup** window, click the triangle next to the class you want to open or close.

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).

## Refreshing Lookup windows

The **Refresh** button is found in the **Lookup** window. Click the button to return the list in the **Lookup** window to its original order.



**NOTE:** Some **Lookup** windows have a left and right pane. If the **Refresh** button is used, the list in the right-hand pane will return to the original list order for the item selected in the left-hand pane.

## Printing screen captures of Lookup windows

Sage 100 Contractor offers many ways to print information from the program. There are hundreds of reports and list that are printable.

Although many Lookup windows have a **Print** button, some of them do not. For example, open **1-5 Bank Reconciliation**, click the drop-down arrow at the end of the **Account#** box, and the program displays the **Ledger Accounts** lookup window. It has no **Print** button, but you can create a screen capture of a portion of the Lookup window's information, paste it into a Word document, which can then be printed.

### To capture and print a Lookup window:

- 1 Open the Lookup window, and click the **Maximize** button (center button, upper right of the window).
- 2 To reduce the amount of information displayed, select a portion of the data. For example, instead of displaying **All Account Types**, select one account type, perhaps **Cash Accounts**.
- 3 Press Ctrl+Print Screen.
- 4 Launch Microsoft Word, open a blank document, and press Ctrl+V.
- 5 The screen capture of the lookup window is pasted into the Word document, which can then be printed.

## Picklist Windows

### About 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.

### Displaying Picklist windows

#### 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.

 **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.

- From windows with text boxes that support **Picklist** functionality, such as **5-2-3 Compute Payroll**, click the check mark button.

### Selecting groups of items in Picklist windows

 **IMPORTANT:** 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.

#### 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 check mark button.

### Sorting Picklist windows

#### 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.
F2	Displays the calendar.
F3	Displays the <b>Calculator</b> .
F4	Displays data from the selected field (drop-down arrow) in a <b>Lookup</b> 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 press Enter. Enter wildcards with an asterisk (*) before the search term for exact matches, or with an asterisk and space for all occurrences.
F5	From within the selected field, the F5 key will display data in a <b>Lookup</b> window or bring up the <b>Quick List</b> for the data selected. If you have a starting point for your search, you can narrow down the search by typing your search in the text box and pressing the F5 key. To search for the first instance of a number, type your search in the text box and 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 <b>Field Properties</b> 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 only available if you are currently logged in as Supervisor.
F8	Displays a <b>Picklist</b> window from a grid cell of a column that supports <b>Picklist</b> functionality, for example, the <b>Part#</b> and <b>Assembly#</b> columns. Important: If you press F8 on a criteria item that displays a <b>Picklist</b> check mark, such as in the <b>5-2-3 Compute Payroll</b> window, no <b>Picklist</b> window is displayed. The F5 key, however, will display the <b>Picklist</b> 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, <b>Exit</b> becomes <b>EXit</b> . 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.
- 3 The menu bar items change so that letters are underlined. For example, **Exit** becomes **Exit**, **Mode** becomes **Mode**, and so forth.
- 4 To open a menu command, press the key corresponding to its underlined letter. Press M, for example, to open the **Mode** drop-down menu.
- 5 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.
- 6 To activate any of the drop-down menu functions in the window, press any of the underlined letters.

## Working with the Calendar

### About 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 calendar from most windows by pressing the F2 key or by double-clicking a date box or column.

### Setting company days off

You can 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 <b>Options</b> menu, click <b>Saturdays Off</b> .
Set Sundays off	On the <b>Options</b> menu, click <b>Sundays Off</b> .
Set an individual day off	Right-click the selected date.

### Selecting dates in the calendar

To select a date in the calendar, in the data control box, type the date (following the **MM/DD/YYYY** format). Then press the Enter key.



**TIP:** You can use the data control to move day by day or month by month.

### Entering appointments in the calendar

#### To enter appointments in the calendar:

- 1 On the **Sage 100 Contractor Desktop**, do one of the following:
  - a Double-click the **Calendar** icon.
  - b Press F2.
- 2 Click the day on which you wish 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.

## Deleting appointments

### 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.

## Deleting all appointments through a certain date

### 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**.

## Entering appointment types

### 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**.

## Working with the Calculator

### Displaying 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.

From within some numeric-entry cells in a grid there are several ways to display the calculator.

To display the calculator, do one of the following:

- Enter a number followed by an operator.
- Press F3.

## Performing calculations

### 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**.

## Pasting from the calculator

When you use the calculator, you can paste the results to the selected cell or box in the active window.

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.

## Selecting the number of decimal places on the calculator

To select the number of decimal places, under **Places**, select the option for the number of decimal places you want.

## Converting measurements on the calculator

### 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.

## Using the calculators stored memory

You can store a figure in the calculator's memory for use in future calculations.

To	Do this
Place a number in memory	Click the <b>Memory</b> button.
Recall a number in memory	Click the <b>Recall</b> button.
Add a number to memory	Click the <b>M+</b> button.
Remove a number from memory	Click the <b>M-</b> button.

## Working With Notes

### About 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.

### Entering notes



**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.

### Pasting text from Word or Excel into Sage 100 Contractor Notes

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 Contractor Notes:

- 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**.

### Entering notes for lines in grids

#### 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**.

### Undoing changes in notes

To undo changes in a note, on the **Edit** menu click **Undo**.



**IMPORTANT:** You can only undo the last change.

## Viewing notes

### To view a note, do one of the following:

- 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.

## Printing notes

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.



**IMPORTANT:** 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.

To print a note, in the **Report Printing** window, select the **Notes** or **Grid Notes** check boxes.

## Deleting notes

### To delete a note:

- 1 On the menu bar, do one of the following:
  - a For a record note, click the **Notes** button.
  - b For a grid note, double-click the **Notes** cell.
- 2 Do one of the following:
  - a On the **File** menu, click **New**.
  - b To erase a portion of a note, select the text and press the Delete key.
- 3 On the **File** menu, click **Save**.

## Opening text files

### To open a text file:

- 1 On the **File** menu, click **Open**.
- 2 Select the file, and then click **OK**.

## Checking the spelling in notes

To check the spelling in a note, on the **Edit** menu click **Spell Check**.

## Inserting dates into notes

To insert a date into a note, on the **Insert** menu click **Date**.

## Inserting client addresses into notes

To insert a client's address into a note, on the **Insert** menu click **Client Address**.

## Inserting employee addresses into notes

To insert an employee address into a note, on the **Insert** menu click **Employee Address**.

## Inserting vendor addresses into notes

To insert a vendor's address into a note, on the **Insert** menu click **Vendor Address**.

## Inserting fields into notes

To insert a field into a note, on the **Insert** menu, click **Fields**.

## Working with Find and Queries

### About 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 click the **Drill Down** button to display the record. When you are finished examining the record, close the window in which it appeared.

### Creating queries

#### 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.

### Running saved queries

#### To run a saved query:

- 1 On the **File** menu, click **Find**.
- 2 In the list, click the query you want.
- 3 Click **Run**.

## Deleting saved queries

### To delete a saved query:

- 1 On the **File** menu, click **Find**.
- 2 In the list, click the query you want.
- 3 Click **Delete**.

## Default Settings

### 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 Checks/Bank Charges** window, you can set the default ledger account number for your checking account in the **Account Number** box. When you open the window, Sage 100 Contractor automatically inserts the account number.

## Working with Images

### About images included with records

You can include images with certain types of records. For example, when you assign the image of an employee to the employee's record, Sage 100 Contractor displays a thumbnail view in the **Employee** window. Sage 100 Contractor supports the following types of images: .bmp, .jpeg or .jpg, .gif, .emf, .wmf, and .ico files.

Before assigning an image to a record, the image file must follow a specific naming convention. For example, use a word or words, followed by a space, followed by a number (see below). This lets you keep a series of pictures with a record you can use the same name but change only the number.

After you assign an image file to a record, you can include other image files with similar names.

Suppose you have been taking pictures of the progress at a job site. The latest photo, fourth in the series, is named BL Johnson 04.bmp and is assigned to the job record. A thumbnail of the photo appears on the job record. In addition, you can view the three previous photos, BL Johnson 01.bmp, BL Johnson 02.bmp, and BL Johnson 03.bmp from the **Image** window.

### 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, which is located in the \MB7\company 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 click **Open**.
- 5 Click **OK**.

## Viewing images

When you display a record that has an image attached to it, a small copy of the image appears in the window. There are several ways to view the image in full.

### To view an image, do one of the following:

- 1 Double-click the small image.
- 2 On the **Edit** menu, click **Image**.

## Deleting images

### 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

### About 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.

### Saving templates

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**.

### Loading templates

### To load a template:

- 1 On the **File** menu, click **Load/Delete Template**.

- 2 Select the template you wish to load.
- 3 Click **Load**.

## Deleting templates

### To delete a template:

- 1 On the **File** menu, click **Load/Delete Template**.
- 2 Select the template you wish to delete.
- 3 Click **Delete**.
- 4 Click **Close**.

## About Document Tracking



**IMPORTANT:** The program only displays Document Tracking (formerly called Attachments) in specific windows and only if you have used Document Tracking with those windows previously.



**IMPORTANT:** **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 the topic, [About file and link Attachments on records](#).

Document Tracking provides a way for you to track file information associated with a record. The Document Tracking functionality keeps track of many different type of files, such as \*.doc (Word document), a \*.jpg (graphic), a \*.pdf (Adobe portable document format), an \*.xls (Excel spreadsheet), and so forth.

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.

## Entering file information in Document Tracking

Document Tracking provide a way for you to track file information associated with a record.

### 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 of the 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 inside 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 that is 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.

## 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 \*.pm file (a simple ASCII formatted file). You can then open the \*.pm 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 \*.pm file, you must install the Generic/Text Only printer driver using the Windows operating system CD.

## 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 via 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**, then click **Print**.
- 2 Click **Sage 100 Contractor PDF Export** in the **Printer** drop-down 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

## About Sage 100 Contractor Reports

This section provides a complete list of all Sage 100 Contractor reports by menu item.

<b>1- General Ledger Reports</b>	<b>2- Accounting Reports</b>
<a href="#">1-General Ledger Reports</a>	<a href="#">2-1 Trial Balance Reports</a>
<a href="#">1-1 Checks-Bank Charges</a>	<a href="#">2-2 Balance Sheet Reports</a>
<a href="#">1-2 Deposits-Interest</a>	<a href="#">2-3 Income Statement Reports</a>
<a href="#">1-3 Journal Transactions</a>	<a href="#">2-4 General Ledger Reports</a>
<a href="#">1-4 Recurring Journal Transactions</a>	<a href="#">2-5 General Journal Reports</a>
<a href="#">1-5 Bank Reconciliation</a>	<a href="#">2-6 Check Register Reports</a>
<a href="#">1-7 General Ledger Accounts</a>	<a href="#">2-7 Chart of Accounts Reports</a>
<a href="#">1-8 General Ledger Setup</a>	<a href="#">2-8 Financial Reports</a>
	<a href="#">2-9 Statement of Cash Flows Reports</a>
<b>3- Receivable Reports</b>	<b>4- Accounts Payable Reports</b>
<a href="#">3-1-1 Receivable List</a>	<a href="#">4-1-2 Payable Invoice List</a>
<a href="#">3-1-2 Receivable Invoice List</a>	<a href="#">4-1-3 Payable Aging</a>
<a href="#">3-1-3 Receivable Aging</a>	<a href="#">4-1-4 Payable Journal-Ledger</a>
<a href="#">3-1-4 Receivable Journal-Ledger</a>	<a href="#">4-1-5 Vendor Payment Journal</a>
<a href="#">3-1-5 Receivable Call Sheet</a>	<a href="#">4-1-6 Vendor Documents</a>
<a href="#">3-1-6 Client List</a>	<a href="#">4-2 Payable Invoices-Credits</a>
<a href="#">3-1-7 Client Documents</a>	<a href="#">4-3 Check Report</a>
<a href="#">3-1-8 Job Documents</a>	<a href="#">4-3 Lien Waivers</a>
<a href="#">3-1-9 Overdue Receivable Reminders</a>	<a href="#">4-3 Checks</a>
<a href="#">3-1-10 Pre-Lien Notices</a>	<a href="#">4-3 Set to Pay Report</a>
<a href="#">3-1-11 Sales Tax Report</a>	<a href="#">4-3 Voucher</a>
<a href="#">3-2 Receivable Invoices-Credits</a>	<a href="#">4-4 Vendors (Accounts Payable)</a>
	<a href="#">4-5 Vendor 1099</a>

<b>1- General Ledger Reports</b>	<b>2- Accounting Reports</b>
	<a href="#">4-6 Recurring Payables</a>
	<a href="#">4-7-3 Credit Card Receipts</a>
	<a href="#">4-7-4 Enter Recurring Charges</a>
	<a href="#">4-7-5 Reconcile Credit Card Statements</a>
<b>5-Payroll Reports</b>	<b>6-Project Management Reports</b>
<a href="#">5-1-1 Employee List</a>	<a href="#">6-1-1 Job Status Report</a>
<a href="#">5-1-2 Payroll Check Register</a>	<a href="#">6-1-2 Job Cost Journal</a>
<a href="#">5-1-3 Federal Tax Report</a>	<a href="#">6-1-3 Job Labor Journal</a>
<a href="#">5-1-4 State Tax Report</a>	<a href="#">6-1-4 Job Summary Report</a>
<a href="#">5-1-5 Workers Comp Report</a>	<a href="#">6-1-4-61 Job Profitability Report information</a>
<a href="#">5-1-6 Certified Payroll Report</a>	<a href="#">6-1-4-71 Job Income Statement Report information</a>
<a href="#">5-1-7 Union Reports</a>	<a href="#">6-1-5 Current Cost Summary</a>
<a href="#">5-1-8 Hours Report</a>	<a href="#">6-1-6 Job Cost Totals</a>
<a href="#">5-1-9 Ytd-Qtd Earnings</a>	<a href="#">6-1-7 Over-Under Billing Report</a>
<a href="#">5-1-10 Employee Documents</a>	<a href="#">6-1-8 Bonding Report</a>
<a href="#">5-2-1 Employees</a>	<a href="#">6-1-9 Budgets</a>
<a href="#">5-2-2 Payroll Records</a>	<a href="#">6-1-10 Budget Totals</a>
<a href="#">5-2-4 Payroll Checks</a>	<a href="#">6-1-11 Proposals</a>
<a href="#">5-2-5 Direct Deposit File Manager</a>	<a href="#">6-1-12 Committed Cost Report</a>
<a href="#">5-2-7 Compensation Slips</a>	<a href="#">6-1-13 Home Builder Reports</a>
<a href="#">5-2-8 Timecard Journal</a>	<a href="#">6-3 Job Costs</a>
<a href="#">5-3-1 Payroll Calculations</a>	<a href="#">6-4-2 Print Change Orders</a>
<a href="#">5-3-4 Paygroups</a>	<a href="#">6-4-3 Print Subcontract Orders</a>
<a href="#">5-5-1 Daily Payroll Entry</a>	<a href="#">6-4-4 Prime Change List</a>
<a href="#">5-5-2 Daily Job Reports</a>	<a href="#">6-4-5 Subcontract Change List</a>
<a href="#">5-5-3 Daily Labor Reports</a>	<a href="#">6-4-6 Prime Contract Audit</a>
<a href="#">5-5-4 Daily Equipment Reports</a>	<a href="#">6-6-1 Purchase Orders</a>
	<a href="#">6-6-2 Purchase Order List</a>
	<a href="#">6-6-3 Purchase Order Audit</a>
	<a href="#">6-6-4 Purchase Order Materials</a>
	<a href="#">6-7-2 Print Subcontracts</a>





