

Percent Complete Draw Requests

The program includes various methods to produce 'interim' draw requests designed to request money from lenders or customers as a job progresses. This Help Document will cover the '**Percent Complete**' style of draw requests. See other Help Documents for information on 'Cost Plus Markup (or Builder Fee)', 'Lump Sum (Fill-In)', 'Basic Job Cost Billings', and 'Simple List of Checks' draw requests'.

The Percent Complete draw worksheet is based on Percents Complete entered by the user. The final pages of the Draw Request display the 'Current Balance Due', 'Balance to Finish', 'Change Orders', and 'Revenues Received'.

Continue to the next page.

Percent Complete Draw Requests - Opening the Window

Index-> [PCD - Percent Complete Draw Requests](#)

The quickest way to open the window for preparing a 'Percent Complete' type of draw request is to type 'PCD' in the 'Index' field on the Navigation/Home window. See the next page for a screenshot of the window that will open.

Task Menu
View CHS Setup Steps
Job Budget, Bids, Costs (JB)
Job Status, Scheduling (JS)
Purchase Orders (PO)
Change Orders (CO)
Vendor Bills, Checks (BI)
Current Payroll (PR)
Draw Requests (DR)
Accounts Receivable(AR)

OR, you can click on the button labeled 'Draw Requests' under the 'Task Menus' on the Navigation/Home window. THEN, on the window that is shown below, click on '2 - Percent Complete Draw Request'.

Continue to the next page.

There are six ways to Bill or Request Draws from Customers. (Click on title.)



[1 - Costs Plus Markup \(OR Builder Fee\) Draw Request \(CP in Index\)](#)

The "Costs Plus" Draw Worksheets are based on POSTED Paid and Unpaid Costs-To-Date. There are 2 types (plus MARKUP, and plus BUILDER'S FEE). If the Cost Plus Markup worksheet is used, the costs will be marked up by a markup that has been attached to the costs. If the Cost Plus Builder's Fee worksheet is used, costs will not be marked up and a builder's fee will be added to the list of costs to draw. Draw Request will display prior drawn amounts and prior money received.

[2 - Percent Complete Draw Request \(PCD in Index\)](#)

The Percent Complete Draw Worksheet is based on Percents Complete entered by the user (up to the total of the original budgeted costs + Change Orders). The final pages of these Draw Requests display the Current Balance Due, Balance to Finish, Change Orders, and Revenues. Draw Request will display prior drawn amounts and prior money received.

[3 - Fill-In-Draw Spreadsheet \(FID in Index\)](#)

The Fill-In Draw spreadsheets are 12-column spreadsheets that allow you to fill in the draw amounts and produce Draw Requests. These can be set up based on the Cost Categories in the Job Budget OR based on Cost Categories as required by a lender. They can be copied from one job to another so that repeated lender styles do not have to be set up again. These are "stand-alone" spreadsheets and do not react to Accounting Data, so can be changed as needed.

[4 - Simple List of Job Checks \(LC in Index\)](#)

You can set up a the report for a list of checks for one job in a Draw Request format. This method will not store information about prior draw requests. It is a simple list of checks in a Draw Request style that does not display prior drawn amounts or money received.

NOTE: The 4 selections above are "stand alone" worksheets for preparing progressive Draw Requests for a job. They are NOT posted to Accounts Receivable in your accounting books. It is your choice to post the total requested to Accounts Receivable using receivables data entry, OR to just recognize the revenue when it is received by posting the deposit on the Deposits window.

[5 - Quick Job Cost Billing To Receivables \(JCB in Index\)](#)

The Quick Job Cost Billing Worksheet simply displays all Costs that have been posted to jobs related to a selected Customer. Any Markups and Sales Tax percentages that apply are also displayed. The marked up costs can be selected for billing and then will be posted directly to Accounts Receivable on your accounting books. Balances Due will appear on the Balance Sheet financial statement as Accounts Receivable. Receivables invoice will not display prior drawn amounts and money received, but Customer Receivables Statements will.

