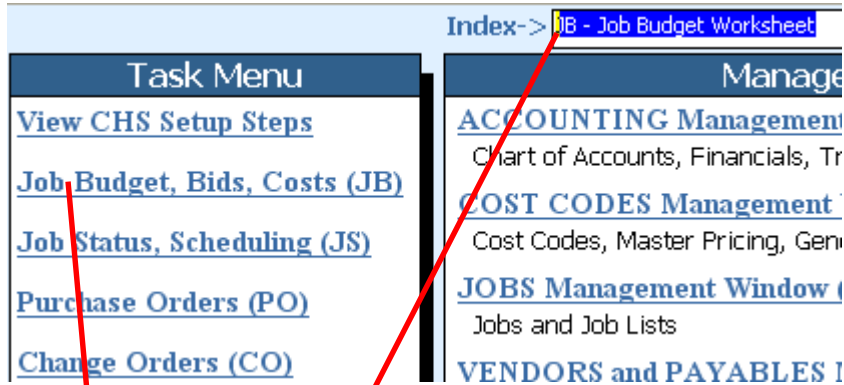


Open the Job Budget/Bids Worksheet

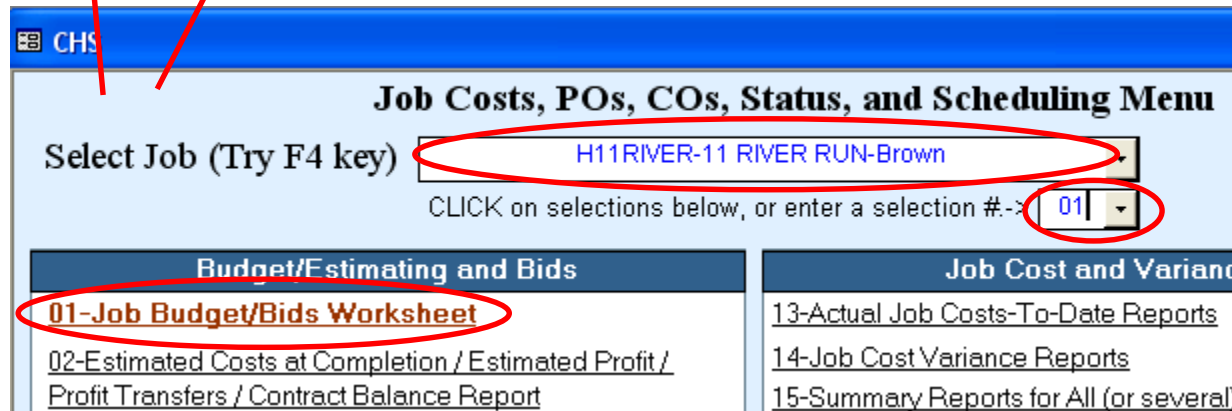
Opening a Job Budget - Follow the steps below to open the Job Budget/Bids Worksheet.

On the Navigation/Home window click “**Job Budgets/Bids/Costs (JB)**” under the ‘Task Menus’. OR, just type JB into the Index field on the Navigation window.



On the window shown below, select the job. Then click ‘**01-Job Budget/Bids Worksheet**’, OR select 01 from the drop down list of selections.

If the program does not find a job budget for the job selected, a window to activate a new job budget will open (see Help document about activating a job budget). If the budget has already been activated, the Job Budget/Bids worksheet will open.



Go to next page for a screenshot of the Job Budget/Bids Worksheet.

Job Budget/Bids Worksheet Screenshot

A screenshot of the Job Budget/Bids Worksheet is shown below.
 The rest of this Help document has information about this worksheet.

Math Tools | Lock/Unlock | Z-SPECS Plan Sheet | Print Budgets | Costs, Revenues | Allowances | Change Orders | PO's/WO's | Filter | Remove Filter/Sort

Job Budget /Bids Worksheet H11RIVER-11 RIVER RUN-Brown

Find HEADING: **PERMITS AND FEES-1000**

Find Cost Code: **1010 - Building Permits**

Find Name->: **Building Permits - 1010**

Markup Budget Markup Costs Cost Codes-Add/Remove

Apply Buyer Sales Tax View Or Apply Measures

Open Job Setup Window

Delete Budget

HINT: To include budgeted cost, it tax percent in t For example, if charged by sup enter 1.0825 in t

Double click on Cost Code to open Mats/Labor check list. POs For 1010:Double click to open POs-> 4,300.00 <-To recal PO \$: Click off cost code line, then back.

Select Task (Try F4 Key)	Main and Sub	Go to Estimated Costs at Completion	Meas	Qty	Qty %	Unit Price	Budgeted Total	Markup %	Marked Up Total	Buyer Tax%	Total With Tax	Memo (Click!)	*Phase Level	Direct or Indirect
Select Task	1000	PERMITS AND FEES	\$	0	100.0%	0.00	0.00	0.00%	0.00	0.00%	0.00			Last Cha
Select Task	1010	Building Permits	Total	1	100.0%	4,300.00	4,300.00	25.00%	5,375.00	0.00%	5,375.00	Job Bud	0	DIRECT Last Cha
Select Task	1020	HBA Assessments		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	
Select Task	1030	Warranty Fees		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	
Select Task	1090	Misc Permits and Fees		1	100.0%	700.00	700.00	25.00%	875.00	0.00%	875.00	0	DIRECT Last Cha	
Select Task	1100	ARCHITECTURAL/ENGINE	\$	0	100.0%	0.00	0.00	0.00%	0.00	0.00%	0.00			Last Cha
Select Task	1105	Plan Costs/Architect Fee	Living \$	3493	100.0%	1.10	3,842.30	25.00%	4,802.88	0.00%	4,802.88	0	DIRECT Last Cha	
Select Task	1115	Specs/Plats/Blueprints		1	100.0%	500.00	500.00	25.00%	625.00	0.00%	625.00	0	DIRECT Last Cha	
Select Task	1120	Surveys		1	100.0%	1,000.00	1,000.00	25.00%	1,250.00	0.00%	1,250.00	0	DIRECT Last Cha	
Select Task	1125	Engineering - Prepour In		1	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	
Select Task	1126	Engineering - Structural		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	
Select Task	1127	Engineering - Foundator	Slab SF	3655	100.0%	0.22	804.10	25.00%	1,005.12	0.00%	1,005.12	0	DIRECT Last Cha	
Select Task	1129	Architectural/Engineerin		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	
Select Task	1200	SITE WORK	\$	0	100.0%	0.00	0.00	0.00%	0.00	0.00%	0.00			Last Cha
Select Task	1210	Lot Clearing		1	100.0%	300.00	300.00	25.00%	375.00	0.00%	375.00	0	DIRECT Last Cha	
Select Task	1215	Final Grade		1	100.0%	500.00	500.00	25.00%	625.00	0.00%	625.00	type no	0	DIRECT Last Cha
Select Task	1220	Fill Dirt and Material		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	
Select Task	1225	Site Survey		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	
Select Task	1230	Rough Grading		1	100.0%	1,000.00	1,000.00	25.00%	1,250.00	0.00%	1,250.00	0	DIRECT Last Cha	
Select Task	1240	Erosion/Sediment Contrc	Each	0	0.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	
Select Task	1299	Site Work-Extras		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	
Select Task	1300	DEMOLITION	\$	0	100.0%	0.00	0.00	0.00%	0.00	0.00%	0.00			Last Cha
Select Task	1310	Demolition		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	
Select Task	1319	Demolition Extras		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	
Select Task	1400	UTILITY CONNECTIONS	\$	0	100.0%	0.00	0.00	0.00%	0.00	0.00%	0.00			Last Cha
Select Task	1405	Sanitary Toilet		1	100.0%	700.00	700.00	25.00%	875.00	0.00%	875.00	0	DIRECT Last Cha	
Select Task	1406	Dumpster		1	100.0%	2,500.00	2,500.00	25.00%	3,125.00	0.00%	3,125.00	0	DIRECT Last Cha	
Select Task	1410	Electrical Line		1	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT Last Cha	