[9-1-2 Assembly List](#)

[9-1-3 Takeoff List](#)

[9-1-4 Takeoff Parts](#)

[9-1-5 Takeoff Assemblies](#)

[9-1-6 Takeoff Bid Requests](#)

[9-1-7 Takeoff Recaps](#)

[9-1-8 Takeoff Bid](#)

[9-1-9 Takeoff Vendor Lists](#)

[9-2 Parts](#)

[9-3 Assemblies](#)

[9-4 Part-Assembly Classes](#)

[9-5 Takeoffs](#)

## **Scheduling Reports**

[10-1-1 Subcontract Notices](#)

[10-1-2 Scheduled Tasks](#)

[10-1-3 Schedule Resource Reports](#)

[10-1-4 Subcontract Call Sheet](#)

[10-1-5 Gantt Chart](#)

[10-1-6 Original-Actual Report](#)

[10-1-7 Scheduled Cash Flow](#)

[10-1-8 Critical Path Report](#)

[10-3 Schedules](#)

## **Service Receivables Reports**

[11-1-1 Client List](#)

[11-1-2 Service Invoice List](#)

[11-1-3 Service Aging](#)

[11-1-4 Service Journal-Ledger](#)

[11-1-5 Service Call Sheet](#)

[11-1-6 Service Employee Reports](#)

[11-1-7 Service Advertising Reports](#)

[11-1-8 Service Resource Reports](#)

[11-1-9 Client Documents](#)

[11-1-10 Service Tax Report](#)

[11-1-11 Overdue Service Reminders](#)

[11-1-12 Service Route Sheet](#)

[11-1-13 Service Price Book](#)

[11-2 Work Orders-Invoices-Credits](#)

## Inventory Reports

[12-1-1 Allocation List](#)

[12-1-2 Quantity on Hand](#)

[12-1-3 Inventory Journal-Ledger](#)

[12-1-4 Inventory Order Report](#)

[12-2 Inventory Allocation](#)

[12-4 Purchase Order Receipts](#)

## 1-General Ledger Reports

### 1-1 Checks-Bank Charges

Report Name	Locked
21 - Cash Checks	

### 1-2 Deposits-Interest

Report Name	Locked
21 - Deposit	

### 1-3 Journal Transactions

Report Name	Locked
21 - Journal Transaction Record	

### 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	

## 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	

## 2-Accounting Reports

For a complete listing of accounting reports, see Chapter 3, [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
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 Check Register Reports

Report Name	Locked
21 - Check Register~Checks Only	Yes
31 - Check Register	Yes
41 - Check 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
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
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

### 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
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

Report Name	Locked
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

### 3-1-11 Sales Tax Report

Report Name	Locked
21 - Sales Tax Report	No
31 - Sales Tax Report~with Invoice Detail	No

### 3-2 Receivable Invoices-Credits

Report Name	Locked
21 - Receivable Invoice	No
22 - Receivable Invoice~with Notes	No
23 - Receivable Invoice~Retention	No
24 - Receivable Invoice~Retention; 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 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
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
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, 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
	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

## 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; with 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
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

Report Name	Locked
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
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
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

## 4-1-4 Payable Journal-Ledger

Report Name	Locked
21 - Payable Journal	Yes
31 - Payable Invoice Journal	Yes
41 - Payable Journal~Checks	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 this topic for entering vendor certificate information.

Report Name	Locked
21 - Vendor Payments	Yes
31 - Vendor Workers Comp Report	Yes
41 - Job Payments	No
42 - Job Payments~Alpha	No
51 - Payable Check Details~Alpha by Vendor	No
52 - Payable Check 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 Check Report

Report Name	Locked
21 - Check Transmittal Report	Yes

## 4-3 Checks

Report Name	Locked
21 - Open Stub	Yes
22 - Formatted Stub	Yes
23 - No Job Stub	Yes

## 4-3 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 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 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

### 4-5 Vendor 1099

Report Name	Locked
21 - 1099 Form	No
31 - Vendor 1099 Report	No
32 - Vendor 1099 Report~Alpha	No

### 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
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 Check Register

Report Name	Locked
21 - Payroll Check Register~with Calculations	Yes
36 - Payroll Check Register~by Employee	No
37 - Payroll Check Register~by Position/Employee	No
39 - Payroll Check Register~Alpha	No
41 - Payroll Check Register~Totals Page	Yes
51 - Payroll Check Register~Long	No
56 - Payroll Check Register~Long; by Employee	No
57 - Payroll Check Register~Long; by Position/Employee	No
59 - Payroll Check Register~Long; Alpha	No

### 5-1-3 Federal Tax Report

Report Name	Locked
21 - Federal Tax Report	Yes
31 - Federal Tax Report~Long	Yes

### 5-1-4 State Tax Report

Report Name	Locked
21 - State Tax Report	Yes
31 - State Tax Report~Long	Yes
41 - Local Tax Report	No
46 - Local Tax Report~with Differential	No
51 - Local Tax Report~City Detail; by Site	No
53 - Local Tax Report~City Detail; by Residence	No
56 - Local Tax Report~City Totals; by Site	No
58 - Local Tax Report~City Totals; by Residence	No
61 - State Quarterly Wage Report	Yes
66 - Quarterly Earnings	Yes

### 5-1-5 Workers Comp Report

Report Name	Locked
21 - Workers' Comp Report	Yes
57 - Workers' Comp Report~Delaware	Yes
82 - Workers' Comp Report~Nevada	Yes
83 - Workers' Comp Report~New York	Yes
84 - Workers' Comp Report~Ohio	Yes
86 - Workers' Comp Report~Oregon	Yes
87 - Workers' Comp Report~Pennsylvania	Yes
93 - Workers' Comp Report~Utah	Yes
96 - Workers' Comp Report~Washington	Yes
99 - Workers' Comp Report~Wyoming	Yes

## 5-1-6 Certified Payroll Report

Report Name	Locked
21 - Certified Payroll Report	Yes
26 - Certified Payroll Report~No Work	No
31 - Department of Labor	Yes
36 - Department of Labor~No Work	No
41 - Minority Report	Yes
51 - Alaska Certified Payroll	Yes
56 - Alaska Certified Payroll~No Work	No

## 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
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

## 5-1-9 Ytd-Qtd Earnings

Report Name	Locked
21 - Quarter One Earnings	No
22 - Quarter Two Earnings	No
23 - Quarter Three Earnings	No
24 - Quarter Four Earnings	No
26 - Quarter One Earnings~Skip 0 Earnings	No
27 - Quarter Two Earnings~Skip 0 Earnings	No
28 - Quarter Three Earnings~Skip 0 Earnings	No
29 - Quarter Four Earnings~Skip 0 Earnings	No
31 - YTD Earnings	No
33 - YTD Earnings~Alpha	No
41 - YTD/QTD Earnings~Long	No
43 - YTD/QTD Earnings~Alpha; Long	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
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
52 - Employee Direct Deposit Prenotification	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 Checks

Report Name	Locked
21 - Payroll Checks	Yes
22 - Payroll Checks~Direct Deposit	Yes
31 - Payroll Check~with Paygroup Year to Date	Yes
32 - Payroll Check~Direct Deposit with Paygroup Year to Date	Yes
36 - Payroll Check~with Paygroup Compensation	Yes
37 - Payroll Check~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

## 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

## 5-5-1 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
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 Labor Reports

Report Name	Locked
21 - Daily Labor Report	No
26 - Daily Labor Report~with Notes	No
31 - Daily Labor Report~by Employee	No
36 - Daily Labor Report~by Employee; with Notes	No
41 - Daily Labor Report~by Job	No
46 - Daily Labor 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 entitled Job Cost Journal~by Cost Code; with Budget (Separate Report) 06-01-02-47	Yes
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 Labor Journal

Report Name	Locked
21 - Job Labor Journal	No
22 - Job Labor Journal~by Job	No
23 - Job Labor Journal~by Job/Cost Code	No
24 - Job Labor Journal~by Job/Phase/Cost Code	No
26 - Job Labor Journal~with Notes	No
27 - Job Labor Journal~by Job; with Notes	No
28 - Job Labor Journal~by Job/Cost Code; with Notes	No
29 - Job Labor Journal~by Job/Phase/Cost Code; with Notes	No
31 - Job Labor Totals~by Job	No
32 - Job Labor Totals~by Job/Cost Code	No
33 - Job Labor Totals~by Job/Phase/Cost Code	No

## 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

### 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."

Service billing and contract billing do not include sales tax.

## 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)

## 6-1-5 Current Cost Summary

Report Name	Locked
21 - Current Cost Summary	Yes
31 - Buy Out Report~PO's Only	Yes
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

## 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 reports)	No
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 - Labor Budget	No
46 - Labor 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
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
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

## 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
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
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

Report Name	Locked
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
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 and Notes	No
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

Report Name	Locked
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
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
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
67 - Subcontract List~Long; Alpha; by Job; with Details	No

Report Name	Locked
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

## 6-10 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

### 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

### 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
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
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
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 Checks	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
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
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
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

### 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

### 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

Report Name	Locked
21 - Schedule Worksheet~(Separate Reports)	No
26 - Schedule Worksheet~with Notes (Separate Reports)	No
31 - Schedule Worksheet~with Predecessors (Separate Reports)	No
36 - Schedule Worksheet~with Predecessors and Notes (Separate Reports)	No
41 - Schedule Worksheet~with Resources (Separate Reports)	No
42 - Schedule Worksheet~with Resources and Notes (Separate Reports)	No

## 11-Service Receivables 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 Payments	No
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
47 - Client Period Aging~Land; Alpha	No

### 11-1-4 Service Journal-Ledger

Report Name	Locked
21 - Service Journal	Yes
31 - Service Journal~Income	Yes
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

### 11-1-10 Service Tax Report

Report Name	Locked
21 - Service Tax Report	No
31 - Service Tax Report~with Invoice Detail	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 Tech Data	No
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
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 Checks/Bank Charges** window, post handwritten field checks.
  - 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 Cash Receipts** window, deposit and post the cash receipts.
  - d Indicate the job and invoice number on the deposit slip.
  - e 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.
- 5 In the **3-3 Cash Receipts** window, deposit and post the cash receipts.
  - 6 Indicate the client and invoice number on the deposit slip.
  - 7 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.
  - 8 Perform the following **Daily Payroll** tasks:
    - a In the **5-5-1 Daily Payroll Entry** window, enter daily payroll timecards for:
      - i Labor
      - ii Equipment use.
    - b Print and review the following reports:
      - i 5-5-2 Daily Job Report
      - ii 5-5-3 Labor Report
      - iii 5-5-4 Equipment Report
  - 9 In the company calendar, enter the sick and vacation days for employees for whom you are not paying for the time off (F2).
  - 10 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 Checks/Bank Charges** window, post service charges from the bank statement.
  - b In the **1-2 Deposits/Interest** window, post interest earned on bank accounts.
- 2 Reconcile checks by doing the following:
  - a In the **1-5 Bank Reconciliation** window, print the preliminary check reconciliation report.
  - b In the **1-5 Bank Reconciliation** window, print the final check reconciliation report and file it with the bank statement.
- 3 Manually reconcile petty cash.

- 4 In the **1-3 Journal Transactions** window, post journal transactions to adjust the general ledger.
- 5 In the **6-1-7 Over/Under Billing Report** window, make any applicable billing adjustments.
- 6 Enter fixed assets depreciation.
- 7 In the **1-6 Change Period/Close Year > Change Period** window, change the posting period.
- 8 Make a monthly backup of company data.
- 9 Try to repair any errors that may exist.
- 10 If errors persist, call Customer Support.
- 11 Generate the following accounting reports:
  - a In the **2-2 Balance Sheet** window, print and review the **Balance Sheet**.
  - b In the **2-3 Income Statement** window, print and review the **31-Income statement - Period and YTD** report.
- 12 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.
- 13 Prepare statements by doing the following:
  - a In the **3-4 Statements** window, print statements without finance charges.
  - b In the **3-4 Statements** window, print statements that include finance charges.
  - c In the **3-5 Jobs (Accounts Receivable)** window, change the job status for completed jobs.
- 14 Perform the following collections tasks:
  - a In the **3-1-3 Receivable Aging** window, print and review aging reports.
  - b In the **3-1-5 Receivable Call Sheet** window, print the receivable call sheet.
  - c Contact any overdue accounts to request payment.
  - d In the **3-1-9 Overdue Receivable Reminder** window, print overdue receivable reminders.
- 15 Perform the following **Service Receivables** tasks:
  - a 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.
  - b 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.
  - c Contact any overdue accounts to request payment.
  - d In the **11-1-11 Overdue Service Reminder** window, print overdue service receivable reminders.

**16** 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.

**17** Perform the following **Payroll** tasks:

- a** If your company makes monthly tax deposits, prepare the 941 and state tax deposit payments by doing the following:
  - i** In the **5-1-4 State Tax Report** window, print the state tax report.
  - ii** In the **5-4-1 Federal Forms** window, calculate the 941 tax liability.
- b** If applicable, manually update line **14-Total deposits for quarter**.
- c** In the **1-1 Checks/Bank Charges** window:
  - i** Enter the checks.
  - ii** Print the checks.
- d** If applicable, in the **1-3 Journal Transactions** window, enter a general ledger transaction for telephone/automatic payments.
- e** In the **5-1-5 Workers Comp Report** window, print the applicable Workers' Compensation report.
- f** In the **5-1-7 Union Reports** window, print union reports.