[6 - Accounts Receivable Entry \(RI in Index\)](#)

The A/R data entry screen is used to post amounts due from Payors/Customers in your accounting books. The total of outstanding amounts due will appear on the Balance Sheet for the Accounts Receivable control account. These entries will appear on Accounts Receivables Customer Statements and Invoices.

“Percent Complete” Draw Request Options Window

On the “Percent Complete” Draw Request Options window shown below, enter a ‘**Cutoff Date**’, if needed. (The program will automatically supply today’s date.) Then ‘**Select a Job**’ from the drop down list of jobs.

Then use the button labeled ‘**Open Percent Complete Draw Worksheet**’.

Other options on this window will be discussed towards the end of this Help Document.

"Costs Plus" or Percent Complete Draw Options (CP or PCD in Index) Deposit Reports Print Calculator Help Home X

Cutoff Date-> Select Job ->

"COSTS PLUS" DRAW REQUESTS

The "Costs Plus" Draw Worksheet is based on posted Costs-To-Date. It can be based on Costs + Markup, OR on Costs + a Builder's Fee. (If Costs + Builder's Fee, CHS will ask for the amount of the builder's fee to be included.)

OR

PERCENT COMPLETE DRAW REQUESTS

The Percent Complete Draw Worksheet is based on Percents Complete entered by the user (up to the total of the original budgeted costs + Change Orders).

NOTE! The Percent Complete Draw Request assumes that the Job Budget holds the Original Contracted costs, and that any Changes to Revise the Contract have been posted as Change Orders.

Prior Draw Requests Utilities (Click on prior draw in list box before using buttons below.)

Prior Draw Requests For Job Selected At Top Of Window			
JOB	DRAW NUM	DRAW DATE	AMOUNT
H11RIVER	1	2/28/2002	17457.59

Change Date of Draw

Change Number of Draw

NOTE: If a posted actual cost is deleted after it was included on a draw, it will no longer be included on the Detail Costs reports. It WILL be included on the "Summary of Selected Draw" report since summary totals are stored in a separate table when a draw is posted. Since draws are based on total costs, the deletion will reduce a later draw request as it should. This means that the detail list of costs for a new draw could be higher than the actual draw request. Compare Summary reports above to Detail reports to spot any differences.

'Percent Complete' Draw Worksheet

Use the Percent Complete Draw Worksheet to enter percents complete before printing the Draw Request. The features on this worksheet are discussed on the following pages.

