

## Cost Codes Setup / Master Pricing Management - Screenshot

The Cost Codes Setup and Master Pricing Management window is used to set up job costing Cost Codes and Default Master Pricing. An explanation of Cost Codes and setting them up can be found in the Cost Codes Setup help document. To open this window, click the "Cost Codes Mgt" link on the Navigation/Home window (OR type CC in the navigation window Index). The rest of this document will describe the features of this window.

| Cost Code Lists ▾ | Job Cost Tasks ▾ | Job Cost Reports | Jobs Setup ▾

### Cost Codes and Master Pricing Setup

Find Main Heading-> PERMITS AND FEES-1000

Find Sub Code Num-> 1010 - Building Permits

Find Sub Code Name-> Building Permits - 1010

Main and Sub Cost Codes
ADD/EDIT MAIN HEADINGS

Select Task
Add New Sub Cost Code

To edit a Cost Code or its general check list of materials and labor, double click on a cost code.

Load NAHB Cost Codes

This is NOT a Budget! This is a MASTER. Please Read Help Documents by using the Question Mark Button. OR watch movie tutorial by using the movie camera button.

Select Task	Main and Sub Cost Codes	ADD/EDIT MAIN HEADINGS	Default Measure	Default Qty	Default Qty %	Default Unit Price	Default Markup %	Cost Type	Phase Level	Taxable to Buyer?	Direct or Indirect			
Select Task ▾	<b>1000</b>	<b>PERMITS AND FEES</b>	Total ▾	+	0	0.00%	\$0.00	0.00%	+	0	+	<input type="checkbox"/>		
▶ Select Task ▾	1010	Building Permits	▾	+	1	100.00%	\$0.00	0.00%	OTHER	+	0	+	<input checked="" type="checkbox"/>	Direct
Delete Cost Code Documents Edit Cost Code PO/WO Default Text For Cost Code			Each	+	1	100.00%	\$900.00	0.00%	OTHER	+	0	+	<input checked="" type="checkbox"/>	Direct
			Total	+	1	100.00%	\$1,075.00	0.00%	OTHER	+	0	+	<input checked="" type="checkbox"/>	Direct
			Each	+	1	100.00%	\$2,375.00	0.00%	OTHER	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1090	Misc Permits and Fees	▾	+	1	100.00%	\$0.00	0.00%	MATERIALS	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	<b>1100</b>	<b>ARCHITECTURAL/ENGINEERING</b>	Total	+	0	0.00%	\$0.00	0.00%		+	0	+	<input type="checkbox"/>	
Select Task ▾	1105	Plan Costs/Architect Fees	Living SF	+	0	100.00%	\$2.25	0.00%	OTHER	+	0	+	<input type="checkbox"/>	Direct
Select Task ▾	1115	Specs/Plats/Blueprints	Total	+	1	100.00%	\$150.00	0.00%	OTHER	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1120	Surveys	Each	+	1	100.00%	\$125.00	0.00%	OTHER	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1125	Engineering - Prepour Inspect	Total	+	1	100.00%	\$75.00	0.00%	OTHER	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1126	Engineering - Structural Steel	Hours	+	1	100.00%	\$75.00	0.00%	OTHER	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1127	Engineering - Foundation Dsgn	Slab SF	+	0	100.00%	\$0.12	0.00%	OTHER	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1129	Architectural/Engineering Extr		+	1	100.00%	\$0.00	0.00%	OTHER	+	0	+	<input type="checkbox"/>	Direct
Select Task ▾	<b>1200</b>	<b>SITE WORK</b>	Total	+	0	0.00%	\$0.00	0.00%		+	0	+	<input type="checkbox"/>	
Select Task ▾	1210	Lot Clearing	Each	+	1	100.00%	\$500.00	0.00%	LABOR	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1215	Final Grade	Each	+	1	100.00%	\$350.00	0.00%	LABOR	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1220	Fill Dirt and Material	Loads	+	6	100.00%	\$40.00	0.00%	MATERIALS	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1225	Site Survey	Each	+	1	100.00%	\$95.00	0.00%	LABOR	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1230	Rough Grading	Each	+	1	100.00%	\$300.00	0.00%	LABOR	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1240	Erosion/Sediment Control	Each	+	1	100.00%	\$250.00	0.00%	TURNKEY	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	1299	Site Work-Extras		+	1	100.00%	\$0.00	0.00%	OTHER	+	0	+	<input checked="" type="checkbox"/>	Direct
Select Task ▾	<b>1300</b>	<b>DEMOLITION</b>	Total	+	0	0.00%	\$0.00	0.00%		+	0	+	<input type="checkbox"/>	
Select Task ▾	1310	Demolition		+	1	100.00%	\$0.00	0.00%	LABOR	+	0	+	<input checked="" type="checkbox"/>	Direct