**18** 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.

**19** In the **8-6 Equipment Depreciation** window, post the equipment depreciation.

**20** 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, do the following:
  - 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.

- c If errors still exist, call Customer Support.
- 2 In the **5-4-1 Federal Forms** window, print and prepare the 941 report.
- 3 In the **5-4-2 State Quarterly** window, print and prepare the **State Unemployment** report.
- 4 In the **5-1-3 Federal Tax Report** window, print the Federal tax reports.
- 5 Prepare the 940 Federal Unemployment deposit.
- 6 In the **5-1-4 State Tax Report** window, print the State tax reports.
- 7 Prepare the required state reports.
  - a In the **5-1-8 Hours Report** window, print the quarter-to-date earnings report.
  - b In the **2-2 Balance Sheet** window, review and reconcile payroll tax liability.
  - c In the **1-3 Journal Transactions** window, post adjusting journal transactions.
- 8 Make a quarterly backup of company data.

## 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:
    - i Review the vendor totals.
    - ii Print and review the **Set to Pay** report.
  - c In the **4-3 Vendor Payments** window, print the **Lien Waivers**.
  - d In the **4-3 Vendor Payments** window, prepare the vendor payments by doing the following:
    - i Print payment vouchers.
    - ii Print the check report.
    - iii Print vendor checks.
  - e File copies of vouchers and checks 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.
- 3 Verify the records by doing the following:
  - a In the **5-2-8 Timecard Journal** window, print the **21-Timecard Journal** report.
- 4 Submit the report to the owner or project supervisor for approval.

- 5 In the **5-1-2 Payroll Check Register** window, print the payroll check register and review the calculations.
- 6 In the **5-2-2 Payroll Records** window, enter the corrections to timecards or calculations.
- 7 In the **5-2-3 Compute Payroll** window, final-compute the payroll records.
- 8 In the **5-2-4 Payroll Checks** window, print payroll checks.
- 9 In the **5-2-7 Compensation Slips** window, print compensation slips for prevailing-wage projects.
- 10 In the **5-1-2 Payroll Check Register** window, print the payroll check register.
- 11 In the **5-2-6 Post Payroll to GL** window, post the payroll to the general ledger.
- 12 If your company makes weekly tax deposits, prepare the 941 and state tax deposit payments by doing the following:
  - a In the **5-4-1 Federal Forms** window, calculate the 941 tax liability.
  - b In the **5-4-2 State Forms** window, print the state tax report.
- 13 In the **1-1 Checks/Bank Charges** window, enter and print the check.
- 14 If applicable, in the **1-3 Journal Transactions** window, enter a general ledger transaction for telephone/automatic payments.
- 15 In the **5-1-6 Certified Payroll Report** window, print certified payroll reports.
- 16 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.
- 17 In the **8-5 Equipment Payments** window, prepare the equipment payments.
- 18 Make a weekly backup of company data.

## Year-End Routines



# Appendix D: Tax Setup Information

## Federal-City-State Tax Setup Information

### About tax setup information

This section provides information about state, federal, and city tax setup information. In addition, you will find information about setting Workers' Compensation for several specific areas.

### Alabama State Tax

 **IMPORTANT:** For each employee claiming S, M, H, or MS on the Alabama A-4 Withholding Exemption Certificate, a corresponding table number must be entered for each employee. If the table number is left blank the employee will be taxed as if they are claiming No Exemptions. Employee's claiming "0" on the Alabama A-4 Form are not allowed to claim any dependents, and Sage 100 Contractor will ignore dependents entered in the **Std Allow** cell.

 **NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Employees should use the Alabama Form A-4 Employee's Withholding Exemption Certificate.

Enter the appropriate number in the **Table#** column to identify the employee's W-4 selection.

W-4 Selection	Table #	Description
O	0 (zero or blank)	No exemptions
S	1	Single
M	2	Married
H	3	Head of Family
MS	4	Married Separate

### To set up payroll calculations on an employee for Alabama State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Alabama Income Tax** row, enter the appropriate marital status number.

 **NOTE:** This is a required field; however, the marital status has no affect on the amount of state withholding.

- 5 In the **Table#** column, in the cell of the **Alabama Income Tax** row, enter the corresponding number from the table above.
- 6 In the **Std Allow** column, in the cell of the **Alabama Income Tax** row, enter the number of dependents claimed on the Alabama A-4 form, if allowed.

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

## Alaska State Tax



**IMPORTANT:** Even though the State of Alaska does not have state income tax, the state income tax calculation needs to be set up in the **5-3-1 Payroll Calculations** window. Additionally, the state income tax calculation needs to be set up so that state wages can be tracked for other purposes.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The status has no effect on the amount of state withholding, and no state tax will be computed.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Alaska State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Alaska Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Alaska Income Tax** row, enter the number of exemptions/allowances claimed, as required.
- 6 On the menu bar click **File**, then click **Save**.

## Arizona State Tax

Arizona is now using a percentage of gross taxable wages for state withholding. Employers should update their rates on the **5-2-1 Employees** Calculations tab for the Arizona State Tax Calculation from the revised Form A-4, which is effective for wages paid after June 30, 2010.

For your convenience, if Sage 100 Contractor finds one of the previously allowed Arizona rates on the **5-2-1 Employees** Calculations tab for the Arizona State Tax Calculation in the left column below, it will use the corresponding new rate from the right column below during the payroll compute. If any other rates are found, Sage 100 Contractor will use these rates to compute taxes using the new Arizona process.

For example, if the old rate as a percentage of federal was 10.7%, the new rate of 1.3% is used to calculate the state taxes. The program calculates with any percentages entered in 5-2-1 Employees.

Old Arizona rates % of Federal Tax	New Arizona Rates % of Taxable Wages
0	0
10.7	1.3

Old Arizona rates % of Federal Tax	New Arizona Rates % of Taxable Wages
20.3	1.8
24.5	2.7
26.7	3.6
33.1	4.2
39.5	5.1



**NOTE:** As of January 1, 2011, an additional rate is available on the A-4 form for Arizona.

Sage 100 Contractor requires a marital status on all state tax calculations in **5-2-1 Employees** Calculations tab, even though Sage 100 Contractor does not use marital status when calculating Arizona state withholding taxes. Use the status that applies to each employee below. The marital status has no effect on the amount of state withholding.

Marital Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separately
5-Married/Jointly	Married Joint

## Payroll Calculation

Setting up payroll calculations in Arizona requires some special provisions.

### To set up payroll calculations on an employee for Arizona State Tax:

Caution!

Do not include any rates or maximums in the payroll calculation.

- 1 Open **5-3-1 Payroll Calculations**.
- 2 In the **Tax Type** list, click **State Income Tax**.
- 3 In the **State** box, type AZ.
- 4 After setting up the payroll calculation and updating it to the employee records, enter each employee's rate in the employee records.

### To set up employee rates for Arizona State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **Arizona Income Tax** row, enter the corresponding marital status number.
- 5 In the **Rate** cell of the **Arizona State Tax** row, enter the employee's rate declared on Form A-4.
- 6 On the menu bar click **File** menu, then select **Save**.

## Arkansas State Tax

For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Employees should use the Arkansas Form AR4EC Employee's Withholding Exemption Certificate.

There is no distinction for marital status for employees who work in Arkansas.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The status has no effect on the amount of state withholding.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Arkansas State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Arkansas Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Arkansas Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## California State Tax

 **NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

California recommends the use of California's Form DE-4 Employee's Withholding Allowance Certificate.

 **IMPORTANT:** The Federal Form W-4 is applicable for California withholding purposes if you wish to claim the same marital status, number of allowances, and/or the same additional dollar amount to be withheld for State and Federal purposes. However, federal tax brackets and withholding methods do not reflect state personal income tax withholding tables.

The state tax rules governing marital status in California are as follows:

Status	Description
1-Single	Single/Dual Income, Married/Married with Multiple employers

Status	Description
2-Married	Married
3-Head Of House	Head of Household
4-Married/Separate	Single/Dual Income, Married/Married with Multiple employers
5-Married/Joint	Single/Dual Income, Married/Married with Multiple employers

### To set up payroll calculations on an employee for California State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **California Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **California Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar click **File**, then click **Save**.

## Colorado State Tax



**NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Colorado does not have its own W-4 form. The employer should rely on the federal withholding exemption certificates (Federal Form W-4). Colorado payroll taxes are rounded to the nearest dollar.

Employees who work in Colorado can select from the following marital status options.

Status	Description
1-Single	Single
2-Married	Married
3-Head of Household	Single
4-Married/Separate	Single
5-Married/Joint	Married

### To set up payroll calculations on an employee for Colorado State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Colorado Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Colorado Income Tax** row, enter the number of exemptions/allowances claimed.

6 On the menu bar click **File**, then click **Save**.

## Connecticut State Tax

Connecticut uses specific tax tables to help compute state income tax. Connecticut incorporates the filing status in the tax tables. Marital status is still required as a standard field for income tax calculations, but has no bearing since CT uses a separate table for each filing status. The table indicator is entered in the **Table#** column of the **Calculations** tab of the **5-2-1 Employee Records** window.

Refer to line 1 on the CT-W4 form for each employee, then consult the table below.

For table	Enter this
A (Married filing separately OR filing jointly, but the combined income is less than the current amount on the CT-W4, Employee's Withholding Certificate)	1
B (Head of Household)	2
C (Married filing jointly—spouse not employed)	3
D (Married filing jointly—spouse is employed)	4
F (Single)	5
E (Exempt)	6 (or blank)

### To set up payroll calculations on an employee for Connecticut State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Table#** cell of the **Connecticut Income Tax** row, enter the tax table number.



**IMPORTANT:** If you do not enter a number from the above table, Sage 100 Contractor does not compute CT income tax as no entry signifies a filing status of Category E (for Exempt).

- 5 On the menu bar, click **File**, then click **Save**.

## Delaware State Tax

Employees who work in Delaware can select one of three marital status options.

Status	Description
1-Single	Single/Head of Household
2-Married	Married, Married/Joint
4-Married/Separate	Married filing separate

### To set up payroll calculations on an employee for Delaware State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.

- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **Delaware Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** cell enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## District of Columbia Income Tax

Employees should use Form D-4 Employee's Withholding Allowance for the District of Columbia.

The tax rules governing marital status in the District of Columbia are as follows:

Marital Status	Tax Table Used
1-Single	Single or Married Persons Filing Jointly
2-Married	Single or Married Persons Filing Jointly
3-Head of Household	Married Persons Filing Separate Returns, or Separately on the Same Return
4-Married Separate	Married Persons Filing Separate Returns, or Separately on the Same Return
5-Married Joint	Single or Married Persons Filing Jointly

### To set up payroll calculations on an employee for District of Columbia Income Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **District of Columbia Tax** row, enter the marital status.
- 5 In the **Std Allow** cell, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Federal Income Tax

 **NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates federal income tax using the published flat-rate.

Every employer must obtain a **Form W-4, Employee's Withholding Allowance Certificate**, for each employee.

The Federal rules governing marital status are as follows:

Marital Status	Tax Table Used
1-Single	Single (Includes Head of Household)
2-Married	Married
3-Head of Household	Single (Includes Head of Household)
4-Married Separate	Single (Includes Head of Household)
5-Married Joint	Married

## To set marital status on an employee for Federal Income Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Federal Income Tax** row, enter the marital status.
- 5 On the menu bar, click **File**, then click **Save**.

## Florida State Tax



**IMPORTANT:** Even though the State of Florida does not have state income tax, the state income tax calculation needs to be set up in the **5-3-1 Payroll Calculations** window. Additionally, the state income tax calculation needs to be set up so that state wages can be tracked for other purposes.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The status has no affect on the amount of state withholding.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

## To set up payroll calculations on an employee for Florida State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Florida Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Florida Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Georgia State Tax

Married employees who work in Georgia can select one of three marital status options.

Status	Description
2-Married	Married and filing a joint return.
4-Married/Separate	Married but filing a separate return.
5-Married/Joint	Married and filing a joint return with dual income.

### To set up payroll calculations on an employee for Georgia State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **Georgia Income Tax** row, enter the marital status.
- 5 On the menu bar, click **File**, then click **Save**.

## Hawaii State Tax

Employees should use Form HW-4 Employee's Withholding Allowance and Status Certificate.

The state tax rules governing marital status in Hawaii are as follows:

Marital Status	Tax Table Used
1-Single	Single, Head of Household
2-Married	Married

### To set up payroll calculations on an employee for Hawaii State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **Hawaii Income Tax** row, enter the marital status.
- 5 In the **Std Allow** cell, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Idaho State Tax

 **NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Idaho does not have its own W-4 form. The employer should rely on the federal withholding exemption certificate (Federal Form W-4). Idaho payroll taxes are rounded to the nearest dollar. Employees who work in Idaho can select from the following marital status options.

Status	Description
1-Single/Head of Household	Single/Head of Household
2-Married	Married
3-Single/Head of Household	Single/Head of Household
4-Single/Head of Household	Single/Head of Household
5-Married	Married

### To set up payroll calculations on an employee for Idaho State Tax:

- 1 Open **5-2-1 Employees**.

- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Idaho Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Idaho Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Illinois State Tax

Employees should use the Illinois Form IL-W-4 Employee's Withholding Exemption Certificate.

There is no distinction for marital status for employees who work in Illinois.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The status has no affect on the amount of state withholding.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Illinois State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Illinois Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Illinois Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Indiana State Tax

The State of Indiana differentiates between the exemptions that an employee claims for him or herself (and spouse), and the exemptions that an employee claims for dependents. To calculate the withholding correctly in Sage 100 Contractor, enter the exemptions from the WH-4 Employee's Withholding Exemption Certificate separately in the employee record.

### To set up payroll calculations on an employee for Indiana State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Std Allow** cell of the **Indiana Income Tax** row, enter the number from line 4 of the Indiana Withholding Exemption Certificate.

- 5 In the **Add Allow** cell of the **Indiana Income Tax** row, enter the number from line 5 of the Indiana Withholding Exemption Certificate.
- 6 On the menu bar, click **File**, then click **Save**.

## Iowa State Tax

Employees should use the Iowa Form IA-W4 Employee's Withholding Exemption Certificate.

