

## **‘Check Lists’ Of Materials/ Labor for Budgeting, Creating PO’s, and Customer Selections**

‘Check Lists’ of Materials, Labor, and Products can be associated with a Cost Code and used for the following purposes:

- Reminders for job budgeting
- Creating lists of materials and/or labor to include on Bid Requests
- Creating lists of materials and/or labor to include on Purchase/Work Orders
- Creating ‘Assemblies’ of materials and/or labor by using Group Headings
- Creating Selection Lists For Customers

“General” Check Lists can be set up and attached to Cost Codes so that they can be copied into the Check List for a new job’s budget.

Entire Checks Lists OR Groups (assemblies) associated with a cost code can be copied from one job’s budget to another job’s budget.

The following pages will explain the ‘Check Lists’ features.

## Create “General” Check Lists Associated With Cost Codes

Set up “General” Check Lists of Materials/Labor/Selection items that can be copied into a job’s budget by opening the ‘**Cost Codes and Master Pricing Setup..**’ window. Find the Cost Code that will have a ‘general’ check list attached. Use the ‘**Select Task**’ field to select ‘**Edit Cost Code**’ OR, Double click on the Cost Code to open the ‘**Add or Edit Cost Codes for Job Costing**’ window. On the right side of the window that will open is a place to create a ‘**General Check List for Cost Code**’.

**Management Windows**

**ACCOUNTING Management Window (AC)**  
Chart of Accounts, Financials, Trial Balance, Transactions, Journal

**COST CODES Management Window (CC)**  
Cost Codes, Master Pricing, General Matls and Labor Check Lists

### Cost Codes and Master Pricing Set

Find Main Heading->	PERMITS AND FEES-1000
Find Sub Code Num->	1010 - Building Permits
Find Sub Code Name->	Building Permits - 1010

  

	<b>Main and Sub Cost Codes</b>	<b>ADD/EDIT MAIN HEAD</b>			
Select Task		<b>Add New Sub Co</b>			
Select Task	1000	PERMITS AND FEES			
Select Task	1010	Building Permits			
Delete Cost Code					
Documents					
Edit Cost Code					
PO/WO Default Text For Cost Code					

On the window shown below, use the button labeled ‘**Add New Check List Line**’ to add a new general check list item.

**Group** - Enter a new Group heading title, OR select one from the drop down list. Groups can be used like assemblies when working on a job’s budget. (See following pages about this.)

**Title** - Type in an appropriate title for the item.

**Unit Price** - Optional. Enter a general Unit Price for the item that can be used when working on a job’s budget.

Continue to next pages for info on working with Check Lists on a job’s budget and creating Bid Requests, PO’s, or Selection Lists from Check Lists,

### Add or Edit Cost Codes for Job Costing

Find->  Add Another New Cost Code (Alt+N)

Cost Code	<input type="text" value="1010"/>	<a href="#">Change Code</a>	Direct/ Indirect	<input type="text" value="Direct"/>
Cost Code Title	<input type="text" value="Building Permits"/> <-Limit:30 char.			
Main Heading Code	<input type="text" value="1000 - PERMITS AND FEES"/> +			
Cost Type	<input type="text" value="OTHER"/> +			

Select Phase Level	Taxable to Buyer?	Default Measure	Default Quantity	Default Quantity %	Default Unit Price	Default Markup %
0 - Pre Construction +	<input checked="" type="checkbox"/>		1	100%	\$0.000	0.00%

Cost Code Notes (can view when posting job budget or vendor bills)

testing saving the general purpose notes

(Double Click a cost code below to edit a different cost code.)

101	Options-Lot Purchase	100 - LOT COSTS & LAND DEVELOPMENT
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### General Check List for This Cost Code

Create a generic Check List of materials, labor, etc. to help you remember to include them when working on a job’s budget. This Check List list will be available on the Budget/Bids Worksheet and can be changed for each job, if needed, (and copied from 1 job to another). On a job’s Budget/Bids Worksheet, double click a Cost Code to open the Check List. More detail can be added there to include selected items on Purchase Orders, Proposals, Bid Requests, Buyer Selections, and Allowance Agreements.