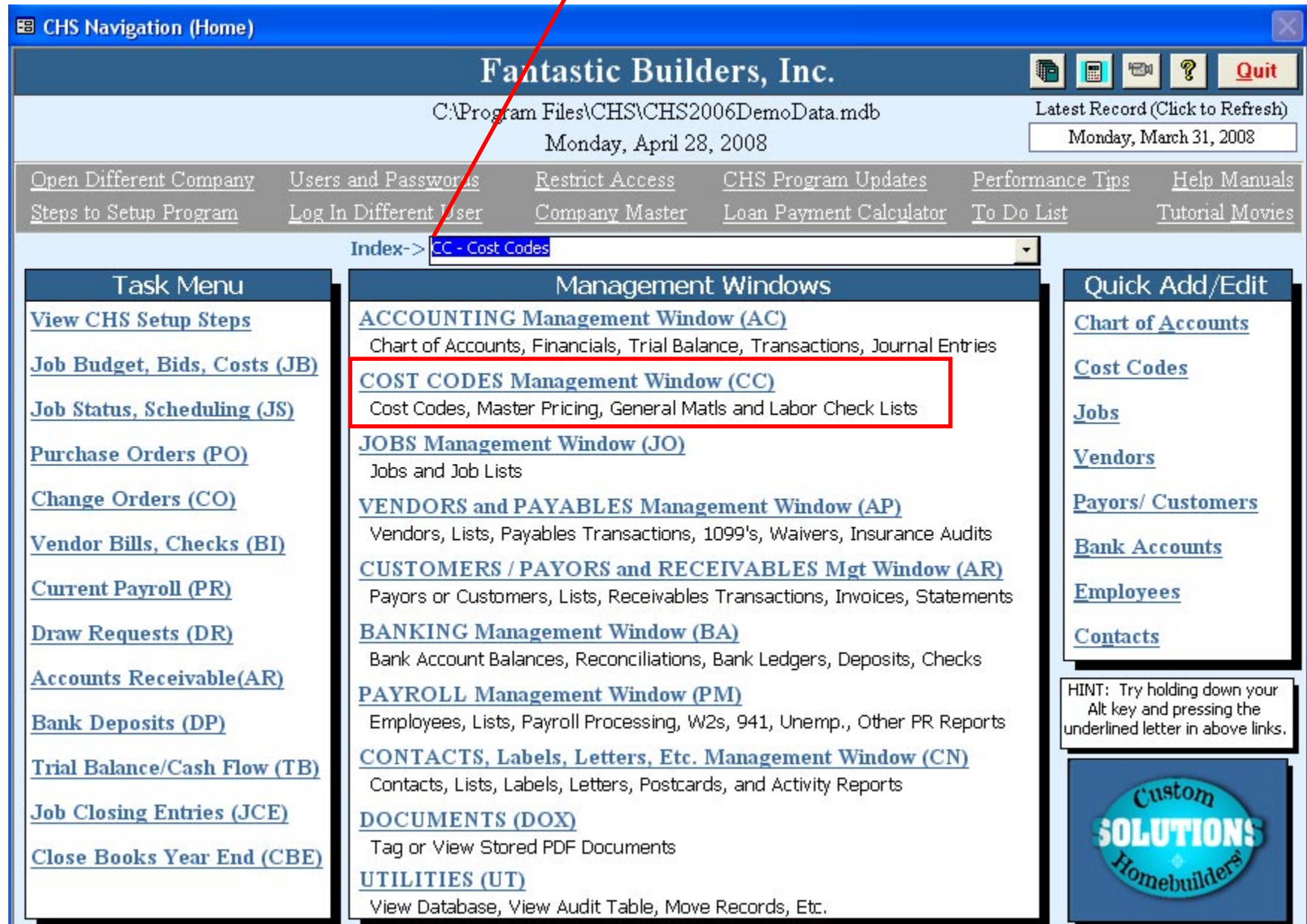
Click this to Change all Quantities of Zero to One if Measure is empty.
Click this to Change all Quantities of One to Zero if Measure is empty.