There is no distinction for marital status for employees who work in Iowa. Iowa payroll taxes are rounded to the nearest dollar.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The status has no affect on the amount of state withholding.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Iowa State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Iowa Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Iowa Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Kansas State Tax



**IMPORTANT:** In the past, Kansas has accepted the Federal Form W-4. Due to differences between State and Federal withholding policies, however, the Kansas Department of Revenue has developed the K-4 state employee withholding allowance certificate form for state withholding tax purposes. This form must be used for employees hired after January 1, 2008. Employees hired before January 1, 2008 are not required to fill out the K-4 unless they wish to adjust their withholding.



**NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Employees who work in Kansas can select from the following marital status options.

Status	Description
1-Single	Single/Head of Household
2-Married	Married

Status	Description
3-Head of Household	Single/Head of Household
4-Married/Separate	Single/Head of Household
5-Married/Joint	Married

### To set up payroll calculations on an employee for Kansas State Tax:

- 1 Using the data control, select the employee.
- 2 Click the **Calculations** tab.
- 3 In the **Marital** column, in the cell of the **Kansas Income Tax** row, enter the corresponding marital status number.
- 4 In the **Std Allow** column, in the cell of the **Kansas Income Tax** row, enter the number of exemptions/allowances claimed.
- 5 On the menu bar, click **File**, then click **Save**.

## Kentucky State Tax

Employers should use the Kentucky K-4 Employee Withholding Exemption Certificate.

Sage 100 Contractor does not use marital status when calculating Kentucky state withholding taxes. Instead, a credit for each exemption claimed on the Kentucky K-4 form is used. Nevertheless, Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The marital status will have no effect on the amount of state withholding.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing separate
5-Married/Joint	Married Two Incomes

### To set up payroll calculations on an employee for Kentucky State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **Kentucky Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** cell enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Louisiana State Tax

The State of Louisiana differentiates between the exemptions an employee claims for him or herself (and spouse) and the exemptions an employee claims for dependents. An employee can use Block A and Block B of the L-4 worksheet to

determine how many exemptions to claim on the L-4 form.

- **Block A:** An employee can select from three exemptions (**0-No Exemptions, 1-Yourself, 2-Yourself & Spouse**).
- **Block B:** An employee can enter the total number of dependants, excluding the employee and spouse.

### Block A:

Select one of the three exemptions:

- Enter “0” if you claim neither yourself nor your spouse. You may enter “0” if you are married and have a working spouse or more than one job to avoid having too little tax withheld.
- Enter “1” if you claim yourself, provided you do not claim this exemption in connection with other employment or if your spouse has not claimed your exemption. Enter “1” to claim one personal exemption or if you will file as head of household.
- Enter “2” if you claim yourself and your spouse.

### Block B:

- Enter the number of dependents, not including yourself and your spouse, whom you will claim on your tax return. If no dependents are claimed, enter “0.”

Sage 100 Contractor determines the Louisiana table to use for the calculation by the number you enter in the Louisiana row under the **Add Allow** (additional allowances) column. The following table shows the criteria for entering Louisiana state tax on **5-2-1 Employees**, the **Calculations** tab, in the **Add Allow** column:

Add Allow Column	Table Used
0 or 1	Always uses the Single or Married claiming 0 or 1 personal exemptions table.
2	Always uses the Married with 2 personal exemptions table.

Although Sage 100 Contractor does not use marital status when calculating Louisiana state withholding taxes, the program still requires that you enter a marital status for each employee’s state tax calculation. Use the following table to determine marital status.

Status	Description
1-Single	
2-Married	
3-Head of household	
4-Married/Separate	
5-Married/Joint	

### To set up payroll deductions on an employee for Louisiana State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **Louisiana Income Tax** row, enter a marital status number from the table above (1 through 5).

- 5 In the **Std Allow** cell of the **Louisiana Income Tax** row, type the number contained on line 7 of the L-4 Employee's Withholding Exemption Certificate.
- 6 Refer to the first table in this topic, and in the **Add Allow** cell of the **Louisiana Income Tax** row, type the number contained on line 6 of the L-4 Employee's Withholding Exemption Certificate.
- 7 On the menu bar, click **File**, then click **Save**.

## Maine State Tax



**NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Employees who work in Maine can select one of two marital status options. This information is available on the Form W-4ME Employee Withholding Allowance Certificate.

Status	Description
1-Single	Single
2-Married	Married
3-Head of household	Single
4-Married/Separate	Single
5-Married/Joint	Married

### To set up payroll calculations on an employee for Maine State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Maine Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Maine Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Maryland residents working in Delaware

This topic explains how to set up Sage 100 Contractor so that Maryland taxes can be computed for employees who live in Maryland and work in Delaware. Maryland residents working in Delaware need to have both Delaware and Maryland taxes calculated on the Delaware earnings. Following are the setup requirements:

- State Income Tax calculations must be set up for both MD (Maryland) and DE (Delaware) in **5-3-1 Payroll Calculations**.
- A locality must be set up for Maryland with the **State** set to **MD**, and a second locality for Delaware with the **State** set to **DE** in menu **5-3-6 Local Payroll Tax**.
- Each employee must have the table number representing the county they live in entered in the **Table#** cell of the employees **Maryland State** calculation on the **Calculations** tab in **5-2-1 Employees**.
- The State represented on the payroll record should be the employee residence—**MD** (Maryland).

- Employees' timecard lines must be entered with the appropriate localities depending on where they worked during the pay period. If they are salaried, they must have one line for each locality, and the total hours must be applied to each line.



**NOTE:** When a payroll record lists **MD** as the State, and the timecard line(s) contains localities that have **DE** as their **Tax State**, an additional amount of Maryland state tax will be computed along with the normal Delaware state tax. Sage 100 Contractor calculates Maryland tax using the "Maryland Residents Working in Delaware" table published by the state of Maryland.

## Maryland State Tax

Caution!

If you do not provide the number for the corresponding local area rate, Sage 100 Contractor does not calculate the county taxes and add them to the state tax.

Employers should use **Form MW 507, Employee's Maryland Withholding Certificate**.

Maryland residents are subject to a county tax in addition to the state income taxes. Maryland County taxes are calculated as a percentage of taxable income. To calculate the county taxes, set up the employee record of each Maryland resident to compute the correct local tax.

For example, if the local area is Allegany, enter 70 in the **Calculation** tab in the **5-2-1 Employees** window.

County	Tax Rate	Table #
Allegany	3.05%	Code 70
Anne Arundel	2.60%	Code 50
Baltimore City	3.20%	Code 78
Baltimore County	2.85%	Code 55
Calvert	2.80%	Code 51
Caroline	2.65%	Code 53
Carroll	3.05%	Code 66
Cecil	2.80%	Code 64
Charles	2.90%	Code72
Dorchester	2.65%	Code 52
Frederick	3.00%	Code 74
Garrett	2.65%	Code 54
Harford	3.10%	Code 76
Howard	3.20%	Code 48
Kent	2.85%	Code 49
Montgomery	3.20%	Code 56
Prince George's	3.20%	Code 58

County	Tax Rate	Table #
Queen Anne's	3.20%	Code 68
St. Mary's	3.00%	Code 80
Somerset	3.15%	Code 60
Talbot	2.25%	Code 35
Washington	2.80%	Code 62
Wicomico	3.10%	Code 82
Worcester	1.25%	Code 20
Non-resident	1.25%	No code

Use the status that applies to each employee.

Status	Description
1-Single	Single including Married Filing Separately or Dependent
2-Married	Married Filing Joint or Head of Household
3-Head of Household	Married Filing Joint or Head of Household
4-Married/Separate	Single including Married Filing Separately or Dependent
5-Married/Joint	Married Filing Joint or Head of Household

### To set up payroll calculations on an employee for Maryland State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Maryland Income Tax** row, enter the corresponding marital status number.
- 5 In the **Table#** column, in the cell of the **Maryland Income Tax** row, enter the corresponding Maryland local tax number from the table above.
- 6 On the menu bar, click **File**, then click **Save**.

## Massachusetts State Tax

Employees should use **Form M-4 Massachusetts Employee's Withholding Exemption Certificate**.

No distinction is made for marital status, except for marital status **3-Head of Household**. For employees filing as **Head of Household** the table calculates an additional tax credit.

### To set up payroll calculations on an employee for Massachusetts State Tax:

- 1 Open **5-2-1 Employees**.

- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **Massachusetts Income Tax** row, enter the marital status.
- 5 In the **Std Allow** cell enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Michigan State Tax



**IMPORTANT:** Every employer must obtain an MI-W4 withholding Exemption Certificate from each employee.



**NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

There is no distinction for marital status for employees who work in Michigan. More information is available on the form MI-W4 Employee Withholding Exemption Certificate.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The status has no affect on the amount of state withholding.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Two Incomes

### To set up payroll calculations on an employee for Michigan State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Michigan Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Michigan Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Minnesota State Tax



**NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Minnesota does not have its own W-4 form. The employer should rely on the federal withholding exemption certificates (Federal Form W-4).

Status	Description
1-Single	Single
2-Married	Married
3-Head of Household	Single
4-Married/Separate	Single
5-Married/Joint	Married

### To set up payroll calculations on an employee for Minnesota State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Minnesota Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Minnesota Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Mississippi State Tax

Caution!

Do not include the standard deduction amount with the exemption amount. Sage 100 Contractor automatically adds the standard deduction amount for you.

While most states use a fixed amount for exemptions, Mississippi allows variable amounts for exemptions. To claim a variable exemption, Mississippi residents can complete Form 62-420 Employee's Withholding Exemption Certificate. An employee with a working spouse can check line 2B of Form 62-420 and claim an exemption not to exceed \$12,000 between the employee AND spouse. On line 2B, an employee enters the amount he or she wants to claim by increments of \$500.

Sage 100 Contractor cannot automatically enter a fixed exemption amount based on marital status for Mississippi because the employee and spouse determine the amount.

### To set up payroll calculations on an employee for Mississippi State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Rate** cell of the **Mississippi Income Tax** row, enter the exemption amount claimed on line 6 of Form 62-420.
- 5 On the menu bar, click **File**, then click **Save**.

## Missouri State Tax



**NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

The State of Missouri uses the MO W-4 form for determining the Employee Withholding Allowances.



**IMPORTANT:** Missouri uses the annual Federal Income Tax deduction amount as part of the State Income Tax deduction.

- Individuals filing a **separate** Missouri Income Tax return are entitled to deduct a maximum of \$5,000.
- Individuals filing a **combined** Missouri Income Tax return (Self and Spouse) are entitled to deduct a maximum of \$10,000.

Sage 100 Contractor determines the federal deduction maximum for an employee based on the employee's marital status. When you enter a marital status for an employee, Sage 100 Contractor computes the deduction maximum as follows:

Marital Status	MO W-4 Filing Status
1-Single	Single
2-Married	Married Filing Combined
3-Head of Household	Head of Household
4-Married/Separate	Single
5-Married/Jointly	Married Filing Combined

### To set up payroll calculations on an employee for Missouri State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Missouri Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Missouri Income Tax** row, enter the number of exemptions/allowances claimed.



**IMPORTANT:** When entering amounts, it is required that you round to the nearest dollar.

- 6 On the menu bar, click **File**, then click **Save**.

## Montana State Tax



**NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Montana does not have its own W-4 form. The employer should rely on the federal withholding exemption certificates (Federal Form W-4). Montana payroll taxes are rounded to the nearest dollar.

There is no distinction for marital status for employees who work in Montana.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The status has no affect on the amount of state withholding.

Status	Description
1-Single	Single Person
2-Married	Married

Status	Description
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Montana State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** Column, in the cell of the **Montana Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Montana Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Nebraska State Tax



**NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Nebraska does not have its own W-4 form. The employer should rely on the federal withholding exemption certificates (Federal Form W-4). Employees who work in Nebraska can select from the following marital status options.

Status	Description
1-Single	Single/Head of Household
2-Married	Married
3-Head of Household	Single/Head of Household
4-Married/Separate	Married
5-Married/Joint	Married

### To set up payroll calculations on an employee for Nebraska State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Nebraska Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Nebraska Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Nevada State Tax

 **IMPORTANT:** Even though the State of Nevada does not have state income tax, the state income tax calculation needs to be set up in **5-3-1 Payroll Calculations**. Additionally, the state income tax calculation needs to be set up so that state wages can be tracked for other purposes.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The state marital status has no affect on the amount of state withholding, and no state taxes will be computed.

Status	Description
1-Single	Single/Head of Household
2-Married	Married
3-Head of Household	Single/Head of Household
4-Married/Separate	Married
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Nevada State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Nevada Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Nevada Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Nevada Workers' Compensation

 **IMPORTANT:** Even though the State of Nevada does not have state income tax, the state income tax calculation needs to be set up in **5-3-1 Payroll Calculations** so that the Nevada worker's compensation report prints correctly. Additionally, the state income tax calculation needs to be set up so that W2 forms calculate correctly.

Nevada calculates Workers' Compensation differently from most states; refer to the guidelines below.

### Payroll Calculation

- 1 In the **Payroll Calculations** window, the payroll calculation for Nevada workers' compensation must include the following for it to function correctly:
  - a In the **Default Max** box, enter the maximum amount of wages. Sage 100 Contractor stops computing when the maximum is reached.
  - b In the **Maximum Type** list, select **4-Wages/Year**.
  - c In the **State** box, enter NV.

## Workers' Compensation Codes

In the **Workers' Compensation Codes** window, include the state abbreviation **NV** in the **State** cell for each Nevada Workers' Compensation Code you enter.

## New Hampshire State Tax



**IMPORTANT:** Even though the State of New Hampshire does not have state income tax, the state income tax calculation needs to be set up in 5-3-1. Additionally, the state income tax calculation needs to be set up so that state wages can be tracked for other purposes.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The state marital status has no effect on the amount of state withholding, and no state taxes will be computed.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married Separate	Single Filing Separate
5-Married Joint	Married Joint

### To set up payroll calculations on an employee for New Hampshire State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **New Hampshire Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **New Hampshire Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## New Jersey State Tax

New Jersey uses five tax tables to compute the state tax withholding for residents. Tables A and B are standard although employees can choose to use tables C, D, or E, depending on their marital status.

If you receive a New Jersey Form NJ-W4 Employee's Withholding Allowance Certificate from an employee, you may need to enter a different tax table for withholding in Sage 100 Contractor.