Contract Price	\$417,500.00
Budgeted Costs	\$341,322.65
PROFIT 18.25%	\$76,177.35
Buyer Sales Tax %	0.00%
Tax on Contract \$	\$0.00

TOTALS	341,322.65	417,136.24	417,136.24
Builder Fee	76,000.00	(Builder Fee is not necessary if Markup Percents are used.)	
Budget Plus Fee	417,322.65		
Desired Gross Profit Margin Percent	18.25%	Buyer Sales Tax Applied to Marked Up Budget	\$0.00
Calculated Price	417,520.06		

View Direct / Indirect Subtotals

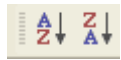
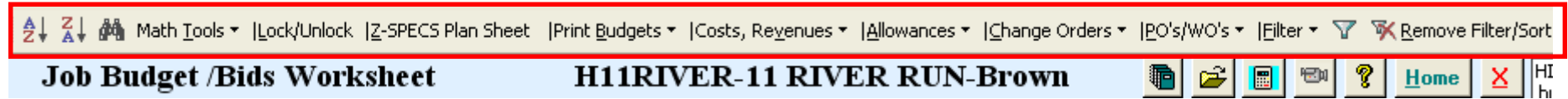
*Use Cost Code Setup to apply Phase Levels.

Fantastic Builder, Inc.

Record: 12 of 420

Toolbar on the Job Budget/Bids Worksheet

See Brief Toolbar Descriptions below. For **Quick Selection** of a button on a toolbar, try holding down the Alt key on your keyboard and pressing the underlined letter shown on the button. If there is a drop down of selections associated with the button, just press the underlined letter for your selection on your keyboard.



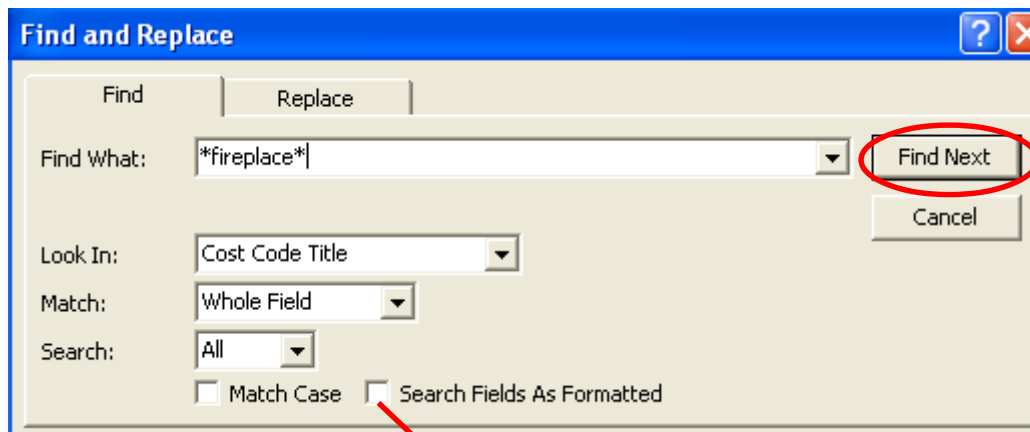
A-Z Sort - Sort records shown on the window in ascending order (A to Z, 1 to whatever, etc.). First decide which column should be used for the sort. Then click on anything in that column. Then use the sort button on the toolbar.

Z-A Sort - Sort records shown on the window in descending order (Z to A, whatever to 1, etc.). First decide which column should be used for the sort. Then click on anything in that column. Then use the sort button on the toolbar.



Binoculars (Find) - Use binoculars to find data within a column. First click in the column you want to search. Then click the binoculars. Type in what you are searching for. Then click the 'Find Next' button. If a match was found, it will be highlighted on the list of records. Click the Cancel button when you are finished searching.

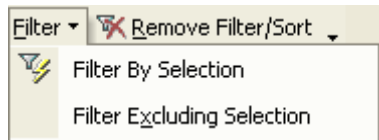
Example: Click on any cost code title on any budget line. Then click the binoculars on the toolbar. To find lines that have the word *fireplace* in the title, use asterisks on either side of the word.



Hint: It can help to uncheck the 'Search Fields as Formatted' box first.

Continue to next page for more toolbar information.

Filtering Records



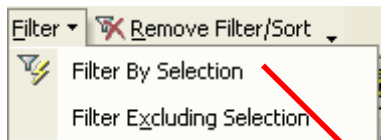
Filter ->Filter By Selection - Use this button to filter and display only records with the same data that is in the field where the cursor is on the screen. The number of filtered records will be displayed on the bottom left of the screen with the word “Filtered” in parenthesis. To remove the filter and display all records, click the “**Remove Filter/Sort**” toggle button on the Toolbar.

Records->Filter Excluding Selection - Use this button to filter and display only records that do NOT have same data that is in the field where the cursor is on the screen. The number of filtered records will be displayed on the bottom left of the screen with the word “Filtered” in parenthesis. To remove the filter and display all records, click the “**Remove Filter/Sort**” toggle button on the Toolbar.

EXAMPLE: Step 1 - To display only the budget lines that are based on Living SF, find a line that has ‘Living SF’ as the Measure. Click on ‘Living SF’..