PERCENT COMPLETE DRAW WORKSHEET													
Fill in the percents complete.													
H11RIVER: 11 RIVER RUN - Jack and Jill Brown													
If the Prior Drawn% is over 100% for a cost code line, the Budget or Change Orders have probably been decreased (changed) after Draw Requests have been posted.													
Double Click on a Cost Code to view or edit posted costs for the job and cost code.													
Alternative: Enter Amount													
31-Mar-02													
POSTED COSTS TO DATE													
MARKED UP													
RETIENION													
READY TO DRAW													
RETENTION													
PRIOR DRAWN													
Calculated TOTAL COMPLETE													
% Complete													
TOTAL BUDGET + CHG ORD													
APPROVED CHANGE ORDERS													
BUDGET - marked up													
COST CODE													
1405	UTILITY CONNECTIONS - Sanitary Toilet	700.00	0.00	700.00	50.0%	350.00	\$	140.00	20.0%	0.00	210.00	30.0%	313.36
1406	UTILITY CONNECTIONS - Dumpster	2,500.00	0.00	2,500.00	50.0%	1,250.00	\$	1,250.00	50.0%	0.00	0.00	0.0%	1,340.30
1410	UTILITY CONNECTIONS - Electrical Line	0.00	0.00	0.00	0.0%	0.00	\$	0.00	0.0%	0.00	0.00	0.0%	41.28
1420	UTILITY CONNECTIONS - Individual Wells	1,500.00	0.00	1,500.00	100.0%	1,500.00	\$	1,500.00	100.0%	0.00	0.00	0.0%	1,774.25
1440	UTILITY CONNECTIONS - Septic System	1,600.00	0.00	1,600.00	100.0%	1,600.00	\$	1,600.00	100.0%	0.00	0.00	0.0%	2,000.00
1470	UTILITY CONNECTIONS - Electric Service Line	750.00	0.00	750.00	50.0%	375.00	\$	0.00	0.0%	0.00	375.00	50.0%	0.00
1475	UTILITY CONNECTIONS - Water Service Line	750.00	0.00	750.00	0.0%	0.00	\$	0.00	0.0%	0.00	0.00	0.0%	0.00
2104	FOOTINGS AND FOUNDATION - Foundation	20,102.50	0.00	20,102.50	100.0%	20,102.50	\$	0.00	0.0%	0.00	20,102.50	100.0%	25,125.00
2199	FOOTINGS AND FOUNDATION -	500.00	0.00	500.00	0.0%	0.00	\$	0.00	0.0%	0.00	0.00	0.0%	198.84
3110	FRAMING MATERIALS - Materials-Floors/Walls	26,290.72	0.00	26,290.72	92.2%	24,240.79	\$	0.00	0.0%	0.00	24,240.79	92.2%	24,240.79
3150	FRAMING LABOR - Framing Labor	21,094.75	0.00	21,094.75	100.0%	21,094.75	\$	0.00	0.0%	0.00	21,094.75	100.0%	23,090.35
3410	CONCRETE - Formwork	2,200.00	0.00	2,200.00	0.0%	0.00	\$	0.00	0.0%	0.00	0.00	0.0%	0.00
3420	CONCRETE - Structural Slabs	216.50	0.00	216.50	0.0%	0.00	\$	0.00	0.0%	0.00	0.00	0.0%	0.00
3610	PLUMBING - Rough Plumbing	5,187.11	0.00	5,187.11	78.3%	4,062.50	\$	0.00	0.0%	0.00	4,062.50	78.3%	4,062.50
TOTALS		341,186.30	9,503.80	350,690.10	32.7%	114,701.19		17,457.59	5.0%	0.00	97,243.60	27.7%	132,461.00

RETENTION on a 'Percent Complete' Worksheet

IF your lender requires that a Retention Percent is held from the draws, enter the Retention Percent on the Setup window for the job as shown below. (See Help Documents about setting up a job.)

If the program finds that there is a Retention percent other than zero on the job's setup window, that percent will display at the top of the 'Percent Complete Draw Worksheet' as shown below. The program will calculate a 'Retention' amount to reduce the 'Ready To Draw' amount. NOTE: When you are ready to do your FINAL draw, open the job setup window and set the retention percent to zero. In our examples on the previous and following pages, we are NOT using retention, so the retention percent is zero.

Add or Edit Job / Job Setup

Find (try F4)->

Active (Show in Data Entry Lists) What If or Job Template Only

JOB CODE	STR NUM	STREET NAME(or Job name)		LOT	BLK	SEC	SUBDIVISION
TEST1	2900	Gibson St.		1	5	IV	The Dominion
CITY <input type="text" value="Austin"/>		ST <input type="text" value="TX"/>	ZIP <input type="text" value="78704-"/>		Legal Description		
PERMIT #		FLOORPLAN <input type="text" value="NONE"/>		Department		Type (can type in new one)	Manager (can type)
CH		CUSTOM		George Brown		Status <input type="text" value="SOLD"/>	Closing Posted <input type="text" value="UNPOSTED"/>
CUSTOMER: Select ID-> <input type="text" value="BLACKJOHN"/>		+ Setup Customer		DATES (type 6 numbers- ddmmyy)			
1st NAME <input type="text" value="John and Sue"/>	LAST NAME <input type="text" value="Black"/>		START <input type="text" value="07/15/06"/>		TO CLOSE		
HOME <input type="text" value="(512) 123-4567"/>	Ext.		SOLD <input type="text" value="06/28/06"/>		CLOSED		
WORK 1 <input type="text" value="(512) 234-5678"/>	FAX 1 <input type="text" value="(512) 345-6789"/>		MISCELLANEOUS INFO				
WORK 2	FAX 2		Sales Tax Rate to Buyer-> <input type="text" value="0.00%"/>		Retention Percent-> <input type="text" value="10.00%"/>		
MOBILE 1 <input type="text" value="(512) 365-4987"/>	MOBILE 2		Sales Tax Alert in Payables? <input type="text" value="No"/>		Directions to Site-Use tab key to move out of field		
EMAIL <input type="text" value="johnandsue@anywhere.com"/>		To change Phone #'s and email for the customer above, use the +Setup Customer button to the right of the Customer ID.					