In Sage 100 Contractor, marital status options **1-Single** and **4-Married/Separate** use table A and cannot use a different table. Marital status options **2-Married**, **3-Head of Household**, and **5-Married Joint** use table B unless a table number is entered on the calculations tab. It is not necessary to enter a table number for employees that use the standard tables.



**IMPORTANT:** There is an exception. When an employee indicates a marital status option of **2-Married**, **3-Head of Household**, or **5-Married/Joint** in Sage 100 Contractor, the employee can select a different tax table. If the employee meets the criteria on the NJ-W4 and indicated a table other than table B, enter the appropriate table number in the **Calculations** tab.

For table	Enter this
A	1
B	2
C	3
D	4
E	5

### To set up payroll calculations on an employee for New Jersey State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Table#** column, in the cell of the **New Jersey Income Tax** row, enter the tax table number.
- 5 On the menu bar, click **File**, then click **Save**.

## New Mexico State Tax



**NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Employees who work in New Mexico can select one of five marital status options. New Mexico uses the Federal W-4 form for determining the Employee Withholding Allowances.

Status	Description
1-Single	Single/Head of Household
2-Married	Married
3-Head of Household	Single/Head of Household
4-Married Separate	Single/Head of Household
5-Married Joint	Married

### To set up payroll calculations on an employee for New Mexico State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **New Mexico Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **New Mexico Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## New York City and Yonkers City Tax

Caution!

After setting up the local tax district and the associated payroll calculation, enter the local district number in the employee files for New York City or Yonkers residents. Sage 100 Contractor will apply the non-resident rate to all other employees working in Yonkers.

 **NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

While most cities use a flat tax rate, New York City and Yonkers use tax tables to determine municipal taxes. Companies that operate in New York City or Yonkers can set up local payroll tax districts to compute these taxes.

To calculate the resident and non-resident taxes using the appropriate New York City or Yonkers tax table, do not enter any tax rates in the **Rate** columns. New York City only taxes residents, Yonkers taxes both residents and non-residents.

You do need to enter the tax state and a description. In the **Description** column, indicate which tax table you want to use. Separate from any other descriptive text, enter NYC for the New York City tax or YNK for the Yonkers tax. Be sure to capitalize the description; otherwise, Sage 100 Contractor will not compute any taxes.

After setting up the local payroll tax, set up a payroll calculation with tax type **13-Local Income Tax** and calculation method **17-Tables**.

### To set up payroll calculations on an employee for New York City/Yonkers City Tax:

- 1 Open **5-3-6 Local Payroll Tax**.
- 2 In the **District#** column, in the correct cell, enter the district number.
- 3 In the **District Name** column, in the corresponding cell, enter a brief statement about the district, and then type a space.
- 4 If the district is for Yonkers, type YNK.
- 5 If the district is for New York City, type NYC.
- 6 In the **Tax State** box, type NY.
- 7 On the **File** menu, click **Save**.
- 8 Open **5-3-1 Payroll Calculations**.
- 9 Set up the associated payroll calculation.
- 10 Be sure to include the following in the payroll calculation:
  - a In the **Tax Type** list, click **13-Local Income Tax**.
  - b In the **Calculation Method** list, click **17-Tables**.
  - c In the **Tax Locale** list, click the local payroll tax district for New York City or Yonkers that you just set up.
- 11 On the menu bar, click **File**, then click **Save**.

## New York State Tax

 **NOTE:** Residents of the State of New York do not have to withhold New York cities local tax. Only residents of New York City are required to withhold local New York City taxes.

Employers in the State of New York should have employees fill out the form IT\_2104 Employee Withholding Allowance Certificate. Employees can select from one of two marital status options.

Status	Description
1-Single	Single/Head of Household

Status	Description
2-Married	Married
3-Head of House	Single/Head of Household
4-Married/Separate	Single/Head of Household
5-Married/Joint	Single/Head of Household

### To set up payroll calculations on an employee for New York State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **New York State Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **New York State Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.



**NOTE:** Residents of the State of New York do not have to withhold New York City local tax. Only residents of New York City are required to withhold local NYC taxes.

## New York Workers' Compensation

New York calculates workers' compensation differently from most states. See New York workers' compensation section below.

### Payroll Calculation

- 1 In the **5-3-1 Payroll Calculations** window, the payroll calculation for New York Workers' Compensation must include the following for it to function correctly:
  - a In the **Tax Type** box, select **11-Workers' Compensation**.
  - b In the **Calc Method** list, select **17-Tables**.
  - c In the **Max Type** box, select **1-Wages/Check**.
  - d In the **Tax State** box, select **NY**.

### New York workers' compensation

Sage 100 Contractor looks first to the settings in **5-2-1 Employees**. If a maximum is set on the New York W/C calculation on the **Calculations** tab, it uses that maximum during the compute. Otherwise, it uses the maximum setting in **5-3-2 Workers' Compensation**.

Set up the rate and max (if any) in the workers' compensation table for each classification. Corporate officers (or others to whom a different wage limit for that classification applies) should have the wage limit entered in **5-2-1 Employees** on the **Calculations** tab in the **NY Workers Comp Insurance** row.

The employees must be paid weekly for the subject wage maximums to work correctly. In **5-2-1 Employees**, on the **Compensation** tab, set the pay period to **1-Weekly**.

Salary only employees' payroll records need to have a timecard line with at least these three entries: **Pay Type**, **Hours**, and **Comp Code**.

For the Workers' Compensation to calculate correctly, employees cannot jump between comp codes during a given week.

Comp codes that have a **Maximum** must be listed prior to comp codes that *do not* have a **Maximum** for Sage 100 Contractor to compute and report the workers' compensation correctly.

To ensure accuracy, only one comp code with a **Maximum** can be used per check unless the other comp codes have an exact matching **Maximum**.

## North Carolina State Tax

 **NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Employees who work in North Carolina can select one of three marital status options. This information is available on the form NC-4 Employee Withholding Allowance Certificate.

Status	Description
1-Single	Single
2-Married	Married
3-Head of House	Head of Household
4-Married/Separate	Married
5-Married/Joint	Married

### To set up payroll calculations on an employee for North Carolina State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **North Carolina Income Tax** row, enter the marital status.
- 5 In the **Std Allow** cell, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## North Dakota State Tax

 **NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

North Dakota now uses tax tables to figure the state income tax to be withheld. Employers should obtain a Federal Form W-4, Employee's Withholding Allowance Certificate for each employee.

The state tax rules governing marital status in North Dakota are as follows:

Marital Status	Tax Table Used
1-Single	Single (includes Head of Household)

Marital Status	Tax Table Used
2-Married	Married
3-Head of House	Single
4-Married/Separate	Single
5-Married/Joint	Married

### To set up payroll calculations on an employee for North Dakota State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **North Dakota Income Tax** row, enter the corresponding marital status number.
- 5 On the menu bar, click **File**, then click **Save**.

## Ohio State Tax

Employees should use the Ohio Form IT-4 Employee's Withholding Exemption Certificate.

There is no distinction for marital status for employees who work in Ohio.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The status has no effect on the amount of state withholding.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Ohio State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Ohio Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Ohio Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Ohio Workers' Compensation

Ohio calculates Workers' Compensation differently from most states. See Ohio Workers' Compensation section below.

## Payroll calculation

- 1 In the **5-3-1 Payroll Calculations** window, the payroll calculation for Ohio Workers' Compensation has to include the following for it to function correctly:
  - a In the **Tax Type** box, select **11-Workers' Compensation**.
  - b In the **Calc Method** list, select **17-Tables**.
  - c In the **Max Type** box, select **1-Wages/Check**.
  - d In the **Tax State** box, select **OH**.

## Ohio Workers' Compensation

Sage 100 Contractor looks first to the settings in **5-2-1 Employees**. If a maximum is set in the Ohio W/C calculation on the **Calculations** tab, it uses that maximum during the compute. Otherwise, it uses the maximum set in **5-3-2 Workers' Compensation**.

Set up the rate and max (if any) in the workers comp table for each classification. Corporate officers (or others to whom a different wage limit for that classification applies) should have the wage limit entered in **5-2-1 Employees** on the **Calculations** tab in the row you have named OH Workers Comp Insurance.

The employees must be paid weekly for the subject wage maximums to work correctly. In **5-2-1 Employees**, on the **Compensation** tab, set the pay period to **1-Weekly**.

Salary only employees' payroll records need to have a timecard line with at least these three entries: **Pay Type**, **Hours**, and **Comp** code.

For the Workers' Compensation to calculate correctly, employees cannot jump between comp codes during a given week.

There are occasional rounding variances both with the Comp Wage and Comp Gross on the Ohio W/C report. This should not be a problem, since on the actual report Ohio sends in to its W/C Board, the total Subject Wage is rounded to the nearest dollar anyway.

## Oklahoma State Tax

Employees must use the Federal Form W-4 Employee's Withholding Allowance Certificate. The number of withholding allowances claimed on the Federal W-4 must be used for Oklahoma employees.

If an employee has checked the box "Married, but withhold at higher single rate" on the Federal Form W-4, use the appropriate Oklahoma Single Withholding Table.

Oklahoma payroll taxes are rounded to the nearest dollar.

Use one of the two tax tables, Single or Married, by selecting the appropriate marital status in Sage 100 Contractor as follows:

Marital Status	Tax Table Used
1-Single	Single
2-Married	Married
3-Head of Household	Single
4-Married/Separate	Single
5-Married/Joint	Married

### To set up payroll calculations on an employee for Oklahoma State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **Oklahoma Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** cell, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Oregon State Tax

For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

The state tax rules governing marital status in Oregon are as follows:

Marital Status	Allowances
1-Single	Single (Less than three allowances)
2-Married	Married or Single (With three or more allowances)

### To set up payroll calculations on an employee for Oregon State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Oregon Income Tax** row, enter the marital status.
- 5 On the menu bar, click **File**, then click **Save**.

## Oregon State Workers' Compensation

Oregon calculates Workers' Compensation differently from most states.

### **IMPORTANT:**

Set up **5-3-2 Workers' Compensation** with the **Employer %**, **Employee**, and **Employer Hourly** rates.

Time cards must have hours on the grid even for the salaried employees because the calculations are set up on a per hour basis.

### To set up payroll calculations for Oregon State Workers' Compensation:

- 1 Open **5-3-1 Payroll Calculations**.
- 2 Set up the **Employer %** Workers' Compensation calculation as follows:
  - a Tax Type: 11-Workers' Compensation

- b** Calc Type: 3-Employer Cost
  - c** Calc Method: 17-Tables
  - d** Based On: 0-None
  - e** Max Type: 0-None
- 3** Set up the employee hourly Workers' Compensation payroll calculation as follows:
- a** Tax Type: 11-Workers' Compensation
  - b** Calc Type: 1-Deduct from Employee
  - c** Calc Method: 8-Per Hour (all hours)
  - d** Based On: 0-None
  - e** Max Type: 0-None
- 4** Set up the employer hourly Workers' Compensation payroll calculation as follows:
- a** Tax Type: 11-Workers' Compensation
  - b** Calc Type: 3-Employer Cost
  - c** Calc Method: 8-Per Hour (all hours)
  - d** Based On: 0-None
  - e** Max Type: 0-None

## Pennsylvania State Tax

There is no distinction for marital status for employees who work in Pennsylvania.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The status has no affect on the amount of state withholding.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Pennsylvania State Tax:

- 1** Open **5-2-1 Employees**.
- 2** Using the data control, select the employee.
- 3** Click the **Calculations** tab.
- 4** In the **Marital** column, in the cell of the **Pennsylvania Income Tax** row, enter the corresponding marital status number.
- 5** On the menu bar, click **File**, then click **Save**.

## Puerto Rico Income Tax

Employees should use the **Puerto Rico 499R-4.1 Withholding Exemption Certificate**.

Marital Status	Allowances
1-Single	Individual Taxpayer and claims all of the personal exemption
2-Married	Married Person filing jointly and claiming all of the personal exemption for withholding purposes
3-Head of Household	Married Person filing jointly and claiming half of the personal exemption for withholding purposes or Married Person living with spouse, who chooses the optional computation of tax and claims all of the personal exemption for withholding
4-Married/Separate	Married Person filing jointly and claiming half of the personal exemption for withholding purposes or Married Person living with spouse, who chooses the optional computation of tax and claims all of the personal exemption for withholding
5-Married/Joint	Person claiming none of the personal exemption for withholding

### To set up payroll calculations on an employee for Puerto Rico Income Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **Puerto Rico Income Tax** row, enter the marital status.
- 5 In the **Std Allow** cell enter the number of dependents claimed.
- 6 In the **Add Allow** cell of the **Puerto Rico Income Tax** row, enter the number for each **Allowance Based on Deductions** from the **Withholding Exemption Certificate Form 499 R4.1**.
- 7 On the menu bar, click **File**, then click **Save**.



#### NOTES:

- If choosing the Optional Computation of Tax in the case of married individuals (Marital Status 2) living together and filing a joint return, enter **1** in the Table# cell of the Puerto Rico Income Tax row.
- If claiming the Special Deduction for Certain Individuals on the **Withholding Exemption Certificate Form 499 R-4.1**, enter **2** in the Table# cell of the Puerto Rico Income Tax row.
- If both the Optional Computation of Tax and the Special Deduction for Certain Individuals are selected on the **Withholding Exemption Certificate Form 499 R4.1**, enter **3** in the Table# cell of the Puerto Rico Income Tax row.
- Veterans that qualify should add 3 allowances to the number of total allowances claimed on the Add Allow cell of the Puerto Rico Income Tax row. This will provide them the equivalent value of adding one additional personal exemption for Veterans or 1,500 annually.

## Rhode Island State Tax



**NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

The employer should rely on the federal withholding exemption certificate (**Federal Form W-4**).

Rhode Island does not require employers to obtain a separate certificate showing the number of dependents or other personal exemptions claimed by an employee.

Marital Status	Allowances
1-Single	Single/Head of Household
2-Married	Married
3-Head of Household	Single/Head of Household
4-Married/Separate	Single/Head of Household
5-Married/Joint	Married

### To set up payroll calculations on an employee for Rhode Island State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **Rhode Island Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** cell enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## South Carolina State Tax

Use the “*W-4 Personal Allowance Worksheet*” to record personal exemptions.

Standard deduction amounts will automatically be calculated from the number of personal exemptions claimed.

There is no distinction made for marital status for South Carolina.

The results are rounded to the nearest dollar.