Add New Check List Line

Group	Title	Unit Price	
PERMITS	City Permit	\$200.00	Automatic Delete!!
PERMITS	Septic Permit	\$150.00	Automatic Delete!!
PERMITS	Tap Fees	\$1,000.00	Automatic Delete!!
PERMITS	Travis County Permit	\$1,900.00	Automatic Delete!!

## Opening a Check List on the Budget/Bids Worksheet

**Job Budget /Bids Worksheet**

Find HEADING: PERMITS AND FEES-1000  
 Find Cost Code: 1010 - Building Permits  
 Find Name->: Building Permits - 1010

Double click on Cost Code to open Mats/Labor check

Select Task (Try F4 Key) Main and Sub Go to Estimated Costs at Completion

Select Task 116 Interest on Lot  
 Select Task 1000 PERMITS AND FEES  
 Select Task 1010 Building Permits **OR**

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 Lines From Budget

*Double Click!*

To open the window of Materials/Labor Check Lists from the Budget/Bids worksheet for a job, first find the appropriate Cost Code. Then use the 'Select Task' field to select 'CHECK LIST of Mats/Labor Items for Cost Code'. OR, Double click on the cost code number or title on the budget/bids worksheet.

The window shown below is explained on the following pages.

**Materials / Labor Check List (Calculate Budget, Create PO/WO's, Request Bids, or Prepare Selections)**

H11RIVER-11 RIVER RUN-Brown 1010 - Building Permits

Add New Check List Line

Select JOB to copy or to view check list: H

Select GROUP to copy from selected job: None

Print This List

Buyer Selection List - Est. Costs and Markup

Check Mark All As Budgeted

View Selected Job's Check List

Copy Group To This List-No Qty's

Print All For Job

Buyer Selection List - Marked Up Only

Check All None POs to Create POs

Copy Entire List From Selected Job-No Qty's

Copy Group To This List-With Qty's

Prepare Bid Requests

Add/Edit VENDORS

Check All To Include on Bid Requests

View /Edit General Check List for Cost Code

*Group (see note)	Title of Item	Qty UOM	Qty	Footage	*Price UOM	Unit Price	Divide Price By:	Total	Tax Rate	Ttl With Tax
<input checked="" type="checkbox"/> Budget <input type="checkbox"/> Create PO/WO <input type="checkbox"/> Bid Request <input checked="" type="checkbox"/> Buyer To Select <input type="checkbox"/> Buyer Selected	PERMITS - City of Austin Permit Item Memo--> Testing typing a memo Continue testing	Total	1.00	0.00	Ea	\$2,000.00	1.00	\$2,000.00	0.00%	\$2,000.00
<input checked="" type="checkbox"/> Budget <input type="checkbox"/> Create PO/WO <input type="checkbox"/> Bid Request <input checked="" type="checkbox"/> Buyer To Select <input type="checkbox"/> Buyer Selected	PERMITS - Travis County Permit	Total	1.00	0.00	Ea	\$2,300.00	1.00	\$2,300.00	0.00%	\$2,300.00

\*Price UOM Hint: Type MBF to divide price by 1,000 for Total calc.

Open Budget Memo

Send Checked Budget Lines Total To Budget-->

Create PO/WO From Lines Checked to Create PO/WO->

All Lines Totals	\$4,300.00	\$4,300.00
Checked Budget Totals	\$4,300.00	\$4,300.00
Create PO/WO Totals	\$0.00	\$0.00

\*New Group Headings can be typed into the 'Group' field on an Item line. Group Headings can be handy to use as 'Assemblies' for adding groups of items, or to identify suppliers.

Record: 1 of 2

## Options for Adding Lines To a Check List

Option 1 - Use the button labeled 'Add New Check List Line' to add an empty check list line to fill in.