Line	Description	Measure	Qty	Qty %	Unit Price	Total	%	Total	Tax%	Tax	Level	Indirect
1100	ARCHITECTURAL ENGINEERING	\$	0	100.0%	0.00	0.00	0.00%	0.00	0.00%	0.00		
1105	Plan Costs/Architect Fee	Living SF	3493	100.0%	1.00	3,493.00	10.00%	3,842.30	0.00%	3,842.30	0	DIRECT
1115	Specs/Plats/Blueprints		1	100.0%	500.00	500.00	25.00%	625.00	0.00%	625.00	0	DIRECT
1120	Surveys		1	100.0%	1,000.00	1,000.00	25.00%	1,250.00	0.00%	1,250.00	0	DIRECT
1127	Engineering - Foundation	Slab SF	3655	100.0%	0.22	804.10	25.00%	1,005.12	0.00%	1,005.12	0	DIRECT
1200	SITE WORK	\$	0	100.0%	0.00	0.00	0.00%	0.00	0.00%	0.00		
1210	Lot Clearing		1	100.0%	300.00	300.00	25.00%	375.00	0.00%	375.00	0	DIRECT
1215	Final Grade		1	100.0%	500.00	500.00	25.00%	625.00	0.00%	625.00	0	DIRECT

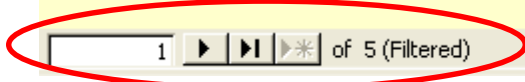
Step 2 - Click Filter Records, Then Filter by Selection



After clicking ‘**Filter By Selection**’, only the budget lines that have ‘Living SF’ as the measure are displayed. Notice bottom of window shows that there are 5 “filtered” records. To return all budget lines to the window, use the ‘**Remove Filter/Sort**’ button.

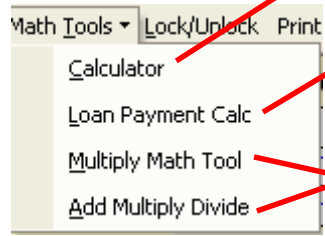
This feature can be used on any data in any column. For example, you could click on the word DIRECT in the Direct/Indirect column, and use **Filter By Selection** to only display Direct costs. OR, use **Filter Excluding Selection** to display all lines that are NOT Direct costs.

and Sub	Costs at Completion	Meas	Qty	Qty %	Unit Price	Total	%	Total	Tax%	Tax	(Click!)	Level	Indirect	apply Phase
1105	Plan Costs/Architect Fee	Living SF	3493	100.0%	1.00	3,493.00	10.00%	3,842.30	0.00%	3,842.30	0	DIRECT		
3610	Rough Plumbing	Living SF	3493	33.0%	4.50	5,187.11	25.00%	6,483.89	0.00%	6,483.89	8	DIRECT	You can	
3620	Topout Plumbing	Living SF	3493	33.0%	4.50	5,187.11	25.00%	6,483.89	0.00%	6,483.89	8	DIRECT		
3630	Final Plumbing	Living SF	3493	34.0%	4.50	5,344.29	25.00%	6,680.36	0.00%	6,680.36	24	DIRECT		
5273	Hardware - Turnkey	Living SF	3493	0.0%	0.00	0.00	25.00%	0.00	0.00%	0.00	0	DIRECT		



Toolbar on the Job/Budget Worksheet - continued

Math Tools

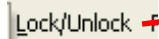


Calculator - Pops up the Microsoft Windows calculator. It can be handy to use the 'Scientific' view when the calculator pops up.

Loan Payment Calc - A screen will pop up to enter a loan amount, interest rate, and number of months in order to calculate a resulting monthly loan payment amount.

Multiply Math Tool, Add Multiply Divide - These are math tools that might be handy to calculate some quantities for the budget. (A good example would be figuring out how much tile to budget for!) Check 'em out!

Lock/Unlock Budget



When you are finished with the job budget (OR if you want to protect it from accidental changes), use the button on the toolbar to 'Lock/Unlock' budget.

A screenshot of a dialog box titled 'Lock / Unlock Budget'. It contains a note: 'NOTE! Anyone that can open a Job's Budget can Lock the Budget. HOWEVER, to Unlock a Locked Budget, the Manager's Password must be entered on the CHS Main Menu Navigation Screen.' Below the note is a 'User Name ->' field with 'Bob Builder' entered. There are two large buttons: 'Lock the Budget so that Quantities and Amounts Cannot be Changed' and 'Unlock the Budget'.

Other buttons on the toolbar open windows that are explained in the Help documents on those windows.



heet H11RIVER-11 RIVER RUN-Brow

Command Buttons on the Job Budget/Bids Worksheet

*Send Data To Excel, Word, etc. (explained below)

Pop Up Calculator

Tutorial Movie Info

Help Documents

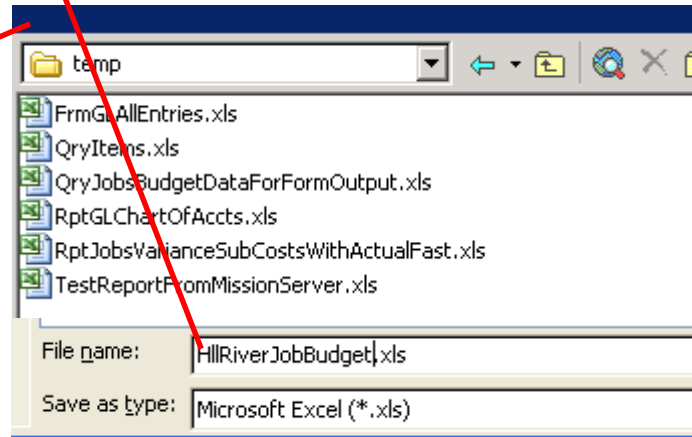
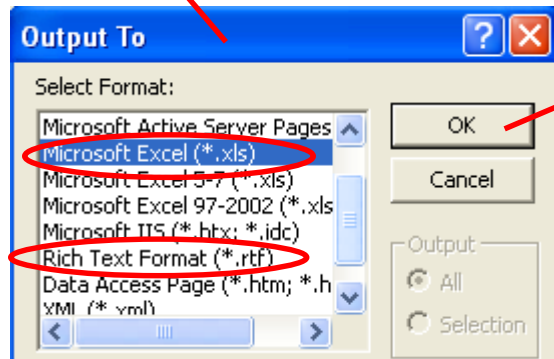
To move quickly to the Find fields, try holding down the Alt key on your keyboard and pressing the underlined letter shown on these buttons.

These buttons are explained on following pages.

***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.

Command Buttons on the Job Budget/Bids Worksheet - continued

Markup Budget On the Budget Worksheet, notice that there is a column for the 'Markup %'. IF you plan to use the Costs Plus Draw features in the program, you will need to use Markup Percents so the program can calculate the 'marked up' actual job cost amounts on Draw worksheets. You can markup %'s line by line, OR you can use the button labeled 'Markup Budget' to pop up a window to markup all the costs in the budget by a certain percent.

Markup Budget

Change Markup Percent on Budgeted Costs?