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Record: 13 of 425

## Opening the Costs Codes Setup / Master Pricing Management Window

To open the Cost Codes Setup / Master Pricing Mgt. window, click the Cost Codes Management Window link on the Navigation/Home window. OR, just type CC into the Index text box and press the Enter key on your keyboard.



CHS Navigation (Home) Close

**Fantastic Builders, Inc.** Print Calculator Help Quit

C:\Program Files\CHS\CHS2006DemoData.mdb Latest Record (Click to Refresh)  
Monday, April 28, 2008 Monday, March 31, 2008

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[Steps to Setup Program](#) [Log In Different User](#) [Company Master](#) [Loan Payment Calculator](#) [To Do List](#) [Tutorial Movies](#)

Index->

Task Menu	Management Windows	Quick Add/Edit
<a href="#">View CHS Setup Steps</a>	<a href="#">ACCOUNTING Management Window (AC)</a> Chart of Accounts, Financials, Trial Balance, Transactions, Journal Entries	<a href="#">Chart of Accounts</a>
<a href="#">Job Budget, Bids, Costs (JB)</a>	<a href="#">COST CODES Management Window (CC)</a> Cost Codes, Master Pricing, General Matls and Labor Check Lists	<a href="#">Cost Codes</a>
<a href="#">Job Status, Scheduling (JS)</a>	<a href="#">JOBS Management Window (JO)</a> Jobs and Job Lists	<a href="#">Jobs</a>
<a href="#">Purchase Orders (PO)</a>	<a href="#">VENDORS and PAYABLES Management Window (AP)</a> Vendors, Lists, Payables Transactions, 1099's, Waivers, Insurance Audits	<a href="#">Vendors</a>
<a href="#">Change Orders (CO)</a>	<a href="#">CUSTOMERS / PAYORS and RECEIVABLES Mgt Window (AR)</a> Payors or Customers, Lists, Receivables Transactions, Invoices, Statements	<a href="#">Payors/ Customers</a>
<a href="#">Vendor Bills, Checks (BI)</a>	<a href="#">BANKING Management Window (BA)</a> Bank Account Balances, Reconciliations, Bank Ledgers, Deposits, Checks	<a href="#">Bank Accounts</a>
<a href="#">Current Payroll (PR)</a>	<a href="#">PAYROLL Management Window (PM)</a> Employees, Lists, Payroll Processing, W2s, 941, Unemp., Other PR Reports	<a href="#">Employees</a>
<a href="#">Draw Requests (DR)</a>	<a href="#">CONTACTS, Labels, Letters, Etc. Management Window (CN)</a> Contacts, Lists, Labels, Letters, Postcards, and Activity Reports	<a href="#">Contacts</a>
<a href="#">Accounts Receivable (AR)</a>	<a href="#">DOCUMENTS (DOX)</a> Tag or View Stored PDF Documents	
<a href="#">Bank Deposits (DP)</a>	<a href="#">UTILITIES (UT)</a> View Database, View Audit Table, Move Records, Etc.	
<a href="#">Trial Balance/Cash Flow (TB)</a>		
<a href="#">Job Closing Entries (JCE)</a>		
<a href="#">Close Books Year End (CBE)</a>		

HINT: Try holding down your Alt key and pressing the underlined letter in above links.