**Materials / Labor Check List**  
H11RIVER-11 RIVER RUN-Br

**Add New Check List Line**

Check Mark All As Budgeted

Check All None POs to Create POs

Check All To Include on Bid Rquests

Option 2 - Copy an entire Check List from another job by selecting a job and then using the button labeled '**Copy Entire List From Selected Job - No Qtys**'. NOTE: To copy the "General" check list for the Cost Code (as described earlier in this document), use the generic "H" job.

**Add New Check List Line**

Check Mark All As Budgeted

Check All None POs to Create POs

Check All To Include on Bid Rquests

Select JOB to copy or to view check list.  
H

Select GROUP to copy from selected job.  
None

View Selected Job's Check List

**Copy Entire List From Selected Job-No Qtys**

View /Edit General Check List for Cost Code

Copy Group To This List-No Qtys

Copy Group To This List-With Qtys

Option 3 - Copy 'Groups' (or assemblies) of items from another job.  
FIRST, select the appropriate job.

SECOND, Groups associated with the selected job and cost code will be available to select from a drop down list.

Third, use one of the buttons labeled '**Copy Group To This List - No Qtys**' OR '**Copy Group To This List-With Qtys**'.

**Add New Check List Line**

Check Mark All As Budgeted

Check All None POs to Create POs

Check All To Include on Bid Rquests

Select JOB to copy or to view check list.  
H

Select GROUP to copy from selected job.  
APPLIANCE-COOKTOPS

View Selected Job's Check List

**Copy Entire List From Selected Job-No Qtys**

View /Edit General Check List for Cost Code

*Group (see note)	Title of Item	Job Code
APPLIANCE-COOKTOPS		H
APPLIANCE-RANGE BLOWER		H
APPLIANCE-RANGE HOOD		H
APPLIANCE-COOKTOPS		H
APPLIANCE-DISHWASHER		H
APPLIANCE-DISPOSER		H
APPLIANCE-MICROWAVE TRIM		H
APPLIANCE-MICROWAVES		H
APPLIANCE-OVENS		H
APPLIANCE-REFRIGERATOR		H
APPLIANCE-TRASH COMPACTOR		H



## Fields on the Check List Window - continued

**Price UOM** - Type in or select a Price Unit of Measure. NOTE! IF 'MBF' (master board feet) is used, the program will drop the number 1,000 into the 'Divide Price By' field so the Total will be calculated based on the 'unit price per thousand'.

**Unit Price** - Enter the Unit Price for the item.

**Divide Price By:** - Most of the time, just leave the default of 1 in this field. However, if the Unit Price needs to be calculated on a 'per thousand', or 'per something else', type in the dividing number here. As mentioned above, if the Price Unit of Measure is MBF, the program will drop the number 1,000 into this field.

**Total** - This number is calculated by the program and cannot be changed. It is calculated by multiplying the quantity times the unit price divided by the amount in the 'Divide Price By' field.

**Tax Rate** - If a Sales Tax rate should be applied, enter it in this field. Enter the percent as a decimal number. Example, for 8.25%, enter .0825.

**Ttl With Tax** - This number is calculated by the program to display the Total including Sales Tax.

### **Footage Calculations:**

**Thick, Width, Length** - If quantities need to be determined based on footage, enter the appropriate numbers in these fields.

**Use FT1, Use FT2** (check boxes) - Check one or the other of these based on which calculation you would like to use for calculating 'Footage'. See the calculations below the check boxes. After one of these is checked, the program will supply the footage total to the 'Footage' field based on the quantity and thick, width, length measurements entered.

**Item Memo** - Use this field to type Notes about the Item. Click the magnifying glass button to enlarge the Notes box. Item Memos will print on List of Item reports, Bid Requests, Buyer Selection reports, and Purchase/Work Orders (as of Sep 2007 version).

**PO/WO** - IF the item has been used to create a Purchase/Work order, the associated PO/WO line number will display in this field. Creating PO/WO's from check list items is discussed later in this document.

### **CHECK BOXES:**

**Budget** (check box) - Click to place a check mark in this box if the item is included, or should be included, in your budgeted amount for the cost code on the job budget. The total of all items checked as 'Budgeted' will display towards the bottom of the window. To send the total of the checked 'Budgeted' items to the job budget, use the button labeled '**Send Checked Budget Lines Total To Budget**'.