Do you want to change the Markup Percents on all Budgeted Costs for this Job to match the Markup Percent shown below?

Enter Markup % to Use: (Enter a percent as a decimal number!) **25.00%**

Example: For 25%, enter .25

Yes, Change the Markup Percent on All Budgeted Costs for this Job

No, Do Not Change the Markup Percent

MARKUP % - Enter the percent as a decimal number less than 1. Use the button labeled '**Yes, Change the Markup Percent on All Budgeted Costs for this Job**' to supply that percent to all budgeted cost lines. The **Markup %'s** for each cost line can be overwritten if some lines should have a different markup percent.

The Markup %'s associated with a budgeted cost code line will be attached to any Actual Costs posted on other windows. The percent can be overwritten at the time of data entry. If Actual Costs have already been posted for the job, use the button labeled **Markup Costs** on the Budget Worksheet to supply the associated Cost Code's Markup % to posted costs.

Markup Costs

If actual job costs were paid or posted for the job BEFORE attaching markup percents to budget lines, you might want to use the '**Markup Costs**' button to attach markup percents to those actual costs. That's because the program attaches markup percents to actual costs at the time of data entry (based on the budgeted markups). Therefore, those attached markup percents might need to be updated if the budgeted markup percents are changed after actual costs are posted.

Markup Costs

Change Markup Percent on Actual Posted Costs?

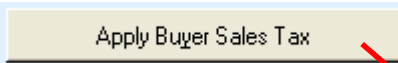
The Markup Percent shown for each Cost Code line on the budget will be applied to all matching Costs-To-Date for a job as they are posted. Do you want to change the Markup Percents on all Actual Costs that have ALREADY been posted for this job so they match the budget markup percents for each Cost Code?

NOTE: Before doing this, make sure that you have set up the markup %'s as needed on all items of the Budget.

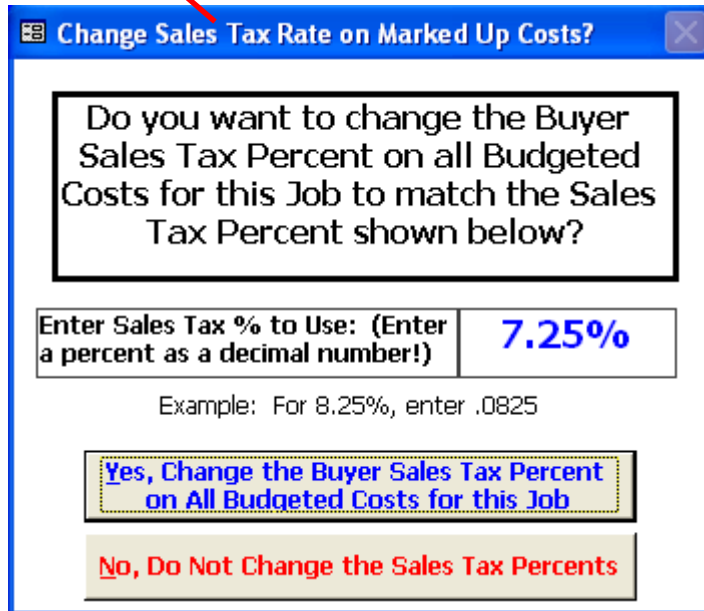
Yes, Change the Markup Percent on All Actual Job Costs Posted

No, Do Not Change the Markup Percent on Posted Costs

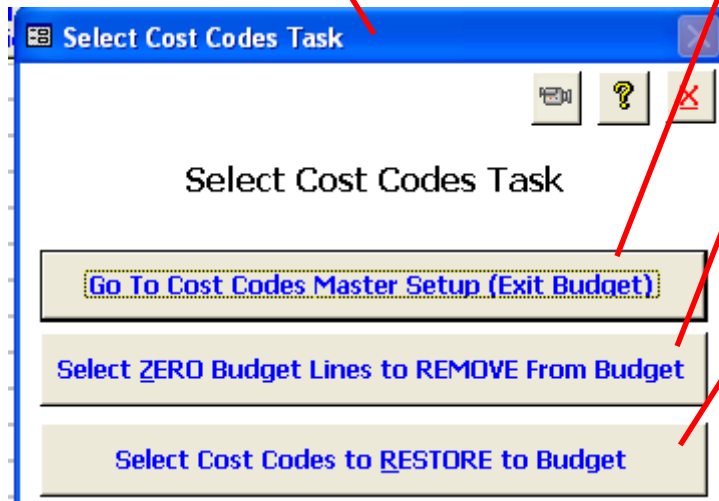
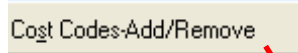
Apply Buyer Sales Tax



Buyer Tax % - If your state requires that Sales Tax is charged to the Buyer, you might have entered a Sales Tax rate in the Buyer Sales Tax field when the job was set up (see Job Setup help document). If you did, the Buyer Sales Tax rate will drop into every line on a new budget automatically. If the rate was not entered when the job was setup, you can use the button labeled '**Apply Buyer Sales Tax**' on the budget worksheet to enter the rate and change the Sales Tax percent on all budget lines. The Buyer Sales Tax Rate can be overwritten line by line, if needed.



Cost Codes - Add/Remove (From Budget)

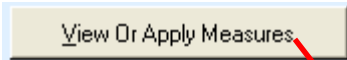


Go To Cost Codes Master Setup - Opens the Cost Codes And Master Pricing window to add or edit Cost Codes. See Help documents on that window. After a new Cost Code is created, it will NOT automatically be added to an activated budget. This is to protect budgets from changing without your knowledge. To include a new Cost Code in a job budget, it is necessary to use the button labeled 'Select Cost Codes to RESTORE to Budget' (described below).

Select ZERO Budget Lines to REMOVE from Budget - To make a job budget less cluttered, you can use this button to pop up a window to remove budget lines that have a zero total. See instructions on the window.

Select Cost Codes to RESTORE to Budget - Pops up a window that lists all Cost Codes that are NOT currently included in the budget. You can select to include ALL cost codes on the budget, or select a range of cost codes to include, OR, you can check mark them one at a time to be included in the budget. They will be automatically included when you use the check marks.

View or Apply Measures



View or Apply Job Measures - Use this button to pop up a window that displays all Measurement Quantities that were set up for the job on the Job Setup Screen. In the pop up window, you can use a button to change lines on the budget with matching Measure Codes to the matching measure Quantities for the job.

Job Measurements - In Measure Code Order

11 RIVER RUN-Brown
Measures with Priority #'s 1 to 6 must be changed on the Job Setup window.

TO ADD NEW MEASURE QUANTITY: Use the line with NONE as the Measure (bottom of list).