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## Find a Cost Code on the Cost Codes Setup Window

To Find a Main Heading, start typing the heading title into the 'Find Main Heading' text box. Main Headings that match will auto fill into the field as you type. When the Main Heading is found, just press the Enter key on your keyboard.

OR, use the 'drop down' button to scroll through a list of accounts. Click on the desired account.

Tip! Your F4 key will trigger a drop down list.

Cost Codes and Master Pricing Setup	
Find Main Heading->	PLUMBING-3600
Find Sub Code Num->	MISCELLANEOUS ADDITIONS-8000
Find Sub Code Name->	OVERHEAD/CONTINGENCIES-8500
	PAINTING-4900
	PAYROLL TAXES AND BENEFITS-9100
	PERMITS AND FEES-1000
	PLASTIC LAMINATE-5360
	<b>PLUMBING-3600</b>
	PROPERTY TAXES & HOA DUES-7400
	ROOFING-4000

To Find a Sub Cost Code by its number, start typing the number into the 'Find Sub Code Num' text box. Cost Codes that match what you are typing will auto fill into the field as you type. When the cost code is found, just press the Enter key on your keyboard.

OR, use the 'drop down' button to scroll through a list of accounts. Click on the desired account.

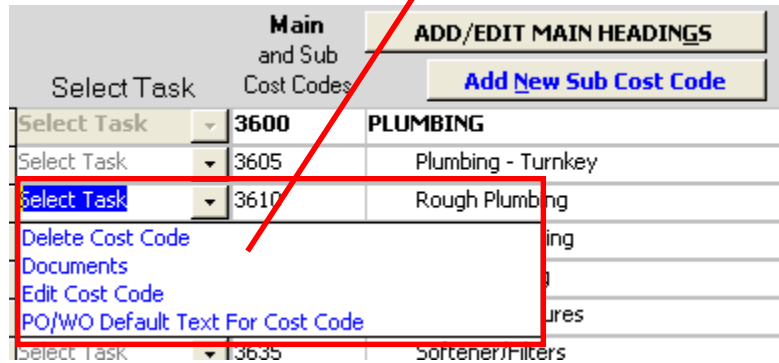
Cost Codes and Master Pricing Setup	
Find Main Heading->	PLUMBING-3600
Find Sub Code Num->	3610 - Rough Plumbing
Find Sub Code Name->	3605 - Plumbing - Turnkey
	<b>3610 - Rough Plumbing</b>
	3620 - Topout Plumbing
	3630 - Final Plumbing

OR, Find a Sub Cost Code by its name by starting to type the Sub Cost Code name into the 'Find Sub Code Name' field.

Cost Codes and Master Pricing Setup	
Find Main Heading->	PLUMBING-3600
Find Sub Code Num->	3610 - Rough Plumbing
Find Sub Code Name->	Rough Plumbing - 3610
	Rough HVAC - 3810
	<b>Rough Plumbing - 3610</b>
	Sales Commissions - 9820

## Select Task for One Cost Code

To the left of every Sub Cost Code in the Cost Codes list, there is a 'Select Task' field. Use the drop down button to see tasks related to the cost code. Then click on the desired task. Tasks related to Cost Codes are briefly described below.



Select Task	Main and Sub Cost Codes	ADD/EDIT MAIN HEADINGS
Select Task	3600	PLUMBING
Select Task	3605	Plumbing - Turnkey
Select Task	3610	Rough Plumbing
Select Task	3615	Plumbing
Select Task	3620	Plumbing
Select Task	3635	Sortener/Filters

Tip! Use the F4 key on your keyboard to trigger the drop down list for 'Select Task'.

**Delete Cost Code** - Opens pop up window to be used for deleting the selected cost code. See instructions about deleting a cost code in a separate help document.