**Create PO/WO** (check box) - Click to place a check mark in this box in order to include the item on a Purchase/Work Order that can be

## Fields on the Check List Window - continued

created by using the button towards the bottom of the window labeled '**Create PO/WO From Lines Checked to Create PO**'.

**Bid Request** (check box) - Click to place a check mark in this box if the item should appear on a Bid Request list. (See more info about Bid Requests later in this document.)

**Buyer To Select** (check box) - Click to place a check mark in this box if the item should appear on a report of selections for the buyer. (See more info about selection reports later in this document.)

**Buyer Selected** (check box) - Click to place a check mark in this box if the buyer has selected the item. (See more info about selection reports later in this document.)

**Select Task** - Use this field to select a task from the drop down list. Those tasks are described below:



Select Task	STOCK - Lumber	SPF Western 2x4x10
		S4S S-Dry

- Copy to General Check List
- Delete Line From This Check List
- Memo: Budget Memo For Cost Code
- Memo: General Purpose Memo About Cost Code
- View/Edit General Check List

**Copy to General Check List** - To add the line item to the 'General' check list stored for the cost code and that can be copied into other job budgets, select this task.

**Delete Line From This Check List** - Select this task to pop a window to verify and delete the line. NOTE: The red X button below the Select Task field can also be used to delete the line.

**Memo: Budget Memo For Cost Code** - Select this task to pop open the window for writing memos about the budgeted cost for the cost code. These memos will print on various Budget reports, Variance Reports, AND can be displayed when posting bills to pay.

**Memo: General Purpose Memo About Cost Code** - Select this task to pop open the window for storing general notes about the cost code.

**View/Edit General Check List** - Select this task to review or edit the 'General Check List' associated with the cost code.

**Check List Reports (buttons on the window)**

**3811MSTAV-3811 Vista View-Smith**

**5505 - Total Appliance Package**

Print This List	Buyer Selection List Est. Costs and Marked Up Only
Print All For Job	Buyer Selection List Marked Up Only
Prepare Bid Requests	Add/Edit VENDORS

	Qty	Qty UOM	Footage	Price UOM	TOTAL	Tax %	Total W/ Tax	Budgeted PO	Buyer Selected
<b>APPLIANCE-COOKTOPS</b>									
Cooktop	1.00	Ea	0.00		\$660.00	7.25%	\$707.85	<input type="checkbox"/>	<input type="checkbox"/>
Porcelain Cooktop	1.00	Ea	0.00		\$697.00	7.25%	\$747.53	<input type="checkbox"/>	<input type="checkbox"/>
Totals					\$1,357.00		\$1,455.38		
Checked Budget Totals					\$0.00		\$0.00		

<b>APPLIANCE-MICROWAVES</b>									
Microwave Oven	1.00	Ea	0.00		\$199.00	7.25%	\$213.43	<input type="checkbox"/>	<input type="checkbox"/>
Microwave Trim Kit	1.00	Ea	0.00		\$89.00	7.25%	\$95.45	<input type="checkbox"/>	<input type="checkbox"/>
Totals					\$288.00		\$308.88		
Checked Budget Totals					\$0.00		\$0.00		

**Materials/ Labor Reminder Check Lists - All For Job**

**3811MSTAV-3811 Vista View-Smith**

	Qty	Qty UOM	Footage	Price UOM	TOTAL	Tax %	Total W/ Tax	Budgeted PO	Buyer Selected
					\$1,979.00	7.25%	\$2,122.48	<input type="checkbox"/>	<input type="checkbox"/>
Totals					\$1,979.00		\$2,122.48		
Checked Budget Totals					\$0.00		\$0.00		
<b>Totals</b>					<b>\$3,624.00</b>		<b>\$3,886.74</b>		
<b>Checked Budget Totals</b>					<b>\$0.00</b>		<b>\$0.00</b>		