PERCENT COMPLETE DRAW WORKSHEET

Fill in the percents complete.

TEST1: 2900 Gibson St. - John and Sue Black

If the Prior Drawn% is over 100% for a cost code line, the Budget or Change Orders have probably been decreased (changed) after Draw Requests have been posted.

Double Click on a Cost Code to view or edit posted costs for the job and cost code.

COST CODE	BUDGET - marked up	APPROVED CHANGE ORDERS	TOTAL BUDGET + CHG ORD	% Complete	Calculated TOTAL COMPLETE	Alternative: Enter Amount		RETY	RETY	RETY	POSTED COSTS TO DATE MARKED UP
						PRIOR DRAWN	RETENTION				
030 PERMITS AND FEES - Warranty Fees	1,182.50	0.00	1,182.50	100.0%	1,182.50	\$ 0.00	0.0%	118.25	1,064.25	90.0%	0.00

Original Contract Price	
\$250,000.00	
RETENTION	Retention % is from the Job Setup screen.
10.00%	

27-Mar-07	POSTED COSTS TO DATE MARKED UP
RETY	RETY
118.25	0.00

Cost Report on the 'Percent Complete Draw Worksheet'

Costs Report | Change Original Contract Price

To print reports of the detail behind the 'Posted Costs to Date' shown on the 'Percent Complete Draw Worksheet', use the button on the toolbar labeled 'Costs Report'.

Detail Costs for H11RIVER			Jack and Jill Brown			
For Costs Through-> 31-Mar-02			11 RIVER RUN			
DATE	VENDOR NAME	DOC	*ACTUAL COST	Markup	MARKED UP TOTAL	
1000 PERMITS AND FEES						
1010 Building Permits						
06-Feb-02	HILLS OF LAKEWAY	11296	Building permit	\$800.00	25.00%	\$1,000.00 AP
06-Feb-02	HILLS OF LAKEWAY	11298	Deposit	\$3,500.00	25.00%	\$4,375.00 AP
Building Permits			\$4,300.00		\$5,375.00	
1090 Misc Permits and Fees						
06-Feb-02	HILLS OF LAKEWAY	11297	Street use fee	\$700.00	25.00%	\$875.00 AP
Misc Permits and Fees			\$700.00		\$875.00	
PERMITS AND FEES			\$5,000.00		\$6,250.00	
1100 ARCHITECTURAL/ENGINEERING						
1105 Plan Costs/Architect Fees						
29-Aug-01	DANZE & DAVIS ARCHITECTS, INC.	plans retainer	Retainer for plans	\$1,000.00	25.00%	\$1,250.00 AP
08-Nov-01	DANZE & DAVIS ARCHITECTS, INC.	printing plans	Printing Plans	\$116.91	25.00%	\$146.14 AP
01-Jan-02	DANZE & DAVIS ARCHITECTS, INC.	1427	Custom home design fee	\$2,523.40	25.00%	\$3,153.00 AP
01-Feb-02	DANZE & DAVIS ARCHITECTS, INC.	1480	Rendering	\$675.00	25.00%	\$843.75 AP
02-Feb-02	DANZE & DAVIS ARCHITECTS, INC.	83586	Check set	\$12.18	25.00%	\$15.22 AP
05-Feb-02	DANZE & DAVIS ARCHITECTS, INC.	00061	Re-plan review	\$50.00	25.00%	\$62.50 AP
13-Feb-02	DANZE & DAVIS ARCHITECTS, INC.	1487	Printing sets of plans	\$73.07	25.00%	\$91.34 AP
Plan Costs/Architect Fees			\$4,449.56		\$5,561.95	
1115 Specs/Plats/Blueprints						
06-Nov-01	DANZE & DAVIS ARCHITECTS, INC.	136353	5 sets reprints of plans	\$83.30	25.00%	\$104.12 AP
02-Jan-02	DANZE & DAVIS ARCHITECTS, INC.	140444	Plan printing cost	\$70.15	25.00%	\$87.69 AP
02-Jan-02	DANZE & DAVIS ARCHITECTS, INC.	142	Plan printing cost	\$11.69	25.00%	\$14.61 AP
02-Feb-02	DANZE & DAVIS ARCHITECTS, INC.	144	Printing costs	\$105.22	25.00%	\$131.52 AP
02-Feb-02	DANZE & DAVIS ARCHITECTS, INC.	143264	Printing cost	\$61.38	25.00%	\$76.73 AP
Specs/Plats/Blueprints			\$331.74		\$414.67	
1120 Surveys						
14-Aug-01	CARSON AND BUSH SURVEYORS, INC.	2816	Survey	\$250.00	25.00%	\$312.50 AP
14-Feb-02	CARSON AND BUSH SURVEYORS, INC.	3355	Staking and Form survey	\$600.00	25.00%	\$750.00 AP
Surveys			\$850.00		\$1,062.50	
1127 Engineering - Foundation Dsgn						