Priority #	MEASURE CODE	QUANTITY	
▶ 1	Frame SF	4,441.00	Priority Meas! Cannot change here.
2	Living SF	3,493.00	Priority Meas! Cannot change here.
3	Slab SF	3,655.00	Priority Meas! Cannot change here.
4	Covered SF	0.00	Priority Meas! Cannot change here.
5	Porch SF	197.00	Priority Meas! Cannot change here.
6	Garage SF	651.00	Priority Meas! Cannot change here.
99	Doors-Interior	16.00	
99	Roof Decking	333.00	
99	Roof SF	4,441.00	
99	Roof Slope	6.00	
99	Shutters	5.00	
* 99	NONE	0.00	

Use this button to Change Quantities on the Budget to matching measurements shown above.

Add/Edit Measure Codes

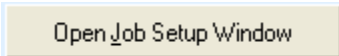
DUPLICATE INDEX VALUES: A Measure Code cannot be used twice for one job. If you receive a message about Duplicate Index Values, press the Escape key to remove the duplicate entry.

To Delete Lines: Open Job Setup Window.

Record: 1 of 11

Many MEASURE codes have been supplied by the program, and will be available in the drop down selection list for MEASURE CODE. However, you may add other MEASURE CODES to the selection list by using the button labeled ‘Add/Edit Measure Codes’.

Open Job Setup Window



If you realize that changes need to be made on the Job setup window, OR just need to review the job setup, use the ‘Open Job Setup Window’ button to open the job setup window for the job.

Delete Budget

Delete Budget

To Delete the entire Budget for the job, use the 'Delete Budget' button. A self-explanatory window will pop up to verify that you do want to delete the budget. A note about deleting the budget and who deleted it will be sent to the Audit table.

Delete Job's Budget [X]

BE SURE THAT NO OTHER USERS HAVE THE CHS PROGRAM OPEN WHILE PERFORMING THIS PROCEDURE!

Job Budget to Delete ->

This procedure **WILL** delete the budget for the selected Job! IT DOES NOT DELETE THE ACTUAL COSTS, REVENUES, CHANGE ORDERS, or PURCHASE ORDERS FOR THE JOB. It's a good idea to backup your data file before clicking the button below for Deletion.

Note: Before a budget can be deleted, Vendor Bids associated with the budget must be deleted. To print a list of bids associated with a job's budget, Select the Task labeled "Bids for this Cost Code" to the left of any line on the budget worksheet. On the window that opens, print the report that displays all bids for the job.

[Click this to Delete the Budget](#)
(This WILL be automatic!)

Go to Estimated Costs at Completion



Go to Estimated Costs at Completion

This button will open the valuable information tool known as 'Estimated Costs at Completion' worksheet. That worksheet is explained in the Help documents available on that window.

View Direct / Indirect Subtotals (bottom right of budget worksheet)

View Direct / Indirect Subtotals


This button pops up a quick view of Direct and Indirect subtotals. This is based on the Direct or Indirect classification connected to the Cost Code on the Cost Code Master setup window. Direct Costs are often referred to as "hard" costs and include materials and labor type of costs. Indirect Costs are often referred to as "soft" costs and include commissions, taxes, closing costs, overhead, etc.

Direct (Hard) and Indirect (Soft) Cost Totals  



Totals Direct (Hard) Costs	\$331,870.88	97.69%
Totals Indirect (Soft) Costs	\$7,830.12	2.31%
Totals Budgeted Costs	\$339,701.00	

Note: There are some Budget Reports that display the detail and totals for Direct and Indirect Budgeted Costs.
Cost Codes can be marked as Direct or Indirect on the Cost Code Master Setup screen.

View Total Budgeted Costs For One Main Heading

3600	PLUMBING	
3605	Plumbing - Turnkey	
3610	Rough Plumbing	

Click the Dollar Sign button to the right of a Main Heading on the budget to pop up a window that displays the Budgeted and Marked Up totals for Cost Codes within the related Main Cost Category.

Budget Totals For One Main Heading  

PLUMBING

		Budget	Markup%	Marked Up Total
3610	Rough Plumbing	5,187.11	25.00%	6,483.89
3620	Topout Plumbing	5,187.11	25.00%	6,483.89
3630	Final Plumbing	5,344.29	25.00%	6,680.36
3631	Plumbing Fixtures	5,000.00	0.00%	5,000.00
3650	Bathtubs and Showers	5,000.00	0.00%	5,000.00
TOTALS		\$25,718.51		\$29,648.14
Percent of Total Budget		7.53%		

Select Tasks Related to a Line on the Job Budget/Bids Worksheet

To the left of the lines on the Job Budget/Bids Worksheet is a field to Select a Task related to the line on the budget. You can click in the field and use the drop down button to select from a list of tasks. OR, you can click in the field and use the F4 key on your keyboard to view the list of tasks.

Select Task (Try F4 Key) **Main** and Sub **Go to Estima** Costs at Comp

Select Task 3110 Materials-Floors/Wk

- Actual Costs Review For This Cost Code
- Bids for This Cost Code
- Budget COs POs and Costs Info Report
- Change Orders (this job and cost code)
- CHECK LIST of Mats/Labor Items for Cost Code
- Delete Line From Budget
- Documents
- General Purpose Notes For Cost Codes
- Memo Notes About Budget Line
- Purchase/Work Orders for this Cost Code
- Selections For Buyer
- SPECS Planning Sheet For Job

Almost all of the tasks will open another window to perform the task. Help documents can be found on those windows. A brief explanation of the tasks is below and on following pages.

Actual Costs Review For This Cost Code - The window that opens to display actual job costs for a cost code is found on several windows that use cost codes for job cost data entry. Features of this window are explained on the Help document for the window.

LIST OF ACTUAL JOB COSTS for the selected Job and Cost Code

H11RIVER - 11 RIVER RUN - Brown
3110 - Materials-Floors/Walls

Review Another Job>	H11RIVER	Budget	\$26,290.72	Costs To Date	\$25,588.91
Jobs in above Drop Down List are ones that have costs for this cost code.		Approved CO's (Est. Costs)	\$0.00	Over Budget + CO's	(\$701.81)
		PO's/WO's	\$17,928.64	Over PO's/WO's	\$7,660.27

To Change the fields in blue text, click the button labeled "Change" to the left of the line.