**1010 - Building Permits**

**PERMITS**

City of Austin Permit	1.00	Total	0.00		\$2,000.00	8.25%	\$2,165.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
City Permit	1.00		0.00		\$200.00	0.00%	\$200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Septic Permit	1.00		0.00		\$150.00	0.00%	\$150.00	<input type="checkbox"/>	<input type="checkbox"/>
Tap Fees	1.00		0.00		\$1,000.00	0.00%	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Travis County Permit	1.00	Total	0.00		\$2,300.00	8.25%	\$2,489.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Totals					\$5,650.00		\$6,004.75		
Checked Budget Totals					\$4,500.00		\$4,854.75		
<b>1010 - Building Permits Totals</b>					<b>\$5,650.00</b>		<b>\$6,004.75</b>		
<b>Checked Budget Totals</b>					<b>\$4,500.00</b>		<b>\$4,854.75</b>		

**1105 - Plan Costs/Architect Fees**

**GENERAL**

Architect Fees	30.00	Each	0.00		\$900.00	0.00%	\$900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plan Costs	4,268.00	Living SF	0.00		\$9,603.00	0.00%	\$9,603.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Totals					\$10,503.00		\$10,503.00		
Checked Budget Totals					\$10,503.00		\$10,503.00		
<b>1105 - Plan Costs/Architect Fees Totals</b>					<b>\$10,503.00</b>		<b>\$10,503.00</b>		
<b>Checked Budget Totals</b>					<b>\$10,503.00</b>		<b>\$10,503.00</b>		

**2110 - Materials Floors/Walls**

## Buyer Selection Reports (buttons on the window)

These CAN be emailed to buyer!

- Buyer Selection List - Est. Costs and Markup
- Buyer Selection List - Marked Up Only
- Add/Edit VENDORS

<b>Buyer Selection Items (Estimated Cost and Marked Up Total)</b>									
<b>3811MSTAV-3811 Vista View-Smith</b>									
Buyer Selected	Qty	Qty UOM	Footage	Price UOM	TOTAL	Tax %	Total W/ Tax	Markup %	Marked Up Total
<b>5126 - Carpet - Turnkey</b>									
<b>CARPET - Bedroom</b>									
<input type="checkbox"/> Berber Carpet	16.00	Sq Yd	0.00		\$480.00	0.00%	\$480.00	25.00%	\$600.00
<input type="checkbox"/> Plush Carpet	16.00	Sq Yd	0.00		\$560.00	0.00%	\$560.00	25.00%	\$700.00
Totals					\$1,040.00		\$1,040.00		\$1,300.00
Selected Totals					\$0.00		\$0.00		\$0.00
<b>CARPET- Living Room</b>									
<input type="checkbox"/> Berber Carpet	20.00	Sq Yd	0.00		\$600.00	0.00%	\$600.00	25.00%	\$750.00
<input type="checkbox"/> Plush Carpet	20.00	Sq Yd	0.00		\$700.00	0.00%	\$700.00	25.00%	\$875.00
Totals					\$1,300.00		\$1,300.00		\$1,625.00
Selected Totals					\$0.00		\$0.00		\$0.00

<b>Buyer Selection Items</b>			
<b>3811MSTAV-3811 Vista View-Smith</b>			
Buyer Selected	Qty	Qty UOM	Total Price
<b>5126 - Carpet - Turnkey</b>			
<b>CARPET - Bedroom</b>			
<input type="checkbox"/> Berber Carpet	16.00	Sq Yd	\$600.00
<input type="checkbox"/> Plush Carpet	16.00	Sq Yd	\$700.00
Total			\$1,300.00
Selected Total			\$0.00
<b>CARPET- Living Room</b>			
<input type="checkbox"/> Berber Carpet	20.00	Sq Yd	\$750.00
<input type="checkbox"/> Plush Carpet	20.00	Sq Yd	\$875.00
Total			\$1,625.00
Selected Total			\$0.00
<b>5126 - Carpet - Turnkey Totals</b>			<b>\$2,925.00</b>
<b>Selected Totals</b>			<b>\$0.00</b>
<b>5505 - Total Appliance Package</b>			
<b>APPLIANCE-COOKTOPS</b>			
<input type="checkbox"/> Cooktop	1.00	Ea	\$707.85
<input type="checkbox"/> Range/Cooktop	1.00	Ea	\$747.53