NOTE: As with all reports in the program, these reports CAN be emailed directly to the lender, if needed!

Review or Edit Costs on the Percent Complete Draw Worksheet

To drill down to actual posted costs for a Cost Code line displayed on the 'Percent Complete Draw Worksheet', **double click on the Cost Code**. The window that will open can be used to review or make some corrections to the costs. See the Help Documents available on the 'List of Actual Job Costs Window'.

COST CODE		BUDGET - marked up	APPROVED CHANGE ORDERS	TOTAL BUDGET + CHG ORD	% Complete	Calculated TOTAL COMPLETE	Alternative: Enter Amount	PRIOR DRAWN	RETENTION	READY TO DRAW	COSTS TO DATE MARKED UP	
▶ 3610	PLUMBING - Rough Plumbing	5,187.11	0.00	5,187.11	78.3%	4,062.50	\$	0.00	0.0%	4,062.50	78.3%	4,062.50

Double Click!

You can see the 2 costs that have been posted through our cutoff date of 3/31/02. Note the markup percent!

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

H11RIVER - 11 RIVER RUN - Brown
3610 - Rough Plumbing

Review Another Job> **H11RIVER**

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

Budget	\$5,187.11	Costs To Date	\$4,450.00
Approved CO's (Est. Costs)	\$0.00	Over Budget + CO's	(\$737.11)
PO's/WO's	\$5,187.11	Over PO's/WOs	(\$737.11)

To Change the fields in click the button labeled "Change" to the left of

	Vendor	Job Cost Code	Purchase/Work Order Line ID	Description	Amount	Markup Cost Type	Jrnl Dept	Date Document	GL Num Status	Paid Date Check#
▶ Change	ESPARZA	H11RIVER	N-Set PO# to NONE	H11RIVER-3610-934	\$1,200.00	25.00% TURNK EY	AP	02/12/02	1430	02/12/02
	-Esparza Plumbing	3610		Draw for rough plumbing			CH	021201	PAID	11332
Change	ESPARZA	H11RIVER	N-Set PO# to NONE	H11RIVER-3610-934	\$2,050.00	25.00% TURNK EY	AP	02/23/02	1430	02/23/02
	-Esparza Plumbing	3610		Draw #2 for rough plumbing			CH	022301	PAID	11346
Change	ESPARZA	H11RIVER	N-Set PO# to NONE	H11RIVER-3610-934	\$1,200.00	25.00% TURNK EY	AP	04/20/02	1430	04/20/02
	-Esparza Plumbing	3610		Plumbing draw			CH	042001	PAID	11501

TOTAL **\$4,450.00**

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.