	Vendor	Job Cost Code	Purchase/Work Order Line ID	Description	Amount	Markup Cost Type	Jrnl Dept	Date Document	GL Num Status	Paid Date Check#	Draw# AR Billing Inv #
Change	MCCOYS- McCoy's Building	H11RIVER 3110	N-Set PO# to NONE	NONE	\$87.57	25.00% MATERI ALS	AP CH	05/17/02 7436186	1430 PAID	06/22/02 11602	5
Split											
Change	MCCOYS- McCoy's Building	H11RIVER 3110	N-Set PO# to NONE	NONE	\$16.44	25.00% MATERI ALS	AP CH	05/26/02 7436865	1430 PAID	06/22/02 11602	5
Split											
Change	STOCK- Stock Building	H11RIVER 3110	N-Set PO# to NONE	H11RIVER-3110-76	\$19,392.63	25.00% MATERI ALS	AP CH	03/25/02 032501	1430 PAID	04/10/02 11465	3
Split											
Change	STOCK- Stock Building	H11RIVER 3110	N-Set PO# to NONE	H11RIVER-3110-76	(\$526.34)	25.00% MATERI ALS	AP CH	04/30/02 1635011- 00	1430 PAID	06/14/02 11592	4
Split											
Change	STOCK- Stock Building	H11RIVER 3110	N-Set PO# to NONE	H11RIVER-3110-76	\$5,744.59	25.00% MATERI ALS	AP CH	04/30/02 043001	1430 PAID	05/11/02 11529	4
Split											
TOTAL					\$25,588.91						

The PO's/WO's in the drop down lists are for PO's/WO's issued with the same Vendor, Job, and Sub Code as the invoice. If there are no PO's/WO's in the Drop down lists, no PO's/WO's have been set up for the Vendor, Job, and Cost Code.

Fantastic Builder, Inc.

Record: 1 of 12

Select Tasks Related to a Line on the Job Budget/Bids Worksheet - continued

Select Task 3110 Materials-Floors/Walls

- Actual Costs Review For This Cost Code
- Bids for This Cost Code
- Budget COs POs and Costs Info Report
- Change Orders (this job and cost code)
- CHECK LIST of Matls/Labor Items for Cost Code
- Delete Line From Budget
- General Purpose Notes For Cost Codes
- Memo Notes About Budget Line
- Purchase/Work Orders for this Cost Code

Bids For This Cost Code - The window to post bids from Vendors for the budget line will open. Help documents are available on that window.

Budget COs POs and Costs Info Report

- This will open a report that displays a summary of all Budget, Change Order, Purchase Orders, and Actual Costs related to the Cost Code on the budget line. A screenshot of that report is shown to the right. This report can be found on several windows in the program that use Cost Codes during data entry.

Budget, C/O, PO/WO, Actual Costs Information

H11RIVER: 11 RIVER RUN-Brown
3110-Materials-Floors/Walls

Budget	\$26,290.72	Costs To Date	\$25,588.91
Approved CO's (Est. Costs)	\$315.00	Over Bud + CO	(\$1,016.81)
POs/WOs	\$17,928.64	Over POs/WOs	\$7,660.27

DATE	DOC	VENDOR CODE	DESCRIPTION	PAID STATUS	PAID DATE	CHECK NUM	GL NUM	INFO	TOTAL
1-BUDGET and APPROVED CO's FOR H11RIVER Cost Code: 3110									
		Z	1-Original Budget						\$26,290.72
29-Sep-06	H11RIVER-10	Z	2-Approved Change Order Est Cost					Test CO With Bids	\$315.00
<i>Est. Cost supplied from selected vendor bids.</i>									
1-BUDGET and APPROVED CO's FOR H11RIVER Cost Code: 3110									\$26,605.72
2-POs and WOs FOR H11RIVER Cost Code: 3110									
	H11RIVER-CALCASIE-14	STOCK	Budgeted PO/WO					Stock Building Supply	\$17,928.64
2-POs and WOs FOR H11RIVER Cost Code: 3110									\$17,928.64
3-ACTUAL COSTS TO DATE FOR H11RIVER Cost Code: 3110									
13-Apr-02	041301	AMEX	Soffit material	PAID	03-May-02	11515	1430	Ameribat Express	\$165.73
09-Apr-02	691	MCCOYS	Misc. items	PAID	22-Jun-02	11601	1430	McCoy's Building Supply	\$48.84
09-Apr-02	691	MCCOYS	Misc. items	PAID	22-Jun-02	11601	1430	McCoy's Building Supply	\$38.94
09-Apr-02	691	MCCOYS	Misc. items	PAID	22-Jun-02	11601	1430	McCoy's Building Supply	\$330.66
09-Apr-02	691	MCCOYS	Misc. items	PAID	22-Jun-02	11601	1430	McCoy's Building Supply	\$152.38
12-Sep-02	2426106	MCCOYS	Finish material and labor	PAID	22-Sep-02	11600	1430	McCoy's Building Supply	\$92.22

Select Tasks Related to a Line on the Job Budget/Bids Worksheet - continued

- Select Task ▾ | 3110 | Materials-Floors/Walls
- [Actual Costs Review For This Cost Code](#)
- [Bids for This Cost Code](#)
- [Budget COs POs and Costs Info Report](#)
- [Change Orders \(this job and cost code\)](#)
- [CHECK LIST of Matls/Labor Items for Cost Code](#)
- [Delete Line From Budget](#)
- [General Purpose Notes For Cost Codes](#)
- [Memo Notes About Budget Line](#)
- [Purchase/Work Orders for this Cost Code](#)

Change Orders (this job and cost code) - This will open a window that displays all Approved and Unapproved Change Orders for the budgeted cost code. Change Orders are described in a separate Help document.

To view or edit a Change Order, use the 'Edit' button to the left of a change order line.

Change Orders For Selected Cost Code

H11RIVER - 11 RIVER RUN - Brown
3110 - Materials-Floors/Walls

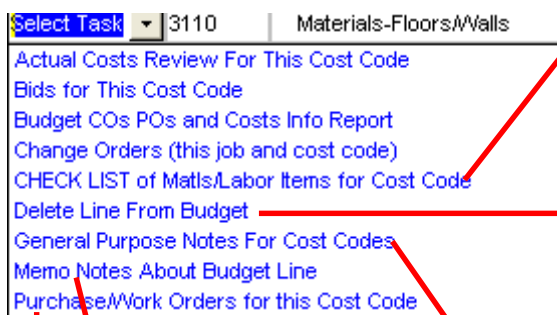
Use Edit button to the left of a Change Order to review or edit the change order

Approved Change Orders for Selected Cost Code								
	Change Order Number	Date	CO Title	Estimated Cost	CO Price	CO Price W/Tax	Delay Days	Date Approved
Edit	H11RIVER-10	09/29/06	Test CO With Bids	\$315.00	\$362.25	\$362.25	0	
				\$315.00	\$362.25	\$362.25	0	

Record: ⏪ ⏩ 1 ⏴ ⏵ * of 1

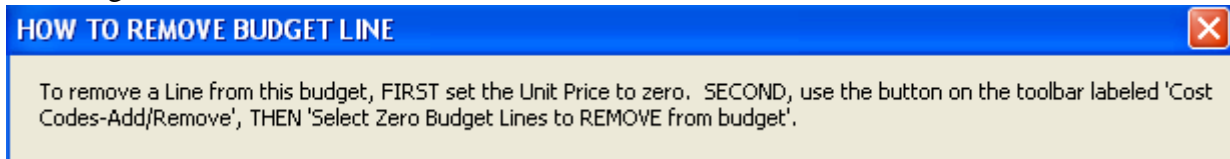
Unapproved Change Orders for Selected Cost Code							
	Change Order Number	Date	CO Title	Estimated Cost	CO Price	CO Price W/Tax	Delay Days

Select Tasks Related to a Line on the Job Budget/Bids Worksheet - continued



CHECK LIST of Matls/Labor Items for Cost Code - This will open a window to enter a check list of Materials/Labor related to the Cost Code. The check list can be used as reminders for budgeting, selecting items to include on the budget and/or Purchase Orders, AND to create a list of items for a Home Buyer to select from. See Help documents on that window.