\$2,340.00		\$2,925.00
\$0.00		\$0.00
\$707.85	0.00%	\$707.85
\$747.53	0.00%	\$747.53
\$1,455.38		\$1,455.38
\$0.00		\$0.00
\$212.42	0.00%	\$212.42

# Bid Request Reports (buttons on the window)

- Print This List
- Print All For Job
- Prepare Bid Requests

**Select Vendors For Bid Requests**

**Select Vendors For Bid Requests**

3110-Materials-Floors/Walls

The Vendors shown below are ones that are marked as Active AND that have had the currently selected Cost Code assigned to them on the Vendor Setup window. If no vendors are displayed, it means that none were found with these qualifications. To add Vendors to the list, close this window, and use the button on the top right of the previous Check List window labeled 'Add/Edit Vendors'. On the Vendor Setup window, look for the button to 'Assign Cost Codes' to the Vendor.

▶	MCCOYS	McCoys Building Supply	Bid Request With Qty	No Quantities
	STOCK	Stock Building Supply	Bid Request With Qty	No Quantities

Your Logo Here!

## Bid Request

**REQUESTED BY:**

**Fantastic Builders, Inc.**  
 1000 SOMEWHERE DR.  
 Austin, TX 78704-  
 OFFICE: (111) 111-1111 FAX: (222) 222-2222  
 EMAIL: CHSSoftware@prodigy.net

**REQUESTED FROM:**

**Stock Building Supply**  
 4501 Burleson Road  
 Austin, TX 78744  
 OFFICE: (512) 444-3172 FAX:  
 EMAIL: pete@anywhere.com

**For work or supplies to be provided at the following property:**

PROPERTY: 3811 Vista View, Austin, TX

LOT	BLOCK	SECTION	LEGAL DESCRIPTION
3	5	IV	Type in the legal description of the property here.
Take exit 251 off of I 35. Go to light for Vista View. Turn right. Go 3 blocks.			

**JOB CODE NUMBER: TEST3**

**3110 - Materials-Floors/Walls**

	Qty	Qty UOM	Footage	Price UOM	TOTAL	Tax %	Total W/ Tax
<b>STOCK - Lumber</b>							
SPF Western 2x4x104-5/8 Stud FJ S4S S-Dry	262.00	Pc	1,572.00	MBF			
This is a test of the memo box. Type info about the item here.							
Trtd Pine 2x4x16 #21rt Abv Grd Borate Treatment	5.00	Pc	53.33	MBF			
<b>Group Totals</b>							
<b>Bid Total</b>							

Bid Request CAN be emailed to Supplier!

## Creating Purchase/Work Orders From Check List Items

Purchase/Work Orders can be created from a Materials/Labor Check list for a Cost Code on the Job's budget. After adding items to the check list, place check marks to select lines to 'Create PO/WO' OR use the button towards the top left of the window to 'Check All None PO's To Create PO's' to place check marks in a batch. Then use the button labeled 'Create PO/WO From Lines Checked to Create PO/WO'. The windows that will open to create a PO/WO are described in the Help document about Purchase Orders. See next page for an example of a printed PO/WO that has a check list included.