### To set up payroll calculations on an employee for South Carolina State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 Type the Line 5 information from the W-4 into the South Carolina **Std Allow** box.
- 5 Type the Line 6 information from the W-4 into the **Add W/H** box.
- 6 On the menu bar, click **File**, then click **Save**.

## South Dakota State Tax



Even though the State of South Dakota does not have state income tax, the state income tax calculation needs to be set up in the **5-3-1 Payroll Calculations** window. Additionally, the state income tax calculation needs to be set up so that state wages can be tracked for other purposes.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The state marital status has no affect on the amount of state withholding, and no state taxes will be computed.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for South Dakota State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **South Dakota Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **South Dakota Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Tennessee State Tax



**IMPORTANT:**

Even though the State of Tennessee does not have state income tax, the state income tax calculation needs to be set up in the **5-3-1 Payroll Calculations** window. Additionally, the state income tax calculation needs to be set up so that state wages can be tracked for other purposes.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The state marital status has no affect on the amount of state withholding, and no state taxes will be computed.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Two Incomes

### To set up payroll calculations on an employee Tennessee State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.

- 4 In the **Marital** column, in the cell of the **Tennessee Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Tennessee Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Texas State Tax



### IMPORTANT:

Even though the State of Texas does not have state income tax, the state income tax calculation needs to be set up in the **5-3-1 Payroll Calculations** window. Additionally, the state income tax calculation needs to be set up so that state wages can be tracked for other purposes.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The state marital status has no affect on the amount of state withholding, and no state taxes will be computed.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Texas State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Texas Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Texas Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Utah State Tax

The state tax rules governing marital status in Utah are as follows:

Marital Status	Tax Table Used
1-Single	Single
2-Married	Married
Head of House	Single
Married/Separated	Single
Married/Joint	Single

## To set up payroll calculations on an employee for Utah State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **Utah Income Tax** row, enter the marital status.
- 5 In the **Std Allow** cell, enter the number of exemptions/allowances claimed.
- 6 On the **File** menu, click **Save**.
- 7 On the menu bar, click **File**, then click **Save**.

## Utah Workers' Compensation

Based on changes to Utah Workers' Compensation rules for all policies written or renewed after June 1, 2008, overtime pay will be excluded from payroll calculations. To accommodate the changes, a new menu option has been added to the **5-3-2 Workers' Compensation** window.

The program enables the option, **Calculation for Utah excludes extra pay for overtime**, if these conditions are met:

- You have logged in to the company as the supervisor user
- At least one line in the **5-3-2 Workers' Compensation** grid has **UT** in the State column and the **5-3-2 Workers' Compensation** record has been saved.

### **IMPORTANT:**

The option is by default not selected. To start excluding the extra pay subject to workers' compensation, you have to select the option.

Because this option should only need to be changed one time, only the Supervisor user can make this change.

When computing payroll for Utah Workers' Compensation, the program looks at the value of this option. If it is not selected, the Workers' Compensation for **UT** is calculated as it has been calculated previously; all overtime and premium wages are included in the pay that's subject to Workers' Compensation. If the option is selected, then the overtime differential is subtracted from pay that is subject to Workers' Compensation.

Under the old method (the option is not selected), we recommend that you use the Utah-specific Workers' Compensation report **5-1-5-93 Worker's Comp Report~Utah**. When you switch over to the new method (the option is selected), **Calculations for Utah excludes extra pay for the overtime differential**, you should consider using the **5-1-5-21 Worker's Comp** report because it includes more information.

This link is provided for reference only. Sage 100 Contractor is not responsible for the content of external Web sites.

## Vermont State Tax

 **NOTE:** For records on **5-2-2 Payroll Records** that have the **Payroll Type** of **2 - Bonus**, Sage 100 Contractor calculates state income tax using the published flat-rate.

Employees who work in Vermont can select one of two marital status options. Employees should use the W-4VT Employee's Withholding Allowance Certificate if withholding is to be based on W-4 information which is different from the Federal W-4.

Status	Description
1-Single	Single
2-Married	Married
3-Head of House	Single
4-Married/Separate	Single
5-Married/Joint	Married

### To set up payroll calculations on an employee for Vermont State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Vermont Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Vermont Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Virginia State Tax

Employees should use the Virginia Form VA-4 Employee's Withholding Exemption Certificate.

There is no distinction for marital status for employees who work in Virginia.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The status has no affect on the amount of state withholding.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Virginia State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Virginia Income Tax** row, enter the corresponding marital status number.

- 5 In the **Std Allow** column, in the cell of the **Virginia Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 In the **Add Allow** column, in the cell of the **Virginia Income Tax** row, enter the number of Exemptions for Age or Blindness claimed from Virginia Form VA-4.
- 7 On the menu bar, click **File**, then click **Save**.

## Washington State Tax



### IMPORTANT:

Even though the State of Washington does not have state income tax, the state income tax calculation needs to be set up in the **5-3-1 Payroll Calculations** window. Additionally, the state income tax calculation needs to be set up so that state wages can be tracked for other purposes.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The state marital status has no affect on the amount of state withholding, and no state taxes will be computed.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Washington State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Washington Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Washington Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Washington State Workers' Compensation

Washington calculates Workers' Compensation differently from most states.



### IMPORTANT:

Set up **5-3-2 Workers' Compensation** with Employee and Employer Hourly rates. You do not need to use the column for **Employer %**.

Time cards must have hours on the grid even for the salaried employees because the calculations are set up on a per hour basis.

## To set up payroll calculations for Washington State Workers' Compensation:

- 1 Open **5-3-1 Payroll Calculations**.
- 2 Set up the employee hourly Workers' Compensation payroll calculation as follows:
  - a Tax Type: 11-Workers' Compensation
  - b Calc Type: 1-Deduct from Employee
  - c Calc Method: 8-Per Hour (all hours)
  - d Based On: 0-None
  - e Max Type: 0-None
- 3 Set up the employer hourly Workers' Compensation payroll calculation as follows:
  - a Tax Type: 11-Workers' Compensation
  - b Calc Type: 3-Employer Cost
  - c Calc Method: 8-Per Hour (all hours)
  - d Based On: 0-None
  - e Max Type: 0-None

## West Virginia State Tax

Employees who work in West Virginia can select from the following marital status options. This information is available on the form WV/IT-104 "Employee's Withholding Allowance Certificate."

Single and Married use the same tax table, except when using the new "two earner percentage method," as follows:

Status	Description
1-Single	Single/Married
2-Married	Married with two incomes
3-Head of Household	Single/Married
4-Married/Separate	Single/Married (Married with one income)
5-Married/Joint	Married with two incomes

## To set up payroll calculations on an employee for West Virginia State Tax:

- 1 pen **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** cell of the **West Virginia Income Tax** row, enter the employee's marital status.
- 5 In the **Std Allow** cell enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Wisconsin State Tax

Employees should use the Wisconsin Form WT-4 Employee's Withholding Exemption Certificate.

Employees who work in Wisconsin can select from the following marital status options.

Status	Description
1-Single	Single
2-Married	Married
3-Head of Household	Single
4-Married/Separate	Single
5-Married/Joint	Single

### To set up payroll calculations on an employee for Wisconsin State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Wisconsin Income Tax** row, enter the corresponding marital status number.
- 5 In the **Std Allow** column, in the cell of the **Wisconsin Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **Save**.

## Wyoming State Tax

### IMPORTANT:

Even though the State of Wyoming does not have state income tax, the state income tax calculation needs to be set up in the **5-3-1 Payroll Calculations** window. Additionally, the state income tax calculation needs to be set up so that state wages can be tracked for other purposes.

Sage 100 Contractor still requires a marital status on the state tax calculation. Use the status that applies to each employee below. The state marital status has no affect on the amount of state withholding, and no state taxes will be computed.

Status	Description
1-Single	Single Person
2-Married	Married
3-Head of Household	Head of Household
4-Married/Separate	Married Filing Separate
5-Married/Joint	Married Joint

### To set up payroll calculations on an employee for Wyoming State Tax:

- 1 Open **5-2-1 Employees**.
- 2 Using the data control, select the employee.
- 3 Click the **Calculations** tab.
- 4 In the **Marital** column, in the cell of the **Wyoming Income Tax** row, enter the corresponding marital status number.

- 5 In the **Std Allow** column, in the cell of the **Wyoming Income Tax** row, enter the number of exemptions/allowances claimed.
- 6 On the menu bar, click **File**, then click **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.

## Journal Transaction Sources

## Transaction sources by menu

Number	Transaction Source
1	1-1 Checks/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 Cash Receipts
11	4-2 Payable Invoices/Credits
12	4-6 Recurring Payables
13	12-4 Purchase Order Receipts
14	4-3-2 Payable Checks
15	4-3-2 Payable Vouchers
16	5-2-6 Post Payroll
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

<b>Number</b>	<b>Transaction Source</b>
31	6-3 Job Costs
32	8-2 Equipment Costs
33	8-7 Equipment Revenue



# Appendix F-Sage 100 Contractor API

## About the Sage 100 Contractor API Administration window

The Sage 100 Contractor API Administration window displays several areas, buttons, and menu items.

- **API Status area** - Displays whether the API is **Not Accepting Requests** or is **Accepting Requests**. Before the API can accept requests, it must be initialized. Clicking **[Start]** initializes the API.
- **Configuration area** - Three configurations that are controlled by MB Data Drive.

By default, the API is set to your local drive, for example, C: (XP). The API accesses company data on that drive.

When you click the drop-down arrow, you see a list of mapped drives. If you select one of these drives, the API accesses a company database on that drive.

Caution!

You can specify only one drive, mapped drive, or network location for the company databases.

- **File > Logging** - When this command is selected, (check-mark indicator) the API creates an mbapi.log file in the \\MB7\Programs folder. It logs instances of:
  - Database table locking
  - Failure to request or check in a license use
- **File > Exit** - Exit the program.
- **Edit > Security** - Opens **Sage 100 Contractor API Security Setting** window where you select the objects you want to be available for API applications.
- **Help > About the API version**.

## API installation and company access

The Sage 100 Contractor and the API component are installed on the same computer and drive automatically. During installation, a shortcut for the API is placed in the Windows **Start > Programs** list under **Sage 100 Contractor > Sage 100 Contractor API**.

The Sage 100 Contractor application program interface (API) allows you to use third-party programs to perform the same tasks that you would perform when using different Sage 100 Contractor windows as a typical user. 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.

### **IMPORTANT:**

Using the Sage 100 Contractor API to access Sage 100 Contractor company data requires a license use. That is why you must set up an API security group using **7-3-1 Security Groups**.

Then you have to assign a user to the API security group using **7-3-2 User List**.

When you are using the API to access Sage 100 Contractor company data, the Sage 100 Contractor program does not have to be running. The API simply needs some of its files. Similarly, if the target company databases are on another system connected to your system via a network connection, Sage 100 Contractor need not be present or running on those remote systems, although it can be.

You have to perform several steps in the other program before you can import and export data between programs using the API. For example, you may have to:

- Specify a job cost interface type for databases and/or estimates files as Sage 100 Contractor
- Identify a specific Sage 100 Contractor company
- Enter a user name
- Enter a password

## Configuring the API security settings

By default, the API service has all Sage 100 Contractor object types disabled. You need to launch the API Administration window and select the objects that you want to enable for SDK access. A good general policy is to be as restrictive as possible.

The selections are specific to the machine that you are configuring. The settings will be the same for all company databases that are accessed via the API Administration window.

### To configure the API service:

6. Launch the Sage 100 Contractor API.
7. On the **Sage 100 Contractor API Administration** window, from the Edit menu, click Security.
8. On the **Sage 100 Contractor API Security Settings** window, select the Sage 100 Contractor objects to which you want to allow access.
9. Click Save Settings.

### **IMPORTANT:**

While a Sage 100 Contractor customer is actively configuring the security settings for objects that can be accessed by the API, no requests can be processed by the API program.

Notice that this setting merely enables access at the API service-level. That is, it does not override any security settings in Sage 100 Contractor itself. Any form-level, field-level, or user-level restrictions set there will still be in effect.

This configuration enables the selected objects at the API service. You must also activate SDK access at Sage 100 Contractor as described in the next section.

Notice that these instructions are provided to help you configure your system during development and testing. You cannot enforce any particular settings at your customer's installation, but must inform the customer which settings are required.

For complete information about configuring the API Service, see the *Sage 100 Contractor SDK Developer Guide*. For more information about joining the Sage 100 Contractor Developer Network Program, browse to this link:

[http://www.sagecre.com/partners/development\\_partners](http://www.sagecre.com/partners/development_partners)

## Launching the API and starting the API service

Caution!

You can specify only one drive/mapped drive, or network location for the company databases.

The first time you launch the API Administration program, it registers itself in the Windows registry.

You must launch the API Administration program and start the service manually in order for requests from the program to be processed.

### To launch API and start the API service:

7. From the Windows **Start** menu, click **Programs**, point to **Sage 100 Contractor**, then click **Sage 100 Contractor API**.
8. The **Sage 100 Contractor API Administration** window appears.
  - By default, Sage 100 Contractor expects the company databases to be on drive C:.
9. If the company databases are on another hard drive or mapped network drive, then click the drop-down list button for the **MB Data Drive** text box, and select the appropriate drive.
10. Click **Start** to start the **API** service.
11. If you have not already configured the API security settings, do so now. By default, API access to Sage 100 Contractor objects is disabled until you configure the API security settings.

### **IMPORTANT:**

By default, API access to Sage 100 Contractor objects is disabled until you configure the program.

The meaning of "service" in Sage 100 Contractor API does not connote "service" as in Windows XP Professional system service.

## States of the API

There are three distinct states of the API:

- The API has not been launched.
- The API has been launched, but the API service has not started.
- The API has been launched and the API service has been started.

In the first case, if the application tries to access the API, an error message will be returned to the application stating that there has been an automation error.

In the second case, if the application tries to access the API, an error message will be returned to the application stating that it is not accepting requests.

 **IMPORTANT:**

By default, API access to Sage 100 Contractor objects is disabled until you configure the API.

The meaning of “service” in Sage 100 Contractor API does NOT connote “service” as in Windows XP Professional system service.

## System requirements for Sage 100 Contractor API

If you are using the Sage 100 Contractor API, the minimum and recommended system requirements may vary. These requirements must be considered in addition to the recommended system requirements for running Sage 100 Contractor.

It may be necessary to increase the processor speed, memory and/or disk space of your system depending upon the requirements of the third-party application using the API. Please consult with your third-party vendor to determine what changes, if any, should be made to your hardware configuration in order to meet your desired performance criteria.



