

Review and/or Edit Actual Jobs Costs Window

A window to review OR edit Actual Posted Job Costs for a Job and particular Cost Code can be opened from several different windows in the program. For example, while working on a Job's Budget Worksheet, use the Select Task field to select 'Actual Costs Review For This Cost Code'. OR, double click on a number in the 'Actual Posted Costs' column on the Estimated Costs at Completion worksheet. The window is also available when adding new bills to pay, posting Change Orders, reviewing Purchase Orders, and from various other windows..

Job Budget /Bids Worksheet

Find HEADING	FRAMING LABOR-3150	
Find Cost Code	3150 - Framing Labor	
Find Name->	Framing Labor - 3150	
Double click on Cost Code to open Mats/Labor check list		
Select Task (Try F4 Key)	Main and Sub	Go to Estimated Costs at Completion
Select Task	3150	FRAMING LABOR
Select Task	3150	Framing Labor
Actual Costs Review For This Cost Code		
Bids for This Cost Code		

Job Costs Review / Estimated Costs at Completion

H11RIVER: 11 RIVER RUN-Brown

Find Cost Code 3150-Framing Labor

Double click on numbers to pop

If there will be no more Actual Costs for a cost put check mark in the box to the left of the Ac Costs(M). A checkmark marks the costs as

Cost Code and Title	A:Original Budgeted Costs	C:Approved Change Orders	E:Orig Budget + CO's (A+C)	G:Variance PO/WO's Posted	H:Budgeted + Variance POs (E+G)	J: Higher of (H) or (I) OR Check to use lower PO/WO \$	K: OR, Enter Your Revised Estimate	L: Authorized (Result From (J) or (K))	M:Actual Posted Costs (Check if Complete)	E
A=Allowance	B:PO/WO's	D:PO/WO's	F:(B+D)		I:All PO/WO's (F+G)					C
3150-Framing Labor	21,095	0	21,095	0	21,095	21,095	0	21,095	<input checked="" type="checkbox"/>	20,534
3410-Formwork	2,200	0	2,200	0	2,200	2,200	0	2,200	<input type="checkbox"/>	0

Double Click!

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

H11RIVER - 11 RIVER RUN - Brown

3150 - Framing Labor

Review Another Job> H11RIVER

Jobs in above Drop Down List are ones that have costs for this cost code.

Budget	\$21,094.75	Costs To Date	\$20,533.75
Approved CO's (Est. Costs)	\$0.00	Over Budget + CO's	(\$561.00)
PO's/WO's	\$21,094.75	Over PO's/WO's	(\$561.00)

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	ARROYO- Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	\$6,157.43	25.00% LABOR	AP CH	03/22/02 032201	1430 PAID	03/22/02 11412	3
Split											
Change	ARROYO- Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	\$6,157.42	25.00% LABOR	AP CH	03/24/02 032401	1430 PAID	03/29/02 11431	3
Split											
Change	ARROYO- Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	\$6,157.42	25.00% LABOR	AP CH	03/30/02 504233	1430 PAID	04/10/02 11458	3
Split											
Change	ARROYO- Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	\$1,900.00	25.00% OTHER	AP CH	06/13/02 061301	1430 PAID	06/14/02 11590	6
Split											
Change	FRANCISJ -Francis Jones	H11RIVER 3150	N-Set PO# to NONE	NONE	\$150.00	25.00% SUPERINTEND	PR CH	08/10/06 11648	1430 PAID	08/10/06 11648	99
Split											
Change	Z-*****	H11RIVER 3150	N-Set PO# to NONE	NONE	\$11.48	25.00% OTHER	AJE CH	08/10/06 PR8/10/2006	1430 PAID	08/10/06	99
Split											

TOTAL \$20,533.75

The PO/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/WO's have been set up for the Vendor, Job, and Cost Code.

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Record: 1 of 6

Review Historical Costs While Working on a Job's Budget

Job Budget /Bids Worksheet

Find HEADING	FRAMING LABOR-3150
Find Cost Code	3150 - Framing Labor
Find Name->	Framing Labor - 3150

Double click on Cost Code to open Matls/Labor check list

Select Task (Try F4 Key)	Main and Sub	Go to Estimated Costs at Completion
Select Task	3150	FRAMING LABOR
Select Task	3150	Framing Labor
Actual Costs Review For This Cost Code		
Hide for This Cost Code		

While working on a Budget for a job, it can be very handy to open the window to review actual posted costs for another job. Notice that you can select different jobs while the window is open in order to review costs for the selected Cost Code from historical jobs!

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

H11RIVER - 11 RIVER RUN - Brown

3150 - Framing Labor

Review Another Job>	H11RIVER
Jobs in above Drop Down List are ones that have costs for this cost code.	