Fantastic Builder, Inc.

Record: 1 of 3

Enter Percents Complete on the Draw Worksheet

On the Draw Worksheet, enter percents complete in the '% Complete' column.

Enter a percent as a decimal number.
Example: For 50%, enter .5; for 10%, enter .1; for 100%, enter the whole number 1 .

OR, to enter an amount and have the program calculate the percent for you, click on the button with the dollar sign. A 'Calculate Percent Complete' window will pop up.

The program will display the amount of the actual 'Posted Costs To Date (Marked Up)' which can help you decide on an amount to enter. Enter your amount in the 'Enter Amount Complete' field. The program will then calculate a percent complete for you.

If you use the button labeled 'Apply the Calculated Percent Complete', the program will supply the percent in the '% Complete' column on the worksheet.

Continue to the next page.

PERCENT COMPLETE DRAW WORKSHEET

[Preview/Print Draw Request](#)

Fill in the percents complete.

H11RIVER: 11 RIVER RUN - Jack and Jill Brown

If the Prior Drawn% is over 100% for a cost code line, the Budget or Change Orders have probably been decreased (changed) after Draw Requests have been posted.

Double Click on a Cost Code to view or edit posted costs for the job and cost code.

COST CODE		BUDGET - marked up	APPROVED CHANGE ORDERS	TOTAL BUDGET + CHG ORD	% Complete	Calculated TOTAL COMPLETE	Alternative: Enter Amount	PRIOR DRAWN	RETEN
3110	FRAMING MATERIALS - Materials-Floors/Walls	26,290.72	0.00	26,290.72	92.2%	24,240.79	\$	0.00	0.0%
3150	FRAMING LABOR - Framing Labor	21,094.75	0.00	21,094.75	100.0%	21,094.75	\$	0.00	0.0%

Calculate Percent Complete

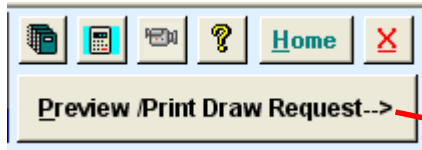
Budget Plus Chg Order	\$26,290.72	
Posted Costs To Date (marked up)	\$24,240.79	92.2%

Enter Amount Complete:	<input type="text" value="\$24,240.79"/>
Calculated % Complete:	92.2%

COST CODE		BUDGET - marked up	APPROVED CHANGE ORDERS	TOTAL BUDGET + CHG ORD	% Complete	Calculated TOTAL COMPLETE	Alternative: Enter Amount	PRIOR DRAWN	RETEN
3110	FRAMING MATERIALS - Materials-Floors/Walls	26,290.72	0.00	26,290.72	92.2%	24,240.79	\$	0.00	0.0%
3150	FRAMING LABOR - Framing Labor	21,094.75	0.00	21,094.75	100.0%	21,094.75	\$	0.00	0.0%

Preview or Print the Percent Complete Draw Request

After you have entered all the percents complete on the Worksheet and are ready to print or preview the draw request, use the button labeled **'Preview/Print Draw Request'** on the Worksheet. The window shown below will pop up.



BEFORE printing a Draw Request, you can change the 'signature area' text that will print at the top of a Draw Request. Use the button labeled **'Change Text for Signature Area of DrawRequests'**. A window will pop up to use for changing the text. (shown below)

Print or Preview Current Draw Request

Change Text for Signature Area of Draw Requests	Current Draw Date->	03/31/02
	Ready to Draw->	\$97,243.60

After preview or print of Current Draw, you will be asked if you want to post the draw to Prior Drawn.

Buyer Email:	kingcarol@msn.com	JACK AND JILL BROWN
Lender Email:	CHSSoftware@prodigy.net	Compass Bank

Try highlighting over email address. Then hold down the Ctrl key and press the letter C to copy into memory. Then try using the email button on the toolbar when the report opens. Then use Ctrl+V to paste in the To: line.