Delete Line From Budget - A message will pop up about how to delete a line from the budget.



General Purpose Notes for Cost Codes - Click this to pop up a window to see any “general purpose” notes you have written related to the cost code. These notes should be generic notes about the Cost Code and should NOT be related to the particular job’s budget.

Memo Notes About Budget Line - Click this to pop up a window to write notes that relate to the Budget for the cost code. These notes will print on various Job Budget reports and Job Cost Variance reports. These notes are also available to a person entering Vendor bills to pay.

Purchase/Work Orders for this Cost Code - This task will open a window that displays all Purchase/Work Orders for the Job and Cost Code. IF there are no Purchase/Work Orders for the Cost Code, a window will open to create one. The first time a PO/WO is created for a cost code, the program will drop the ‘Budgeted Total’ from the budget into the PO/WO. The PO/WO amount can be overwritten with a different amount, if needed. (See Help documents about Purchase/Work Orders.)

NOTE: Towards the top of the Budget/Bids worksheet, there is a field that will display the total amount of all Purchase/Work orders posted for the cost code on the current budget line. Notice that the total amount changes when you click on different budget lines. That way you can see at a glance whether PO/WO’s have been posted for that Cost Code. If you double click on the PO/WO’s total amount, the Purchase/Work Orders window will open to display the PO/WO’s that make up the total.

Select Task (Try F4 Key)	Main and Sub	Go to Estimated Costs at Completion	POs For 3110 (double click)	17,928.64	Budgeted Total	Markup %		
			Meas	Qty	Qty %	Unit Price	Total	
Select Task	3100	FRAMING MATERIALS	\$	0	100.0%	0.00	0.00	0.00%
Select Task	3110	Materials-Floors/Walls	Frame S	4441	100.0%	5.92	26,290.72	25.00%
Select Task	3120	Materials-		1	100.0%	0.00	0.00	25.00%

Data Entry on Job Budget/Bids Worksheet (preparing the budget)

This is a screenshot of the 'data entry' area of the Budget/Bids worksheet. See information below the screenshot about the fields in the 'data entry' area.

Double click on Cost Code to open Mats/Labor check list. POs For 0: Double click to open POs-> 0.00 <-To recalc PO \$: Click off cost code line, then back.

Select Task (Try F4 Key)	Main and Sub	Go to Estimated Costs at Completion	Meas	Qty	Qty %	Unit Price	Budgeted Total	Markup %	Marked Up Total	Buyer Tax%	Total With Tax	Memo (Click!)	*Phase Level	Direct or Indirect
Select Task	3600	PLUMBING	\$	0	100.0%	0.00	0.00	0.00%	0.00	0.00%	0.00			
Select Task	3605	Plumbing - Turnkey		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00		8	DIRECT
Select Task	3610	Rough Plumbing	Living S	3493	33.0%	4.50	5,187.11	25.00%	6,483.89	0.00%	6,483.89	You cal	3	DIRECT
Select Task	3620	Topout Plumbing	Living S	3493	33.0%	4.50	5,187.11	25.00%	6,483.89	0.00%	6,483.89		8	DIRECT
Select Task	3630	Final Plumbing	Living S	3493	34.0%	4.50	5,344.29	25.00%	6,680.36	0.00%	6,680.36		24	DIRECT
Select Task	3631	Plumbing Fixtures	Allowanc	1	100.0%	5,000.00	5,000.00	0.00%	5,000.00	0.00%	5,000.00	You cal	24	DIRECT
Select Task	3635	Softener/Filters		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00		24	DIRECT
Select Task	3640	Water Heater		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00		24	DIRECT
Select Task	3650	Bathtubs and Showers	Allowanc	1	100.0%	5,000.00	5,000.00	0.00%	5,000.00	0.00%	5,000.00		24	DIRECT
Select Task	3655	Fiberglass Shower Pan:		1	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00		24	DIRECT
Select Task	3680	Plumbing Supplies		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00		24	DIRECT
Select Task	3685	Plumbing Repairs		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00		24	DIRECT
Select Task	3690	Plumbing Extras		0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00		24	DIRECT
Select Task	3700	ELECTRICAL	\$	0	100.0%	0.00	0.00	0.00%	0.00	0.00%	0.00			
Select Task	3705	Electrical Turnkey		1	100.0%	11,100.00	11,100.00	25.00%	13,875.00	0.00%	13,875.00	Job Bu	25	DIRECT

Main and Sub Cost Codes and Titles - The information in these two fields is supplied when the budget for the job is opened. You may not edit or delete these on this window. If you need to add a new Cost Code, or edit Cost Codes (or default pricing), use the button labeled “**Cost Codes-Add/Remove**” towards the top of the window.

Meas - This is an important field. If you click the drop down button in this field, there will be an alphabetical listing of Measurement Codes that you can select from. Some of the Measures will trigger events and others are just for information purposes. You can set up additional Measure Codes by clicking the button labeled ‘**View or Apply Measures**’ towards the top of the window. The Measures that will trigger events are explained below:

1 - Meas: Allowance - Select this measure if you want the budgeted cost item to be included as an Allowance on an Allowances agreement with the customer. You can use the Memo field at the end of the line to pop up a window to type in descriptive information for the Allowances Report. (See more information in the Help document about Allowances.) NOTE: You will not be able to select ‘Allowance’ as the measure IF the program finds that any Change Orders have been issued for the Cost Code. In that case, if you might need to add an Allowance line to the budget that is for the same cost code found in Change Orders. This is because Allowance costs are tracked separately from Change Order Costs. NOTE! If the Allowance Worksheet is opened from the toolbar, you CAN enter a markup to apply to Allowance Overages that will calculate on the Contract Balance report found on the Estimated Costs at Completion worksheet, (so it may not be necessary to issue Change Orders for Allowance Overages).

2 - Meas: Job Measurements - When you select one of the Measurements that were set up for the job, the Qty field will be filled in with the associated measurement quantity. The drop down list will display any quantities associated with measure

Data Entry on Job Budget/Bids Worksheet (preparing the budget) - continued

codes for the job. Additional measure quantities can be set up for the job by clicking the button labeled '**View or Apply Measures**' towards the top of the window. That button pops up a window that also allows you to update all matching measurements on the budget to matching measurement quantities set up for the job.