**Documents** - Opens the Documents File Cabinet that is used to store links to scanned PDF documents.

**Edit Cost Code** - Opens the 'Add or Edit Cost Codes' window for the selected cost code. See instructions about setting up Cost Codes for more information on that window.

**PO/WO Default Text For Cost Code** - Opens a window to enter text that will drop into a Purchase Order for the selected Cost Code. See further instructions in the Purchase Orders help documents.

## Using 'Double Click' to Edit a Cost Code And Associated Info

"Double Click" - Hold your cursor over desired cost code and quickly click your mouse button twice.

Double click on a Sub Cost Code or title to open the window to Edit that cost code.

Fields with blue lettering can be changed on this window. See Help documents about setting up Cost Codes for a description of these fields. See next page about changing pricing defaults for "What If" budget templates.

Main and Sub Cost Codes		ADD/EDIT MAIN HEADINGS	Default Measure	Default Qty	Default Qty %	Default Unit Price	Default Markup %	Cost Type	Phase Level	Taxable to Buyer?	Direct or Indirect			
Select Task		Add New Sub Cost Code												
Select Task	3600	PLUMBING	Total	+	0	0.00%	\$0.00	0.00%	+	0	+	<input type="checkbox"/>		
Select Task	3605	Plumbing Turnkey		+	1	100.00%	\$0.00	0.00%	TURNKEY	+	8	+	<input checked="" type="checkbox"/>	Direct
Select Task	3610	Rough Plumbing	Living SF	+	0	33.00%	\$4.60	0.00%	TURNKEY	+	8	+	<input checked="" type="checkbox"/>	Direct
Select Task	3620	Topout Plumbing	Living SF	+	0	33.00%	\$4.60	0.00%	TURNKEY	+	8	+	<input checked="" type="checkbox"/>	Direct
Select Task	3630	Final Plumbing	Living SF	+	0	34.00%	\$4.60	0.00%	TURNKEY	+	24	+	<input checked="" type="checkbox"/>	Direct
Select Task	3631	Plumbing Fixtures	Allowance	+	1	100.00%	\$3,500.00	0.00%	MATERIALS	+	24	+	<input checked="" type="checkbox"/>	Direct
Select Task	3635	Softener/Filters	Each	+	0	100.00%	\$75.00	0.00%	MATERIALS	+	24	+	<input checked="" type="checkbox"/>	Direct
Select Task	3640	Water Heater		+	1	100.00%	\$0.00	0.00%	MATERIALS	+	24	+	<input checked="" type="checkbox"/>	Direct
Select Task	3650	Bathtubs and Showers		+	1	100.00%	\$0.00	0.00%	MATERIALS	+	24	+	<input checked="" type="checkbox"/>	Direct
Select Task	3655	Fiberglass Shower Pans		+	1	100.00%	\$0.00	0.00%	TURNKEY	+	24	+	<input checked="" type="checkbox"/>	Direct
Select Task	3680	Plumbing Supplies		+	1	100.00%	\$0.00	0.00%	MATERIALS	+	24	+	<input checked="" type="checkbox"/>	Direct
Select Task	3685	Plumbing Repairs		+	1	100.00%	\$0.00	0.00%	LABOR	+	24	+	<input checked="" type="checkbox"/>	Direct
Select Task	3690	Plumbing Extras		+	1	100.00%	\$0.00	0.00%	MATERIALS	+	24	+	<input checked="" type="checkbox"/>	Direct
Select Task	3700	ELECTRICAL	Total	+	0	0.00%	\$0.00	0.00%	+	0	+	<input type="checkbox"/>		
Select Task	3705	Electrical-Turnkey		+	1	100.00%	\$0.00	0.00%	TURNKEY	+	25	+	<input checked="" type="checkbox"/>	Direct
Select Task	3710	Rough Electrical	Living SF	+	0	60.00%	\$1.95	0.00%	TURNKEY	+	12	+	<input checked="" type="checkbox"/>	Direct
Select Task	3720	Final Electrical	Living SF	+	0	40.00%	\$1.95	0.00%	TURNKEY	+	25	+	<input checked="" type="checkbox"/>	Direct
Select Task	3790	Electrical Extras		+	1	100.00%	\$0.00	0.00%	TURNKEY	+	25	+	<input checked="" type="checkbox"/>	Direct
Select Task	3800	HVAC	Total	+	0	0.00%	\$0.00	0.00%	+	0	+	<input type="checkbox"/>		
Select Task	3805	HVAC-Turnkey		+	1	100.00%	\$0.00	0.00%	TURNKEY	+	29	+	<input checked="" type="checkbox"/>	Direct
Select Task	3810	Rough HVAC	Living SF	+	0	60.00%	\$1.87	0.00%	TURNKEY	+	11	+	<input checked="" type="checkbox"/>	Direct
Select Task	3820	Final HVAC	Living SF	+	0	40.00%	\$1.87	0.00%	TURNKEY	+	29	+	<input checked="" type="checkbox"/>	Direct