NOTE: Email addresses shown are supplied from the Job and Customer setup windows.

[Percent Complete Draw Request](#)

TEXT TO PRINT ON DRAW REQUESTS

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the Work covered by this Draw Request has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Draw Requests were issued and payments received from the Owner, and that current payment shown is herein now due.

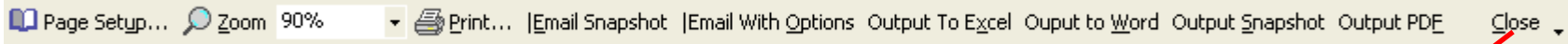
Contractor _____ Date _____

REC [Click to Unlock Text for Editing.](#)

NOTE: If the text entered is longer than the box size, it will not all display on the Draw Request.

To preview or print the Draw request, use the button labeled **'Percent Complete Draw Request'** on the window shown to the right. Continue to the next page for an example of a printed Draw Request.

Post the Percent Complete Draw Request



After you have printed the Draw Request and use the 'Close' button on the Reports toolbar, the program will pop open a window to use for posting the Draw Request. If you select '**Yes, Post the Draw Request**', the program will include all the costs on the draw request as 'Prior Drawn' on future draw requests.

After the button to post the draw request is used, you will be returned to the 'Options' window shown below. The bottom left of the window will display a list of 'Prior Draw Requests' which will include the one just posted.

Continue to the next pages for information on printing the detail behind posted draw requests AND for information on deleting a posted draw request.

Are you ready to post and move Draw #2 to a Prior Drawn Status?

Selecting "Yes.." will post the draw and move it from a "To Draw" status to a "Prior Drawn" status.

WARNING! Make sure you have as many printouts of the Draw Request as needed for your customer, lender, and you BEFORE selecting "Yes...". You will not be able to reproduce the draw sheet for this draw after it is moved to a Prior Drawn status, just a summary.

Yes, Post the Draw Request

No, Do Not Post the Draw Request

Prior Draw Requests Utilities (Click on prior draw in list box before using buttons below.)

Prior Draw Requests For Job Selected At Top Of Window				View Summary of Selected Draw	
JOB	DRAW NUM	DRAW DATE	AMOUNT	Change Date of Draw Number 0 To ->	Change Date
H11RIVER	1	2/28/2002	17457.59	05/29/08	
H11RIVER	2	3/31/2002	97243.6	Change Number of Draw Number 0 To ->	Change Draw Number
				0	

Delete Selected Draw Request

View Job Costs for Selected Draw-Marked Up Amounts Only

View Job Costs for Selected Draw

View Summary of Selected Draw

NOTE: If a posted actual cost is deleted after it was included on a draw, it will no longer be included on the Detail Costs reports. It WILL be included on the "Summary of Selected Draw" report since summary totals are stored in a separate table when a draw is posted. Since draws are based on total costs, the deletion will reduce a later draw request as it should. This means that the detail list of costs for a new draw could be higher than the actual draw request. Compare Summary reports above to Detail reports to spot any differences.

Deleting a Posted Cost Plus Draw Request

To Delete a posted Percent Complete Draw Request, FIRST click on the draw in the list towards the bottom left of the window shown below. Then use the button labeled 'Delete Selected Draw Request'.

Prior Draw Requests Utilities (Click on prior draw in list box before using buttons below.)

Prior Draw Requests For Job Selected At Top Of Window			
JOB	DRAW NUM	DRAW DATE	AMOUNT
H11RIVER	1	2/28/2002	17457.59
H11RIVER	2	3/31/2002	97243.6

View Summary of Selected Draw

Change Date of Draw Number 0 To -> **Change Date**

View Job Costs for Selected Draw

Change Number of Draw Number 0 To -> **Change Draw Number**

View Job Costs for Selected Draw-Marked Up Amounts Only

Audit Trail of Changes To Job Data

NOTE: If a posted actual cost is deleted after it was included on a draw, it will no longer be included in the "Summary of Selected Draw" report since it is no longer posted. Since draws are based on total posted costs, this means that the detail list of costs will be different. Compare Summary reports

Delete Selected Draw Request

Delete Draw Request?