**Materials / Labor Check List (Calculate Budget, Create PO/WO's, Request Bids, or Prepare Selections)**

TEST1-2900 Gibson St.-Black 5505 - Total Appliance Package

**Add New Check List Line**

Check Mark All As Budgeted

**Check All None PO's to Create PO's**

Check All To Include on Bid Requests

Select JOB to copy or to view check list.  
H

Select GROUP to copy from selected job.  
None

View Selected Job's Check List

Copy Entire List From Selected Job-No Qty's

View /Edit General Check List for Cost Code

Copy Group To This List-No Qty's

Copy Group To This List-With Qty's

Print This List

Print All For Job

Prepare Bid Requests

Buyer Selection List-  
Est. Costs and Markup

Buyer Selection List -  
Marked Up Only

Add/Edit VENDORS

*Group (see note)	Title of Item	Qty	UOM	Footage	*Price UOM	Unit Price	Divide Price By:	Total	Tax Rate	Ttl/With Tax	
<input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> Create PO/WO <input type="checkbox"/> Bid Request <input type="checkbox"/> Buyer To Select <input type="checkbox"/> Buyer Selected	Select Task <b>APPLIANCE-MICROWAVES</b> Microwave Oven	1.00	Ea	0.00		\$199.00	1.00	\$199.00	7.25%	\$213.43	
<div style="display: flex; justify-content: space-between;"> <span>PO/WO None</span> <span>Set PO to None? Double Click PO number to open PO.</span> </div>											
<input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> Create PO/WO <input type="checkbox"/> Bid Request <input type="checkbox"/> Buyer To Select <input type="checkbox"/> Buyer Selected	Select Task <b>APPLIANCE-COOKTOPS</b> Cooktop	1.00	Ea	0.00		\$660.00	1.00	\$660.00	7.25%	\$707.85	
<div style="display: flex; justify-content: space-between;"> <span>PO/WO None</span> <span>Set PO to None? Double Click PO number to open PO.</span> </div>											
<input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> Create PO/WO <input type="checkbox"/> Bid Request <input type="checkbox"/> Buyer To Select <input type="checkbox"/> Buyer Selected	Select Task <b>APPLIANCE-OVENS</b> Double S/C Oven	1.00	Ea	0.00		\$1,979.00	1.00	\$1,979.00	7.25%	\$2,122.48	
<div style="display: flex; justify-content: space-between;"> <span>PO/WO None</span> <span>Set PO to None? Double Click PO number to open PO.</span> </div>											
<p>*Price UOM Hint: Type MBF to divide price by 1,000 for Total calc.</p> <p><b>Open Budget Memo</b></p>								<p><b>All Lines Totals</b></p> <p><b>Checked Budget Totals</b></p> <p><b>Create PO/WO Totals</b></p>		<p>\$2,838.00</p> <p>\$2,838.00</p> <p>\$2,838.00</p>	<p>\$3,043.76</p> <p>\$3,043.76</p> <p>\$3,043.76</p>

**Send Checked Budget Lines Total To Budget-->**

**Create PO/WO From Lines Checked to Create PO/WO->**

\*New Group Headings can be typed into the 'Group' field on an Item line. Group Headings can be handy to use as 'Assemblies' for adding groups of items, or to identify suppliers.

Record: 3 of 3

# Example of a Purchase Order Printout With Check List Items Attached

Your Logo Here!

## Purchase Order

Number: TEST1-MCNAIRAPPL-01

ISSUED FROM:

ISSUED TO:

Fantastic Builders, Inc. 1000 SOMEWHERE DR. Austin, TX  78704- OFFICE: (111) 111-1111    FAX: (222) 222-2222	MCNAIRS APPLIANCE GALLERY 6225 BURNET RD.  AUSTIN, TX 78757 OFFICE: (512) 454-4526    FAX: (512) 406-0900
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For work or supplies to be provided at the following property:

PROPERTY: 2900 Gibson St.

BUYER(S): John and Sue Black

LOT	BLOCK	SECTION	LEGAL DESCRIPTION
I	5	IV	

JOB CODE NUMBER: TEST1  
 8/3/2007 Line # > TEST1-5505B-477  
 5505 Total Appliance Package

MEAS	QTY	%	UNIT PRICE	TOTAL
Ea	1	100.0%	\$2,838.00	\$2,838.00
<b>Budgeted</b>			Tax %: 7.25%	W/Tax
				\$3,043.76

Delivery: Start Work: Completion:

MATERIALS AND/OR LABOR PRODUCTS	Qty	Qty UCM	Footage	Price UCM	TOTAL	Tax %	Total W/ Tax
<b>APPLIANCE-COOKTOPS</b>							
Cooktop	1.00	Ea	0.00		\$660.00	7.25%	\$707.85
<b>APPLIANCE-MICROWAVE S</b>							
Microwave Oven	1.00	Ea	0.00		\$199.00	7.25%	\$213.43
<b>APPLIANCE-O VENS</b>							
Double S/C Oven	1.00	Ea	0.00		\$1,979.00	7.25%	\$2,122.48
					Total W/O Tax		\$2,838.00
					Sales Tax		\$205.76
						Total of Products	\$3,043.76

**TOTAL AUTHORIZED AMOUNT** **\$3,043.76**

This Purchase Order is an acknowledgement that we are accepting your bid as described above to perform the work described on the herein mentioned property.