Qty, Qty%, Unit Price, and Budget Total - The Total for the budgeted cost line is calculated by multiplying the Quantity by the Qty % (percent), and then multiplying by the Price (Unit Price). The Qty % field is supplied to assist with splitting costs between related Cost Codes. For example, if you use Living SF to determine the Plumbing Budget, you can spread it into thirds (33%, 33%, and 34%) to Rough, Topout, and Final. (See example on screenshot.)

The Qty, Qty%, and Unit Price fields are all required fields. They cannot be left empty. If you will not be budgeting for the Cost Code, place a zero in the Qty and Unit Price fields. It's okay to leave 100% (or a 1) in the Qty % field.

Markup%, Marked Up Total - The Markup % (percent) entered here will be used to calculate "marked up amounts" on "Costs Plus Markups" billing draw requests (See Help documents about Cost Plus Draw Requests.). This Markup % field is also used to simply calculate a marked up budgeted total. There are Budget reports that will display the Marked Up Totals only. Several builders use those reports as their proposals for customers.

Buyer Tax%, Ttl With Tax - If your state requires you to charge sales tax to customers, enter the sales tax rate in the Buyer Tax % field. The 'Ttl With Tax' is a calculated field based on the 'Marked Up Total' plus the sales tax.

Memo - Click in the Memo field to pop up a window to type as much memo information as you like about the budgeted item. Memos are included on some Budget Reports AND on the 'Variance Cost Approval' report that is often used to approve Vendor bills to pay. Memos will also print the customer's Allowance Agreement.

NOTE! If you would like the Memo to appear on the reports for budgeted costs only EVEN IF the budgeted cost is Zero, place a check mark in the field to allow that on the pop up Memo window.

HINT: If you would like the memo to appear on the Variance Cost Approval report, but there is no budget amount for the item, try budgeting a very small amount like .002.

JOB	BUYER	COST CODE	SUB CODE TITLE	Budgeted Total
H11RIVER	Brown	1010	Building Permits	\$4,300.00

MEMO

Job Budget Notes: City of Austin - \$2000.00, County \$2,300.00

Print This Memo On Budget Printouts Even if Budgeted Amount Is Zero

Copy Memo From-> H

NOTE: The Budgeted Total is supplied from the Job Budget and cannot be edited on this screen. If the total is zero, it's because an amount has not yet been entered on the Budget Worksheet.

Data Entry on Job Budget/Bids Worksheet (preparing the budget) - continued

Phase Level - The Phase Level is supplied for information purposes on the Budget/Bids Worksheet. Phase Levels are attached to Cost Codes on the Cost Codes setup window. Therefore, this field is locked on the Budget/Bids worksheet. To edit the Phase Levels attached to cost codes, use the button towards the top of the worksheet labeled '**Cost Codes-Add/Remove**'.

Note: There is a report titled "**Budgeted Phase Totals**" that will gather and total budgeted amounts for each phase. That report can be found on the window for selecting a job (previous window to the job budget).

Direct or Indirect - The Direct or Indirect field is supplied for information purposes on the Budget/Bids Worksheet. Direct/Indirect classifications are attached to Cost Codes on the Cost Codes setup window. Therefore, this field is locked on the Budget/Bids worksheet. To edit the Direct/Indirect classification for a cost code, use the button towards the top of the worksheet labeled '**Cost Codes-Add/Remove**'.

Contract Price, Profit %, Totals, and Fields at the Bottom of the Job Budget/Bids Worksheet

The bottom of the Budget/Bids Worksheet displays columns totals. There are also fields to assist with determining the Contract Price for the job. Some of the fields are described below.

Select Task	Code	Description	Quantity	Unit	1	100.0%	1,000.00	1,000.00	25.00%	1,000.00	0.00%	1,000.00
Select Task	3930	Intercom			0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00
Select Task	3935	Phone/TV Prewire			0	100.0%	0.00	0.00	25.00%	0.00	0.00%	0.00
Contract Price							341,322.65			417,136.24		417,136.24
Budgeted Costs							341,322.65					
PROFIT	18.25%											
Buyer Sales Tax %												
Tax on Contract \$												
		<input type="checkbox"/> Change Contract Price to Marked Up Total			TOTALS		341,322.65			417,136.24		417,136.24
		<input type="checkbox"/> Change Contract Price to Calculated Price			Builder Fee		76,000.00			(Builder Fee is not necessary if Markup Percents are used.)		
		<input type="checkbox"/> Change Contract Price to Budget Plus Fee			Budget Plus Fee		417,322.65					
				Desired Gross Profit Margin Percent			18.25%			Buyer Sales Tax Applied to Marked Up Budget		\$0.00
				Calculated Price			417,520.06					

CONTRACT PRICE (SALES PRICE) - Enter the Contract Sales Price here (when you are ready). The Contract Price entered here will display on various reports and windows as the 'Original Contract (or Sales) Price'.

NOTE: The check boxes to the right of the Contract Price field can be used to supply the Contract Price. Those checks boxes are self explanatory.

Budgeted Costs - The Budgeted Costs are calculated by the program based on information you enter on this Budget/Bids Worksheet. Notice that the total Budgeted Costs change every time you change an amount on the budget.

PROFIT - The Profit percent is calculated by the program. The Profit percent is based on the Contract Price. It is calculated by taking the Contract Price less the total Costs and dividing the result by the Contract Price.

NOTE: The Profit Percent will be lower than the Markup Percents used for budget lines (IF the Contract Price is equal to or higher than the Marked Up budgeted total). Markup Percents are percents used to MARK UP costs, and a Marked Up total is based on the budgeted cost times the markup percent. A Profit Percent is calculated based on the Contract Price Less Budgeted Costs as described above and IS a different animal than a Markup Percent.

Buyer Sales Tax % - If a Buyer Sales Tax Rate was set up on the Job Setup Screen, it will be supplied to this field. If you enter a different Sales Tax %, it will change on the Job Setup window. Use this field for the program to calculate the Sales Tax on the Contract Price. If you are not using the 'Marked Up Total' for the Contract Price, the 'Tax on Contract \$' will probably be different than the 'Buyer Sales Tax Applied to Marked Up Budget' also shown on the Budget/Bids Worksheet.

Builder Fee - IF your Contract Price will be based on Total Budgeted Costs PLUS a Builder Fee (and not on marked up costs), enter the Builder Fee into this field. This field is OPTIONAL. There is a 'Cost Plus Builder Fee' Draw Request feature in the program that will use this Builder's Fee to prepare draw requests. (See Help Documents about Cost Plus Builder Fee draws.)