Are you sure you want to delete Draw # 2?

Deleting the Draw Request WILL NOT affect any of your Budget or Cost Data. It will just reduce the Prior Drawn totals and increase the To Draw totals. The deletion will be documented in the Audit Table.

Yes, Delete the Draw Request

No, Do Not Delete the Draw Request

Changing a Draw Number OR a Draw Date

If you need to change the Draw Number OR the Draw Date that was posted for a Percent Complete draw, FIRST click on the appropriate draw in the list towards the bottom left of the 'Percent Complete....Options' window.

Then type in the correct date OR correct draw number and use the appropriate 'Change Date' or 'Change Draw Number' buttons.

Prior Draw Requests Utilities (Click on prior draw in list box before using buttons below.)

Prior Draw Requests For Job Selected At Top Of Window			
JOB	DRAW NUM	DRAW DATE	AMOUNT
H11RIVER	1	2/28/2002	17457.59
H11RIVER	2	3/31/2002	97243.6

View Summary of Selected Draw

Change Date of Draw Number 0 To ->

View Job Costs for Selected Draw

Change Number of Draw Number 0 To ->

View Job Costs for Selected Draw-Marked Up Amounts Only

Delete Selected Draw Request

NOTE: If a posted actual cost is deleted after it was included on a draw, it will no longer be included on the Detail Costs reports. It WILL be included on the "Summary of Selected Draw" report since summary totals are stored in a separate table when a draw is posted. Since draws are based on total costs, the deletion will reduce a later draw request as it should. This means that the detail list of costs for a new draw could be higher than the actual draw request. Compare Summary reports above to Detail reports to spot any differences.

Prior Draw Request Report

To print a Summary by Cost Code of the costs included on a prior draw request, FIRST click on the appropriate draw in the list of draws towards the bottom left of the 'Percent Complete..... Options' window. Then use the button labeled 'View Summary of Selected Draw'.

Prior Draw Requests Utilities (Click on prior draw in list box before u			
Prior Draw Requests For Job Selected At Top Of Window			
JOB	DRAW NUM	DRAW DATE	AMOUNT
H11RIVER	1	2/28/2002	17457.59
H11RIVER	2	3/31/2002	97243.6

- [View Summary of Selected Draw](#)
- [View Job Costs for Selected Draw](#)
- [View Job Costs for Selected Draw](#)

NOTE: The other 2 buttons for viewing Job Costs are not relevant to a Percent Complete draw request. They are used for 'Cost Plus' draw requests.

Draw Amounts For Draw # 2		H11RIVER: Jack and Jill Brown	
		11	RIVER RUN
1400	UTILITY CONNECTIONS		DRAW AMOUNT
	1405 Sanitary Toilet		\$210.00
	1470 Electric Service Line		\$375.00
	UTILITY CONNECTIONS		\$585.00
2100	FOOTINGS AND FOUNDATION		DRAW AMOUNT
	2104 Foundation Turnkey		\$20,102.50
	FOOTINGS AND FOUNDATION		\$20,102.50
3100	FRAMING MATERIALS		DRAW AMOUNT
	3110 Materials-Floors/Walls		\$24,240.79
	FRAMING MATERIALS		\$24,240.79
3150	FRAMING LABOR		DRAW AMOUNT
	3150 Framing Labor		\$21,094.75
	FRAMING LABOR		\$21,094.75
3600	PLUMBING		DRAW AMOUNT
	3610 Rough Plumbing		\$4,062.50
	PLUMBING		\$4,062.50
4000	ROOFING		DRAW AMOUNT
	4030 Roofing - Turnkey		\$23,950.00
	ROOFING		\$23,950.00
4500	WINDOWS AND DOORS		DRAW AMOUNT
	4535 Front Door		\$2,092.38
	4540 Exterior Doors		\$1,115.68
	WINDOWS AND DOORS		\$3,208.06
	Grand Total		\$97,243.60