When you invoice us for work completed, please include the Job Code and Cost Codes from this Bid Acceptance on your

# Print a Job Budget Report That Includes Materials and Labor Check List for Budgeted Items

Math Tools | Lock/Unlock | Z-SPECS Plan Sheet | Print Budgets | Costs, Revenues | Allowance

## Job Budget /Bids Worksheet

Budget Report Selections

Print 1 Page Doc for Each Budgeted Cost

## Budget Report Selections

Setup Header and Footer Text For Reports

Show Header On Reports

Show Footer On Reports

Select Report Number -> 13

Display Report

Email to Customer

Email to Lender

## Chart of Report Numbers

	Budgeted Costs Only	Budgeted and Marked Up	Marked Up Only
No Zero Lines - BASIC LISTS	01	09	18
Direct/Indirect Subtotals for Basic Lists	02	10	19
No Zero Lines - Include MEMOS	03	11	20
No Zero Lines - Include BUYER SALES TAX			21
No Zero Lines - SALES TAX AND MEMOS		12	22
No Zero Lines - Include Cost Code Check Lists		13	
	05	14	24

<b>5270</b>	<b>HARDWARE &amp; TOOLS/SUPPLIES</b>							
5273	Hardware - Turnkey	Living SF	1850	100.0%	\$0.33	\$610.50	0.00%	\$610.50
<b>5270 HARDWARE &amp; TOOLS/SUPPLIES</b>						<b>\$610.50</b>		<b>\$610.50</b>

<b>5500</b>	<b>APPLIANCES</b>							
5505	Total Appliance Package	Total	1	100.0%	\$3,043.76	\$3,043.76	0.00%	\$3,043.76

MATERIALS AND/OR LABOR PRODUCTS FROM CHECK LIST								
	Qty	Qty UOM	Footage	Price UOM	TOTAL	Tax %	Total W/ Tax	
<b>APPLIANCE-COOKTOPS</b>								
Cooktop	1.00	Ea	0.00		\$660.00	7.25%	\$707.85	
<b>APPLIANCE-MICROWAVES</b>								
Microwave Oven	1.00	Ea	0.00		\$199.00	7.25%	\$213.43	
<b>APPLIANCE-OVENS</b>								
Double S/C Oven	1.00	Ea	0.00		\$1,979.00	7.25%	\$2,122.48	
NOTE: This displays ALL items on the check list whether they have a check mark for 'Budget' or not. Open Items Check list to remove items, if needed.					Total W/O Tax		Total of Products	
					Sales Tax	\$205.76	\$3,043.76	

5525	Oven	Each	1	100.0%	\$1,119.00	\$1,119.00	0.00%	\$1,119.00
5530	Disposal	Each	1	100.0%	\$124.00	\$124.00	0.00%	\$124.00
5540	Dishwasher	Each	1	100.0%	\$382.00	\$382.00	0.00%	\$382.00
5570	Microwave	Each	1	100.0%	\$222.00	\$222.00	0.00%	\$222.00
5575	Trim Kit	Each	1	100.0%	\$51.00	\$51.00	0.00%	\$51.00
5576	Cartridge Wall Cap	Each	1	100.0%	\$12.00	\$12.00	0.00%	\$12.00
5577	Flex Duct	Each	1	100.0%	\$9.00	\$9.00	0.00%	\$9.00
5589	Sales Taxes	Total	1	100.0%	\$222.00	\$222.00	0.00%	\$222.00
<b>5500 APPLIANCES</b>						<b>\$5,184.76</b>		<b>\$5,184.76</b>