# Appendix G-System Requirements and Configuration

This section provides information about system requirements along with general and specific configuration options.

## Hardware Requirements

This section provides information about system requirements along with general and specific configuration options.

### Server hardware specifications

We cannot recommend server hardware specifications for your network, as this depends on your specific requirements, such as the number of users on your network, or other programs that might use server resources, such as firewalls, software applications, mail systems, and so forth. We can, however, recommend a set of minimum hardware requirements.

With any computer system, there is the possibility for failure and loss of data.

Caution!

Use a backup method and device suitable for your business requirements. We strongly recommend that you maintain a routine backup schedule and store your data in a safe environment that is separate from your server, preferably off site.

### Server hardware requirements

The following table shows the operating systems that are supported for the server computers running Sage 100 Contractor.

 **NOTE:** The minimum processor requirements for servers listed in the table below are based on the Microsoft® Windows® Server 2003® operating system family. When updating or purchasing servers running newer operating systems such as Windows Server 2008®, Small Business Server® 2008, and Server 2008 R2 Standard, we recommend that you also refer to Microsoft system requirements.

Hardware	Minimum	Recommended
Processor	Intel® Pentium® 4 or comparable	Intel® Dual Core/Quad Core™ or comparable, 2 GHz+
RAM	2 GB	4 GB+
Free Disk Space	3.5 GB	3.5 GB+
CD-ROM Drive	2X CD-ROM	24X CD-ROM+
Printers	For highest quality printing, we recommend laser or inkjet printers.	

 **IMPORTANT:** These minimum recommendations include 370 MB of hard disk drive space required for running Microsoft .NET Framework 3.5 Service Pack 1 software.

## Client and workstation hardware requirements

The following table shows the hardware requirements for client and workstation computers running Sage 100 Contractor.

Hardware	Minimum	Recommended
Processor (except Vista/Windows 7)	Pentium 4 or comparable	Intel Dual Core or comparable
Vista/Windows 7 processor	1 GHz	2 GHz+
RAM (except Vista/Windows 7)	1GB	2 GB+
Vista/Windows 7 workstation RAM	2 GB	4 GB+
Free Disk Space	1 GB	3 GB+
CD-ROM Drive	2X CD-ROM	2X CD-ROM+
Printers	For highest quality printing, we recommend laser or inkjet printers.	



**NOTE:** These minimum recommendations include the 230 MB required for running Microsoft .NET Framework 3.5 Service Pack 1 software on client workstations. The recommended free disk space is based on the installation of a single program and the average size of a Sage 100 Contractor company database. Allow at least 50 MB for each additional company database that you create.

# Operating Systems Requirements

## Operating systems

We recommend that the following issues be taken into account for a smooth and successful installation experience.

## Supported Operating Systems

Server, 32 and 64-bit Operating Systems	Client/Workstation, 32 and 64-bit Operating Systems
Microsoft Windows Server 2008® R2 Standard	Microsoft Windows 7 Professional
Microsoft Small Business Server 2008®	Microsoft Windows Vista Business
Microsoft Windows Server 2008	Microsoft Windows XP® Professional (SP 2 or newer)
Microsoft Windows Server 2003®	
Microsoft Windows Small Business Server 2003® (SP 1 or newer)	

## Unsupported Operating Systems

 **NOTE:** Sage 100 Contractor and/or its components do not run on or do not support some operating systems. Do not install Sage 100 Contractor to computers running these Microsoft Windows operating systems:

- Microsoft Windows 95®
- Microsoft Windows 98®
- Microsoft Windows NT® Server
- Microsoft Windows NT Workstation
- Microsoft Windows 2000®
- Microsoft Windows 2000 Server®
- Microsoft Windows XP Home ®
- Microsoft Windows Vista Home Basic
- Microsoft Windows Vista Home Premium

 **IMPORTANT:** Microsoft .NET Framework 3.5 Service Pack 1 must be installed to all computers running Sage 100 Contractor and the License Administration Tool. During installation, Microsoft .NET Framework 3.5 Service Pack 1 is installed on your computer automatically if it is not already installed. Be sure that all server and client computers meet both .NET Framework requirements and Sage 100 Contractor requirements.

 **NOTE:** When you have a network with three or more users, a dedicated file server increases performance and reliability.

## Web browser requirements

Web browser requirements and recommendations are:

## Minimum

Microsoft Internet Explorer® 6.0, Service Pack 1 or later

## Network Configuration Requirements

### Server network configuration requirements

The following table shows the server network configuration requirements for server computers running Sage 100 Contractor.

 **IMPORTANT:** You must allow HTTPS outgoing traffic on port 443 to the outside Internet. This is a requirement of the licensing and entitlement service.

Process	Required
Network Protocol	TCP/IP
Minimum Network Speed - LAN	10/100/1000 Mbps
Minimum Network Speed - WAN	+/- 1.5 Mbps receiving data (downstream) +/- 384 Kbps sending data (upstream)

 **NOTE:** Sage 100 Contractor typically runs in a local area network (LAN) environment. Sage 100 Contractor can run in a wide area network (WAN) using Citrix or Terminal Services. Contact your business partner for more information.

### Client and workstation network configuration

The following table shows the server network configuration requirements for client and workstation computers running Sage 100 Contractor.

 **IMPORTANT:** The Sage 100 Contractor Hosting Framework service must be unblocked from accessing incoming connections. This is done automatically when using the Windows Firewall, but other firewalls running on the server may require additional configuration.

Process	Required
Network Protocol	TCP/IP
Minimum Network Speed - LAN	10/100/1000 Mbps
Minimum Network Speed - WAN	128 Kbps Broadband

 **NOTE:** For information about running Sage 100 Contractor in a wide area network (WAN) using Citrix and Terminal Services, contact your business partner.

## Microsoft .NET Framework 3.5 Service Pack 1 Requirements

### About installation and Microsoft .NET Framework

When you install Sage 100 Contractor software, you will also install the Microsoft .NET Framework 3.5 Service Pack 1, if it is not already installed. It is important that you make sure that both your client and server computers meet the minimum requirements for installing both Sage 100 Contractor software and Microsoft .NET Framework 3.5 Service Pack 1.



**IMPORTANT:** If the Sage 100 Contractor installation requires an installation of Microsoft .NET Framework 3.5 Service Pack 1, the Sage 100 Contractor installation process may continue automatically after the .NET Framework installation is completed. If you are prompted to restart your computer after the .NET Framework installation, however, you must do it to continue the Sage 100 Contractor installation.

## About installing .NET Framework 3.5 Service Pack 1 and Operating Systems



**NOTE:** If Microsoft .NET Framework 3.5 Service Pack 1 is not already installed on your computers, then that installation alone may take up to 20 minutes per computer.

The following are the supported operating systems for .NET Framework 3.5 Service Pack 1:

- Windows 7 Professional
- Windows Server 2008 R2 Standard
- Windows Vista Business
- Windows Server 2008
- Windows Server 2003
- Windows XP Professional

## Viewing and verifying system information

You may use the winmsd.exe to open the **System Information** window to view a list of your system information. The winmsd.exe program is not available with the Windows Vista Business operating system.

### To view and verify system information:

- 1 Click **[Start]**, then click **[Run]**.
- 2 The **[Run]** dialog box opens.
- 3 In the **[Open]** text box, type winmsd.exe, and then press the Enter key.

The **System Information** window opens displaying a list of your system information.

## .NET Framework Requirements for Server Computers

### Minimum requirements for Microsoft .NET Framework Service Pack 1 on servers

Component	Required
Hard disk space at installation	800 MB
Hard disk space to run	370 MB
Video card	800x600, 256 colors

## .NET Requirements for Client Computers

### Minimum requirements for the Microsoft .NET Framework 3.5 Service Pack 1 on clients

Component	Required
Hard disk space at installation	160 MB
Hard disk space to run	70 MB
Video card	800x600, 256 colors

### Verifying that Microsoft Internet Explorer 6.0 Service Pack 1 is installed

You must have Microsoft Internet Explorer 6.0 Service Pack 1 installed to client computers to meet minimum requirements for running Sage 100 Contractor software. This is also a requirement for Microsoft .NET Framework 3.5 Service Pack 1.

To verify that Microsoft Internet Explorer 6.0 Service Pack 1 is installed:

- 1 Launch Internet Explorer.
- 2 On the Internet Explorer **Help** menu, click **[About]**.
- 3 In the **About Internet Explorer** dialog box, verify that the version number is 6.0 Service Pack 1 or later, and then click **[OK]**.



**NOTE:** To download Service Pack 1 for of Microsoft Internet Explorer 6.0, visit the following Microsoft Web site:  
<http://www.microsoft.com/windows/ie/ie6/downloads/critical/ie6sp1/default.msp>

### Verifying that Microsoft Windows Installer 3.1 or higher is installed

Sage 100 Contractor and the License Administration Tool require Microsoft .NET Framework 3.5 Service Pack 1 to run. Microsoft .NET Framework 3.5 Service Pack 1 requires the Windows Installer 3.1 to be installed. When you install Sage 100 Contractor software, you will also install the Windows Installer 3.1 automatically, if it is not already installed. Many newer operating systems are integrated with Windows Installer 3.1 already.

To verify that Microsoft Windows Installer 3.1 is installed on earlier operating systems:

5. Click **Start**, and then click **Run**.
6. In the **Open** text box, type `msiexec /?`, and then press Enter or click **OK**.
7. In the **Windows Installer** dialog box, verify that the version number is 3.1, and then click **OK**.

## Special Configurations - Operating Systems and Services

### 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 48750. Certain configurations can potentially disable the communication:

- File sharing on computers running the Windows 7, Vista, Server 2008, and Server 2008 R2 operating system must be enabled. To enable file sharing, follow the instructions in the Windows 7/Vista/Server 2008 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

By default, Sage 100 Contractor uses the TCP starting port number 48750. This number can be configured using an XML file, Sage.CRE.HostingFramework.Service-InstanceConfig.xml, located under: \MB7\Programs

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 with your IT administrator for alternative port numbers.

### To change the port numbers:

- 1 In Window Explorer, locate the Sage.CRE.HostingFramework.Service-InstanceConfig.xml under this path:  
   \MB7\Programs
- 2 Right-click Sage.CRE.HostingFramework.Service-InstanceConfig.xml, and 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 and change it.
- 4 Save and close the file.
- 5 Repeat steps 1-4 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 **Click Start > Control Panel > Security Center** (XP) or **Security** (Vista/Server 2008) or **System and Security** (Windows 7).
- 2 Open **Windows Firewall**, and select the **Exceptions** tab (XP) or **Allow a program or feature through Windows Firewall** (Vista, Windows 7, and Server 2008).
- 3 If Sage 100 Contractor Hosting Framework is not on the list, then you can add it by selecting **Add Program**, then browsing to the following path:  
   \MB7\Programs\Sage.CRE.HostingFramework.Service-InstanceConfig.xml.



**NOTE:** By default, the exception is set to allow access by any computer on the network. If desired, 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 XP Professional and Windows Server 2003**

- C:\MB7
- C:\Documents and Settings\All Users\Application Data\Aatrix Software
- C:\Program Files\Aatrix Software
- Network location of Sage 100 Contractor data

### **Files to exclude when manually configuring your firewall for Windows Vista 32-bit**

- C:\MB7
- C:\ProgramData\Aatrix Software
- C:\Program Files\Aatrix Software
- Network location of Sage 100 Contractor data

### **Files to exclude when manually configuring your firewall for Windows Vista 64-bit**

- C:\MB7
- C:\ProgramData\Aatrix Software
- C:\Program Files (x86)\Aatrix Software
- Network location of Sage 100 Contractor data

### **Files to exclude when manually configuring your firewall for Windows 7 32-bit**

- C:\MB7
- C:\ProgramData\Aatrix Software
- C:\Program Files\Aatrix Software
- Network location of Sage 100 Contractor data

### **Files to exclude when manually configuring your firewall for Windows 7 64-bit**

- C:\MB7
- C:\ProgramData\Aatrix Software
- C:\Program Files (x86)\Aatrix Software
- Network location of Sage 100 Contractor data

### **Files to exclude when manually configuring your firewall for Windows Server 2008 32-bit**

- C:\MB7
- C:\ProgramData\Aatrix Software
- C:\Program Files\Aatrix Software
- Network location of Sage 100 Contractor data

### **Files to exclude when manually configuring your firewall for Windows Server 2008 R2**

- C:\MB7
- C:\ProgramData\Aatrix Software
- C:\Program Files (x86)\Aatrix Software
- Network location of Sage 100 Contractor data

## Windows 7 Professional and Server 2008 R2 Standard Operating Systems

### Windows 7 Professional and Server 2008 R2 Standard "Sleep Mode" prevents computers from obtaining a license use

If a computer running the Windows 7 Professional or Server 2008 R2 Standard operating system is used as a license server, when it goes into sleep mode other computers on the network can't obtain a license.

Set **Sleep Mode** on your license server computer to **Never**.

#### To set the Sleep Mode to "Never:"

1. **Start > Control Panel > System and Security > Power Options.**
2. Select **Change when computer sleeps.**
3. From the **Put computer to sleep** list, select **Never**.

### 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.

#### Solution for Server 2008 R2 error message about mb7.kpr file

If you encounter an error message about opening the mb7.kpr file when launching Sage 100 Contractor on a computer running Windows Server 2008 R2, follow these steps to resolve the issue:

- 1 On the Window desktop, right-click **Start**, and then click **Open Windows Explorer**.
- 2 On the left side of the window, under **Computer > Local Disk**, right-click the \MB7 folder, and then select **Properties**.
- 3 On the **MB7 Properties** window, click the **Security** tab.
- 4 From the list under **Group or User Names**, select **USERS**, then click the **[Edit]** button.
- 5 On the **Permissions** window, select **USERS** again, and under **Allow**, select the **Full control** check box. Selecting **Full control**, selects all the check boxes necessary for this solution.
- 6 On the **Permissions** window, click **[OK]**, and then on the **MB7 Properties** window, click **[OK]**.

## Windows 7 Professional and Server 2008 R2 Standard installation and mapped drives

Mapped drives may not be available when installing on a computer running the Windows 7 Professional or Server 2008 R2 Standard operating systems. See the Microsoft knowledgebase article about allowing mapped drives to display elevated users: <http://support.microsoft.com/kb/937624/>



**NOTE:** If you need to install to a mapped drive, install the program to a computer that is running another supported operating system, such as Windows XP Professional.