Budget	\$21,094.75	Costs To Date	\$20,533.75
Approved CO's (Est. Costs)	\$0.00	Over Budget + CO's	(\$561.00)
PO's/WO's	\$21,094.75	Over PO's/WO's	(\$561.00)

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	ARROYO-Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	1st draw on framing labor	\$6,157.43	25.00% LABOR	AP	03/22/02	1430	03/22/02	3
								CH	032201	PAID	11412	
Change	ARROYO-Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	2nd draw on framing labor	\$6,157.42	25.00% LABOR	AP	03/24/02	1430	03/29/02	3
								CH	032401	PAID	11431	
Change	ARROYO-Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	3rd draw on framing labor	\$6,157.42	25.00% LABOR	AP	03/30/02	1430	04/10/02	3
								CH	504233	PAID	11458	
Change	ARROYO-Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	last draw	\$1,900.00	25.00% OTHER	AP	06/13/02	1430	06/14/02	6
								CH	061301	PAID	11590	
Change	FRANCISJ-Francis Jones	H11RIVER 3150	N-Set PO# to NONE	NONE	FRANCISJ-REGULAR PAY	\$150.00	25.00% SUPERINTEND	PR	08/10/06	1430	08/10/06	99
								CH	11648	PAID	11648	
Change	Z-*****	H11RIVER 3150	N-Set PO# to NONE	NONE	FRANCISJ-Employer Tax Burden	\$11.48	25.00% OTHER	AJE	08/10/06	1430	08/10/06	99
								CH	PR8/10/2006	PAID		

TOTAL \$20,533.75

The PO/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.

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Review Previously Posted Costs While Entering Bills To Pay

Add/Edit Vendor Bills/ Quick Checks/Misc Cash Deductions (VB in index)

VENDOR-> **ARROYO - Arroyo Framing, Inc.** + Alert if Vendor Over POM

PRIOR Period Entry Alert If Genl Liab Ins. Exp

Alert if Work Comp Expir

To select a task on invoice line, try these keys: Alt+S , then F4. Alert Misc Vendor Expirat

Alert if Outstanding Waiv

Job	Date	Due	Invoice #	GL Account	Job Cost Code
H11RIVER	02/12/07	02/12/07	0	1430-DIRECT	3150-Framing Labor
Select Task	Descript.	No Description	1099	MISC	Dept CH
			<None	Type	LABOR

- [Alerts - Show Alerts](#)
- [Apply To Customer Refund, Not to Job Costs](#)
- [Apply Purchase/Work Orders to Posted Costs](#)
- [Back Charge](#)
- [Budget For Entire Job](#)
- [Budget Check List For Job and Cost Code](#)
- [Change Orders for Job And Cost Code](#)
- [Cost Code Notes Review](#)
- [Delete Line](#)
- [Discount Deduction](#)
- [General Liability Insurance Deduction](#)
- [Posted Costs For This Job and Cost Code](#)**
- [Posted Costs for This Job, Vendor, and Cost Code](#)

It's VERY handy to review previously posted costs for a cost code when you are entering new bills to pay Vendors. IF you recieve an overage alert, you can quickly review the costs associated with the alert.

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

H11RIVER - 11 RIVER RUN - Brown
3150 - Framing Labor

Review Another Job> H11RIVER	Budget	\$21,094.75	Costs To Date	\$20,533.75
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	(\$561.00)
	PO's/WO's	\$21,094.75	Over PO's/WO's	(\$561.00)

To Change the fields click the button label "Change" to the left

	Vendor	Job Cost Code	Purchase/Work Order Line ID	Description	Amount	Markup	Cost Type	Jml	Date	GL Num	Paid Dat	
Change	ARROYO-Arroyo Framing	H11RIVER-3150	N-Set PO# to NONE	H11RIVER-3150-2455	1st draw on framing labor	\$6,157.43	25.00%	LABOR	AP	03/22/02	1430	03/22/02
Split								CH		032201	PAID	11412
Change	ARROYO-Arroyo Framing	H11RIVER-3150	N-Set PO# to NONE	H11RIVER-3150-2455	2nd draw on framing labor	\$6,157.42	25.00%	LABOR	AP	03/24/02	1430	03/29/02
Split								CH		032401	PAID	11431
Change	ARROYO-Arroyo Framing	H11RIVER-3150	N-Set PO# to NONE	H11RIVER-3150-2455	3rd draw on framing labor	\$6,157.42	25.00%	LABOR	AP	03/30/02	1430	04/10/02
Split								CH		504233	PAID	11458
Change	ARROYO-Arroyo Framing	H11RIVER-3150	N-Set PO# to NONE	H11RIVER-3150-2455	last draw	\$1,900.00	25.00%	OTHER	AP	06/13/02	1430	06/14/02
Split								CH		061301	PAID	11590
Change	FRANCISJ-Francis Jones	H11RIVER-3150	N-Set PO# to NONE	NONE	FRANCISJ-REGULAR PAY	\$150.00	25.00%	SUPERINTEND	PR	08/10/06	1430	08/10/06
Split								CH		11648	PAID	11648
Change	Z-*****	H11RIVER-3150	N-Set PO# to NONE	NONE	FRANCISJ-Employer Tax Burden	\$11.48	25.00%	OTHER	AJE	08/10/06	1430	08/10/06
Split								CH		PR8/10/2006	PAID	
TOTAL					\$20,533.75							