[Click this to Change all Quantities of Zero to One if Measure is empty.](#)
[Click this to Change all Quantities of One to Zero if Measure is empty.](#)

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Record: 113 of 425

Tip! You can use the 'Navigation' buttons at the bottom of the window to move from record to record!

### BUDGET TEMPLATES and "WHAT IF" JOBS

Budget "templates" for jobs can be set up by setting up Jobs that are designated as "What If" jobs (not actual jobs). "What If" jobs are set up on the Jobs Setup window and are explained further in the Help Document about setting up jobs. If you have some "What If" budget templates set up to use for copying to real job budgets, a window will pop up to update pricing for the template budgets when you change the default pricing on the Cost Codes Setup management window. On that window (shown below), place check marks to the left of the "What If" jobs that should have their budgets updated to the new pricing.

The screenshot shows a software window titled "SELECT 'WHAT IF' BUDGETS FOR PRICING UPDATE". At the top, there is a toolbar with icons for a calculator, a printer, a help icon, and a close icon. Below the title bar, a note reads: "NOTE: Click in the check box to select a job to update, OR press the space bar to toggle the check mark." Below the note is a table with three columns: a check box, a job name, and a template name. The first row has a checked box, "PLAN 1000", and "Plan 1000 Template". The second row has an unchecked box, "NONE", and "NONE". A red arrow points to the checked box in the first row. A dialog box titled "Update Unit Prices On Budget for What If Job?" is overlaid on the window. The dialog box contains the question: "Do you want to update the Unit Price on the budget for the selected 'What If' job?". Below the question is a text box containing: "The Unit Price will be changed to match the unit price entered on the 'Cost Codes Setup' screen for the Cost Code Shown Below." Below the text box is a text field containing the value "1020". At the bottom of the dialog box are two buttons: "YES, Update the Unit Price on the Budget for the Selected 'What If' job" and "No, Do NOT update the Unit Price".

Check Box	Job Name	Template Name
<input checked="" type="checkbox"/>	PLAN 1000	Plan 1000 Template
<input type="checkbox"/>	NONE	NONE

**Update Unit Prices On Budget for What If Job?**

Do you want to update the Unit Price on the budget for the selected "What If" job?

The Unit Price will be changed to match the unit price entered on the "Cost Codes Setup" screen for the Cost Code Shown Below.