## 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.

## Vista and Server 2008 “Sleep Mode” prevents computers from obtaining a license use

If you are using a Vista or Server 2008 computer as the Sage license server and it goes into **Sleep Mode**, the workstations cannot obtain a license use.

Use a different computer on your network to be the Sage license server. Any supported operating system can be used in place of Vista or Server 2008, for example, Windows XP.

Set **Sleep Mode** on your license server computer to **Never**.

### To set the Sleep Mode to Never:

- 1 **Start > Control Panel > System and Maintenance > Power Options.**
- 2 Select **Change when computer sleeps.**
- 3 From the **Put computer to sleep** list, select **Never.**

## Sage licensing (Sage 100 Contractor Hosting Framework) cannot auto-start on Vista, Windows 7, or Server 2008



**IMPORTANT:** Read this information if you are running Vista or Server 2008 operating systems on your office computers.

The Sage licensing service (Sage 100 Contractor Hosting Framework) cannot auto-start on computers running the Vista, Windows 7, or Server 2008 operating systems. If the service stops, the program displays a message advising you to take further action to resolve this issue.

## Solution for Server 2008 error message about mb7.kpr file

If you encounter an error message about opening the mb7.kpr file when launching Sage 100 Contractor on a computer running Windows Server 2008, follow these steps to resolve the issue:

- 1 On the Window desktop, right-click **Start**, and then click **[Explore]**.
- 2 On the left side of the window, under **Folders**, right-click the MB7 folder, and then select **Properties**.
- 3 On the **MB7 Properties** window, click the **[Security]** tab.
- 4 From the list under **Group or User Names**, select **USERS**, then click the **[Edit]** button.
- 5 On the **Permissions** window, select **USERS** again, and under **Allow**, select the **Full control** check box. Selecting **Full control**, selects all the check boxes necessary for this solution.
- 6 On the **Permissions** window, click **[OK]**, and then on the **MB7 Properties** window, click **[OK]**.

## Vista, Windows 7, and Server 2008, or Server 2008 R2 installation and mapped drives

Mapped drives may not be available when installing on a computer running the Vista, Windows 7, or Server 2008 operating systems. See the Microsoft knowledgebase article about allowing mapped drives to display elevated users:

<http://support.microsoft.com/kb/937624/>



**NOTE:** If you need to install to a mapped drive, install the program to a computer that is running another supported operating system, such as Windows XP.

## Vista, Windows 7, and Server 2008 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 sharing on computers running the Vista, Windows 7, or Server 2008 operating system must be enabled. To enable file sharing, follow the instructions in the Vista, Windows 7, or Server 2008 Help.

## Vista, Windows 7, and Server 2008 and changing the Sage License Server computer

On a Vista, Windows 7, or Server 2008 workstation, when you select **File > Change Sage License Server > Select the computer from the list of computers on your network**, the command may fail to generate a list of network computer names. To resolve this issue, click **Enter the IP address or name of the computer**, and then type the IP address of the server computer in the box.

## Windows Server 2008 R2 and Microsoft .NET 3.5.1

Microsoft .NET 3.5.1 must be available and enabled prior to installing Sage 100 Contractor on a Windows Server 2008 R2 machine. Server 2008 R2 comes with .NET 3.5.1 loaded but not installed, so Sage 100 Contractor doesn't install it automatically.

If you attempt to install Sage 100 Contractor without .NET 3.5.1 installed, you will 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 3.5.1 has been installed. If you receive the above message during installation, install .NET Framework 3.5.1 and reinstall Sage 100 Contractor.

### To verify that .NET 3.5.1 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 3.5.1 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.

## Windows Server 2003 Operating System



**NOTE:** Configuration for Windows Small Business Server 2003 is the same as configuration for Windows Server 2003.

### Configuring Windows Server 2003 date format

It is necessary when using Windows Server 2003 to configure the date format.

#### To configure the Windows Server 2003 date format:

- 1 Click the **[Start]** button, point to **Control Panel**, then click **Regional and Language Options**.
- 2 On the **Regional and Language Options** dialog box, on the **Regional Options** tab, click the **Customize...** button.
- 3 On the **Customize Regional Options** dialog box, click the **[Date]** tab.
- 4 Under **Short date**, from the **Short date format** drop-down list, select **MM/dd/yyyy**.
- 5 Click **[OK]**.
- 6 To close **Customize Regional Options**, click **[OK]** again.

### Setting up Windows Server 2003 for PDF and RTF printers

In Windows Server 2003 (Standard Edition) and Windows Server 2003 (Enterprise Edition), the installation of kernel-mode drivers is blocked by default. Before you can install Sage 100 Contractor PDF and RTF printers with Windows 2003 Server, you have to unblock the installation of the kernel-mode drivers and edit the Group Policy.

#### To unblock the installation and edit the Group Policy:

- 1 On your Windows Server desktop, click **[Start]**, then **Run...**
- 2 The **Run** dialog box opens.
- 3 In the **Open:** text box, type `gpedit.msc`, and then press Enter.
- 4 The **Group Policy** window opens.
- 5 In the left pane, on the **Tree** tab, double-click the **Administrative Templates** folder.
- 6 Then double-click the **Printers** folder.
- 7 In the right pane, in the **Setting** list, find and set the state of the setting for **Disallow installation of printers using kernel-mode drivers** to **Disable**.

## Windows XP Professional (SP2) Operating System

### Configuring the Windows XP Professional date format

#### To configure the date format:

- 1 Click the **[Start]** button, point to **Settings**, and click **Control Panel**.
- 2 Double-click the **Regional and Language Options** icon, and click the **Regional Options** tab.
- 3 Click the **Customize** button and the **Date** tab.
- 4 In the **Short Date Format** list, select **MM/dd/yyyy**.
- 5 Click **[OK]**.

## 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]**, then **Run**.
- 2 On the **Run** window, in the **Open** drop-down box, type cmd, and press the Enter key.
- 3 The **\Windows\...\cmd.exe** window appears.
- 4 At the prompt, type change user /install, and press the Enter key.
- 5 This enables the install mode.
- 6 Install the Sage 100 Contractor software as you would on a typical workstation or Windows Server.
- 7 At the end of the installation process, choose to launch the License Administration Tool.
- 8 Using the License Administration Tool window, manage your license and activate it.
- 9 After activation, click **[Start]**, then **[Run]**.
- 10 On the **Run** window, in the **Open** drop-down box, type cmd, and press the Enter key.
- 11 The **\Windows\...\cmd.exe** window appears.
- 12 At the prompt, type change user /execute.
- 13 This enables the execute mode, which is the default mode for running Citrix and Terminal Server.
- 14 Exit the **Run** window.
- 15 Restart the server.

 **IMPORTANT:** If this message appears: “Install mode does not apply to a terminal server configured for remote administration,” then it is not necessary to enable 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](#)

[Shortcut Icons](#)

## 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 Checks
	Change Orders		Payroll Records
	Change Period / Close Year		Post Payroll to GL
	Check Register		Post T & M Invoices
	Checks 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 Sage ACT! Plug-in

## Setting up Sage ACT! Integration

In order for Sage 100 Contractor to integrate with Sage ACT!, the following requirements must be met:

- Sage 100 Contractor 2013 Version 18.1 or later must be installed
- Sage ACT! Premium or Sage ACT! PRO (version 2011 or later) must be installed
- Sage ACT! plug-in license use must be obtained
- Sage 100 Contractor and Sage ACT! must be installed on the same workstation

In addition, an API user needs to be set up for any companies that are to be integrated.

- In Sage 100 Contractor, in **7-3-1 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](#) to set up the API group.
- In Sage 100 Contractor, in **7-3-2 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.

## Initializing the ACT! database for use with Sage 100 Contractor

In order to use the Sage 100 Contractor integration, the Sage ACT! database must be initialized for use. Initialization of the database is only available if you are an Sage ACT! Administrator or Manager user.

When entering an ACT! database that has not yet been initialized, you will be prompted to initialize the database.

### To initialize the Sage ACT! database:

- 1 Log into Sage ACT!.
- 2 Click [**Yes**] to initialize the database.



**NOTE:** You must be a Sage ACT! Administrator or Manager user to initialize the database for use with Sage 100 Contractor.

- 3 Restart Sage ACT!.



**NOTE:** A **Sage 100 Contractor** tab is visible in [**Companies**] and [**Opportunities**]after initializing the database.

## 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 **7-3-1 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 Checks**
- **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 checks. 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, etc.

 **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 **7-3-1 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** 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 not, type No.
  - c In the **Void** cell, type Yes. If not, type No.
  - d In the **Chg Period** cell, type Yes. If not, type No.
  - e In the **Print Checks** cell, type Yes. If not, type No.
  - f 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**.

**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 **7-3-2 User List**.

The **7-3-2 User List** window controls major features dealing with users and program security.

### To assign a user to the API security group

- 1 Open **7-3-2 User List**.
- 2 In the **User Name** cell, enter a user name, such as APIUser.
- 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 Repeat steps 3–5 for each API user.
- 6 Click **File > Save**.



**IMPORTANT:** The API will not accept “supervisor” as a user name.

### 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 Sage 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 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 the ability to create vendors, clients, and jobs without gaining these additional permissions when logging into Sage 100 Contractor. Essentially, this means users will not be able to log into Sage 100 Contractor using the API credentials, but will be able to 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 Sage ACT!.
- 3 Go to each workstation with the Sage ACT! integration and do the following:
  - 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]**.

The individual work station 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 Uncheck the 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 Sage ACT!

In order to transfer information from Sage 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 Sage 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.
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 Sage ACT!

- 1 Log into Sage ACT!.
- 2 In the Tools menu, click [**Sage 100 Contractor Company Settings...**].
- 3 Click [**Enable**] for the company in Sage 100 Contractor you wish to set up in Sage ACT!.
- 4 In the User Name column, type in the user name of the API user set up in **7-3-2 User List** in **Sage 100 Contractor**.
- 5 In the Password column, type in the password of the API user set up in **7-3-2 User List** in **Sage 100 Contractor**.
- 6 Click [**OK**].

# Creating a Sage 100 Contractor Vendor from a Sage ACT! Company

## To create a vendor in Sage 100 Contractor from an Sage ACT! company

1 In the Sage 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 Sage ACT! company name in the **Vendor name** field.

6 If necessary, change the Sage ACT! company name in the **Vendor short name** field.

7 Click **[OK]**.

Once the vendor is created in Sage 100 Contractor, Sage ACT! keeps track of that vendor to prevent the same vendor from being created twice in the same company.

The fields associated with the Sage 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	State
Zip	Zip
N/A	Vendor Type

The contacts associated with the Sage 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
Ext	Ext
Email	Email
Mobile	Cell Phone

ACT! Contact Field	Vendor Contact Field
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

# Creating a Sage 100 Contractor Client from a Sage ACT! Company

## To create a client in Sage 100 Contractor from an Sage ACT! company

- 1 In the Sage ACT! Company record, select the Sage 100 Contractor tab.
- 2 Click the [**Create client...**] button.



### NOTES:

- 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 Sage ACT! company name in the **Client name** field.
- 8 If necessary, change the Sage ACT! company name in the **Client short name** field.
- 9 Click [**OK**].

Once the client is created in Sage 100 Contractor, Sage ACT! keeps track of that client to prevent the same client from being created twice in the same company.

The fields associated with the Sage 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
State	State
Zip	Zip
N/A	Source
N/A	Salesperson
Billing Address	Bill Address 1, Bill Address 2
Billing City	Bill City
Billing State	Bill State

ACT! Company Field	Client Field
Billing Zip	Bill Zip
Shipping Address	Ship Address 1, Ship Address 2
Shipping City	Ship City
Shipping State	Ship State
Shipping Zip	Ship Zip
N/A	Client Status

The contacts associated with the Sage 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.
Type	Entity type: Client
Number	Client ID
Name	Client name

## Creating a Sage 100 Contractor Job from a Sage ACT! Company

### To create a job in Sage 100 Contractor from an Sage ACT! company

- 1 In the Sage ACT! Company record, select the Sage 100 Contractor tab.
- 2 Click the [**Create job...**] button.



#### NOTES:

- 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 Sage ACT! company name in the **Job name** field.
  - 7 If necessary, change the Sage ACT! company name in the **Job short name** field.
  - 8 Click [**OK**].

Once the job is created in Sage 100 Contractor, Sage ACT! keeps track of that job to prevent the same job from being created twice in the same company.

The fields associated with the Sage 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
City	City
State	State
Zip	Zip

The contacts associated with the Sage 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

ACT! Contact Field	Job Contact Field
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
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 a Sage 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 Sage ACT! company must be associated with a Sage 100 Contractor client to create the job from the Sage ACT! opportunity.

### To create a client/job in Sage 100 Contractor from an Sage ACT! company

- 1 In the Sage 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.

- a If the opportunity is associated with more than one Sage ACT! company, select the company to associate with this job and click [**OK**].
- b If the Sage 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 Sage ACT! company must be associated with a Sage 100 Contractor client to continue creating the job from the Sage ACT! opportunity.

- c In the Sage 100 Contractor - Client Information window, do the following:
  - i (Required) Select the **Client status**.
  - ii (Optional) Select the **Lead source**.
  - iii (Optional) Select the **Salesperson**.

 **NOTE:** You cannot select a salesperson if you restrict access to **5-2-1 Employees** in Sage 100 Contractor.

- iv Enter a **Client ID**, or leave blank to automatically assign a **Client ID** number.
  - v If necessary, update the value in the **Client name** field.
  - vi If necessary, update the value in the **Client short name** field.
  - vii Click [**OK**].
- 3 (Required) Select the **Job status**.
  - 4 (Optional) Select the **Job type**.
  - 5 Enter a **Job ID**, or leave blank to automatically assign a **Job ID** number.
  - 6 If necessary, update the value in the **Job name** field.
  - 7 If necessary, update the value in the **Job short name** field.
  - 8 Click [**OK**].

Once the job is created in Sage 100 Contractor, Sage ACT! keeps track of that job to prevent the same job from being created twice in the same company.

The fields associated with the Sage 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 Sage 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
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

Field	Description
Client Number	Client ID
Client Name	Client Name

## Removing associations in Sage 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 Sage 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 Sage ACT!. There is no synchronization between Sage 100 Contractor and Sage 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 Sage ACT!

- 1 Open Sage 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 a Sage ACT! opportunity

- 1 Open Sage 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.



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