Quickly review or make corrections to Actual Posted Costs from Estimated Costs at Completion Worksheet

While reviewing your 'Estimated Costs at Completion' you can investigate overages by double clicking on an amount in the 'Actual Posted Costs' column. IF you decide that a cost has been posted to an incorrect Cost Code, you can make a quick correction! See following pages for more information on editing Actual Posted Costs on the window shown below.

Job Costs Review / Estimated Costs at Completion

Double click on numbers to pop up info.

H11RIVER: 11 RIVER RUN-Brown

If there will be no more Actual Costs for a cost code, click to put check mark in the box to the left of the Actual Posted Costs(M). A checkmark marks the costs as Completed.

Cost Code and Title	A:Original Budgeted Costs	C:Approved Change Orders	E:Orig Budget + CO's (A+C)	G:Variance PO/WO's Posted	H:Budgeted + Variance POs (E+G)	J: Higher of (H) or (I) OR Check to use lower PO/WO \$	K: OR, Enter Your Revised Estimate	L: Authorized (Result From (J) or (K))	M:Actual Posted Costs (Check if Complete)	N: Estimated Costs At Completion
A=Allowance	B:PO/WO's	D:PO/WO's	F:(B+D)	I:All PO/WO's (F+G)						
3150-Framing Labor	21,095	0	21,095	0	21,095	21,095	0	21,095	<input checked="" type="checkbox"/>	20,534
3410-Formwork	2,200	0	2,200	0	2,200	2,200	0	2,200	<input type="checkbox"/>	2,200

Double Click!

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

H11RIVER - 11 RIVER RUN - Brown

3150 - Framing Labor

Review Another Job> **H11RIVER**

Jobs in above Drop Down List are ones that have costs for this cost code.

Budget	\$21,094.75	Costs To Date	\$20,533.75
Approved CO's (Est. Costs)	\$0.00	Over Budget + CO's	(\$561.00)
PO's/WO's	\$21,094.75	Over PO's/WO's	(\$561.00)

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	ARROYO- Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	\$6,157.43	25.00% LABOR	AP CH	03/22/02 032201	1430 PAID	03/22/02 11412	3
Split											
Change	ARROYO- Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	\$6,157.42	25.00% LABOR	AP CH	03/24/02 032401	1430 PAID	03/29/02 11431	3
Split											
Change	ARROYO- Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	\$6,157.42	25.00% LABOR	AP CH	03/30/02 504233	1430 PAID	04/10/02 11458	3
Split											
Change	ARROYO- Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	\$1,900.00	25.00% OTHER	AP CH	06/13/02 061301	1430 PAID	06/14/02 11590	6
Split											
Change	FRANCISJ -Francis Jones	H11RIVER 3150	N-Set PO# to NONE	NONE	\$150.00	25.00% SUPERINTEND	PR CH	08/10/06 11648	1430 PAID	08/10/06 11648	99
Split											
Change	Z-*****	H11RIVER 3150	N-Set PO# to NONE	NONE	\$11.48	25.00% OTHER	AJE CH	08/10/06 PR8/10/2006	1430 PAID	08/10/06	99
Split											

TOTAL \$20,533.75

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

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Edit Posted Actual Job Costs

The fields shown in blue text can be edited by clicking on the 'Change' button. EXCEPTION: IF a cost has been included in a Cost Plus Draw, the Job, Cost Codes, and Markup Percents CANNOT be changed. This is to prevent confusion for a home buyer that has received a Cost Plus Draw Request from you. If a change needs to be made, use the 'Split' button described on the following page to reverse the original cost and post it correctly. This will help leave a 'trail' for the customer's review of costs. When the 'Change' OR 'Split' button is clicked, a copy of the record is sent to the Audit table and is marked with the user's name that is making the change.

This window is also handy for attaching Purchase/Work Orders to costs that were not previously attached to a PO/WO. After clicking the 'Change' button, use the drop down list in the 'Purchase/Work Order Line ID' field to select from PO/WO's that have been issued for the job and cost code.

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

H11RIVER - 11 RIVER RUN - Brown
3150 - Framing Labor

Review Another Job> H11RIVER ▼

Jobs in above Drop Down List are ones that have costs for this cost code.