1020

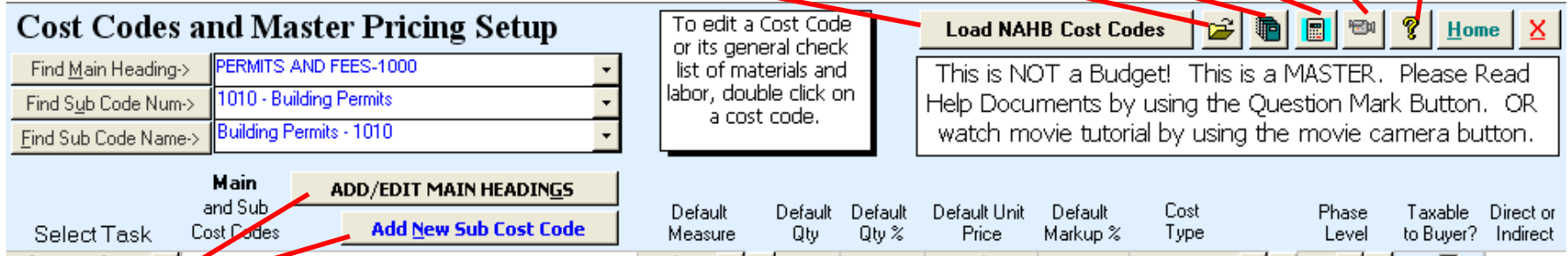
**YES, Update the Unit Price on the Budget for the Selected "What If" job**

**No, Do NOT update the Unit Price**

## Buttons on the Window / Save to Excel or Word

Loading NAHB Cost Codes is explained in the Help document about setting up Cost Codes.

\*Send Data To Excel, Word, Documents etc. (explained below) Pop Up Calculator Tutorial Movie Info Help Documents



The above 2 buttons are explained in the Help document about setting up Cost Codes.

**\*Send Data to Excel, Word, etc.** - Use the button that looks like an open folder to save the data displayed on the window as an Excel or Word file. To save as an Excel file, select one of formats that end in .xls. To save as a Word file, use the Rich Text Format (\*.rtf).

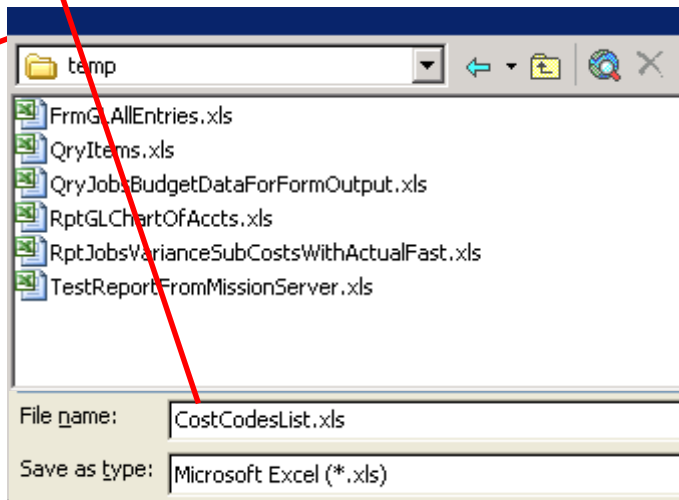
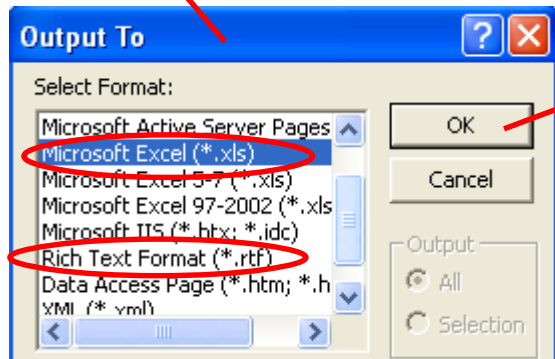
After selecting a folder to save the file to, type in an appropriate name for the file. Then click the OK button.

The file will save to the selected folder and you can use it with the appropriate Excel or Word program.

### NOTE TO REMOTE USERS:

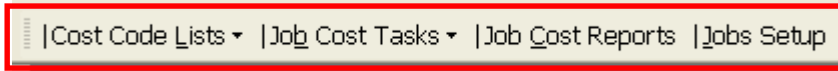
IF you save a file to 'My Documents' on the Remote Server, you will not be able to open it until it is downloaded to your own computer. Please follow the instructions in the 'Remote User Guide' about downloading files from the server to your own computer.