Budget	\$21,094.75	Costs To Date	\$20,533.75
Approved CO's (Est. Costs)	\$0.00	Over Budget + CO's	(\$561.00)
PO's/WO's	\$21,094.75	Over PO's/WO's	(\$561.00)

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 Split	ARROYO- Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE H11RIVER-3150-2455	1st draw on framing labor	\$6,157.43	25.00% LABOR	AP CH	03/22/02 032201	1430 PAID	03/22/02 11412	3
						25.00% LABOR	AP CH	03/24/02 032401	1430 PAID	03/29/02 11431	3
▶ Change Split	ARROYO- Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE H11RIVER-3150-2455	2nd draw on framing labor	\$6,157.42	25.00% LABOR	AP CH	03/30/02 504233	1430 PAID	04/10/02 11458	3
						25.00% LABOR	AP CH	06/13/02 061301	1430 PAID	06/14/02 11590	6
▶ Change Split	ARROYO- Arroyo Framing	H11RIVER 3150	N-Set PO# to NONE H11RIVER-3150-2455	last draw	\$1,900.00	25.00% OTHER	AP CH	08/10/06 11648	1430 PAID	08/10/06 11648	99
						25.00% SUPERINTEND	PR CH	08/10/06 1430	PAID	08/10/06 1430	99
▶ Change Split	FRANCISJ- Francis Jones	H11RIVER 3150	N-Set PO# to NONE NONE	FRANCISJ- REGULAR PAY	\$150.00	25.00% SUPERINTEND	AJE CH	08/10/06 PR8/10/2006	1430 PAID	08/10/06	99
						25.00% OTHER	CH		PAID		
▶ Change Split	Z- *****	H11RIVER 3150	N-Set PO# to NONE NONE	FRANCISJ- Employer Tax Burden	\$11.48	25.00% OTHER	CH		PAID		
TOTAL					\$20,533.75						

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

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Record: 1 of 6

Splitting a Posted Cost Between Jobs or Cost Codes

If you realize that a posted cost should have been 'Split' between jobs or cost codes, OR if you need to "move" a posted cost to a different job or cost code, click the 'Split' button to open the window shown below.

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

H11RIVER - 11 RIVER RUN - Brown
3150 - Framing Labor

Review Another Job> **H11RIVER**

Jobs in above Drop Down List are ones that have costs for this cost code.

Budget	\$21,094.75	Costs To Date	\$20,533.75
Approved CO's (Est. Costs)	\$0.00	Over Budget + CO's	(\$561.00)
PO's/WO's	\$21,094.75	Over PO's/WO's	(\$561.00)

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	ARROYO-Arroyo Framing, Inc.	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	1st draw on framing labor	\$6,157.43	25.00% LABOR	AP CH	03/22/02 032201	1430 PAID	03/22/02 11412	3
Split	ARROYO-Arroyo Framing, Inc.	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	2nd draw on framing labor	\$6,157.42	25.00% LABOR	AP CH	03/24/02 032401	1430 PAID	03/29/02 11431	3
Change	ARROYO-Arroyo Framing, Inc.	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	3rd draw on framing labor	\$6,157.42	25.00% LABOR	AP CH	03/30/02 504233	1430 PAID	04/10/02 11458	3
Change	ARROYO-Arroyo Framing, Inc.	H11RIVER 3150	N-Set PO# to NONE	H11RIVER-3150-2455	last draw	\$1,900.00	25.00% OTHER	AP CH	06/13/02 061301	1430 PAID	06/14/02 11590	6

In our example, we decided that \$900.00 of the \$1,900.00 posted cost above should have been posted to a different job. When the window below opens, the program will supply the first line to reverse the entry. Use the button labeled 'Add New Line' to add lines as needed until the total at the bottom of the window is zero. Then click the button labeled 'Post the Above Records to the Accounting Database'.

Reverse and Split an Actual Job Cost Entry (to other jobs or cost codes)

The first line is to reverse the original entry. It cannot be changed. Use the button to "Add New Line" to make entries to split the original amount. The TOTAL at the bottom of the screen MUST BE ZERO before the button to post the entries will work.

Add New Line

Vendor	Job	Dept	Cost Code	Cost Type	Markup	Description	Qty	Unit \$	Total	
ARROYO-Arroyo Framing, Inc.	H11RIVER	CH	3150	OTHER	25.00%	Reverse To Split Entry	1.00	(\$1,900.00)	(\$1,900.00)	New Line
ARROYO-Arroyo Framing, Inc.	H11RIVER	CH	3150	OTHER	25.00%	last draw	1.00	\$1,000.00	\$1,000.00	New Line
▶ ARROYO-Arroyo Framing, Inc.	3811VISTA V	CH	3150	OTHER	0.00%	last draw	1.00	\$900.00	\$900.00	New Line
TOTAL									\$0.00	

Hint: Hold down your Ctrl key and press your apostrophe (') key to repeat field from a previous line.

Post the Above Records to the Accounting Database