IF you navigate to your own computer to save the file, then downloading as mentioned above will not be necessary. HOWEVER, it CAN be faster to quickly save to My Documents on the server and then download later. This will avoid waiting for the program to calculate AND download at the same time.

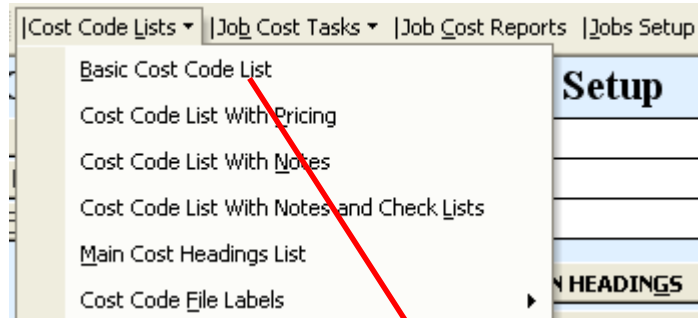


## Toolbar on Cost Codes Setup - Master Pricing Mgt window

See Brief Toolbar Descriptions below.



Print Cost Code Lists:



### Cost Codes-Fantastic Builders

#### 100 LOT COSTS & LAND DEVELOPMENT

- 101 Options-Lot Purchase
- 102 Fees-Lot Purchase
- 103 Professional Svc-Lot Purchase
- 111 Lot Price
- 112 Sales Commissions-Lot Purchase
- 113 Legal Fees-Lot Purchase
- 114 Appraisals-Lot Purchase
- 115 Lot Closing Costs
- 116 Interest on Lot

#### 1000 PERMITS AND FEES

- 1010 Building Permits
- 1020 HBA Assessments
- 1030 Warranty Fees
- 1040 Water Tap Permit
- 1090 Misc Permits and Fees

#### 1100 ARCHITECTURAL/ENGINEERING

- 1105 Plan Costs/Architect Fees
- 1115 Specs/Plats/Blueprints
- 1120 Surveys

#### 1400 UTILITY CONNECTIONS

- 1405 Sanitary Toilet
- 1406 Dumpster
- 1410 Electrical Line
- 1420 Individual Wells
- 1430 Temporary Water
- 1440 Septic System
- 1450 Sewer Service
- 1455 Propane Tank
- 1460 Gas Service Line
- 1470 Electric Service Line
- 1475 Water Service Line
- 1480 Telephone Service Line
- 1490 Other Utility Connects
- 1499 Utility Extras

#### 1500 INTERIM FINANCING

- 1503 Loan Origination Fee
- 1505 Loan Discount
- 1510 Construction Pd Interest
- 1530 Appraisals for Financing

**Basic Cost Code List** - Prints a basic list of the cost codes.

**Cost Code List With Pricing** - Prints a list of the cost codes and the default pricing information.

**Cost Code List With Notes** - Prints a list of cost codes and any notes about the cost code.

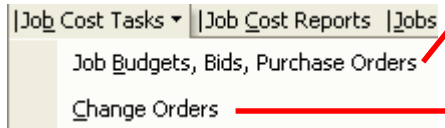
**Cost Code List With Notes and Check Lists** - Prints a list of cost codes with any notes about the cost code AND lists any general check list items associated with the cost codes.

**Main Cost Headings List** - Prints a list of the Main Cost Codes and Headings.

**Cost Code File Labels** - Will print a list of Main Codes or Sub Codes for file folder labels.

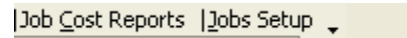
## Toolbar on the Cost Codes Setup Window - continued

### Job Cost Tasks



**Job Budgets, Bids, Purchase Orders** - Opens window with menu for working with Job Budgets, Vendor Bids, Purchase/Work Orders, and other job costing features.

**Change Orders** - Opens window with menu for working with Change Orders.



**Job Cost Reports** - Opens window with menu for selecting various Job Cost and Revenue reports

**Jobs Setup** - Opens Jobs Management window.