POLYMATHIC COMPUTER CORPORATION

CONSTRUCTION ACCOUNTING SYSTEM

Congratulations on the purchase of your **Polymathic Construction Accounting System.**

To install the enclosed software, please do the following:

1. Verify that you have the following diskettes:

    - Polymathic Construction Accounting Disk 1
    - Polymathic Construction Accounting Disk 2
    - Polymathic System Disk
    - Example Company

2. Read the **Installation Guide** and follow the procedures for installing the programs on your computer.

3. Read the **User's Manual** and follow the **Construction Accounting Cycle** processing checklists outlined in Chapter 2.

4. Complete and mail the **Software Registration Form.**

CONSTRUCTION ACCOUNTING SYSTEM

INSTALLATION GUIDE

COPYING PROGRAMS TO HARD DISK

The **Polymathic Construction Accounting System** is distributed on four diskettes.

Before using the Construction accounting programs you should copy all files on these four diskettes on to your hard disk as outlined in the following example. **This example assumes that your diskette drive is Drive A: and your hard disk is Drive C:**

1. Insert the diskette labeled **Polymathic Construction Accounting Disk 1** in Drive A:
2. Run the installation procedure by typing: A:CNINSTAL A: C:
3. Follow the remaining instructions displayed by the installation program.

The **Polymathic Construction Accounting System** is now ready to be initialized.

INITIALIZING THE POLYMATHIC CONSTRUCTION ACCOUNTING SYSTEM

Setting the Drive Search Defaults

The **Polymathic Construction Accounting System** allows the user to specify which drives are to be searched for data and program files. Initially, the system will only search the logged on drive. This can be changed to adapt to your computer's configuration by running a program known as **SETDRIVE**. To run this program type **SETDRIVE** and press [↵ Enter]. The screen will appear as follows:

Drives:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N

In the above examples, Drives C: and D: are set to be searched. This means that the system will only look for program and data files on the logged on drive and drives C and D. Any program or data files on other drives that you have configured will be ignored. To change the settings, type [Y] to set a drive to be searched or [N] to exclude a drive from being searched or [↵ Enter] to keep the existing value. Normally you would only set the hard drive(s) letters on which you intend to keep your program and data files. **You are now ready to setup your first company. To do this follow the instructions outlined under Company Setup.**

POLYMATHIC COMPUTER CORPORATION

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POLYMATHIC COMPUTER CORPORATION

SOFTWARE REGISTRATION FORM

IMPORTANT! In order that you can receive notification of modifications or updates of this program you **MUST** complete this form and return it immediately. Technical support will not be provided unless we receive a completed registration form.

Package Name:	
Serial Number:	**Purchase Date:**
Contact Name:	
Company:	
Address:	
City:	**Province**
Postal Code:	**Telephone:**
Fax Number:	

Instructions For Use:

1. Register one software package per form.
2. The package name may be found on the binder spine.
3. The serial number may be found on the MASTER diskette.

POLYMATHIC COMPUTER CORPORATION

CONSTRUCTION ACCOUNTING USER'S MANUAL

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POLYMATHIC COMPUTER CORPORATION

CONSTRUCTION ACCOUNTING SYSTEM

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CHAPTER 1: CONSTRUCTION ACCOUNTING OVERVIEW

OVERVIEW

Polymathic's Construction Accounting system was developed specifically for contractors and sub-contractors of all sizes in all phases of construction. The system meshes an advanced data processing and control system with sophisticated, yet simple-to-use, on-line management information in any or all of the following areas:

- **Payroll**
- **Accounts Payable**
- **Purchase Order Control**
- **Accounts Receivable**
- **Job Cost Analysis**
- **General Ledger & Budgetary Control**

Construction Accounting is a fully integrated total management information and accounting system built around Application Modules that can be personalized to user's needs.

EASY TO USE

The Construction Accounting system is an on-line and user-oriented system. All data tasks utilize easy-to-understand video screen formats which prompt even relatively unskilled operators simply to fill in the blanks.

SYSTEM INTEGRATION

All systems are fully integrated. You do not have to enter data twice. When data is entered, it will automatically be passed to other systems that also need that data.

DATA VALIDITY

Because all data processed by the Construction Accounting system is user-oriented and controlled, we've written special accuracy safeguards to prompt users to enter current data. The system automatically edits all data for consistency and reasonability, validates against master files displaying names and descriptions when appropriate, and totals batches for all long repetitive numeric entries.

DATA SECURITY

The Construction Accounting system protects all data files from unauthorized access by limiting the availability of files to individual users. In addition, the use of the various applications is further restricted to those authorized and who use the correct password.

INSTALLATION TIME

You can start using the Construction Accounting almost immediately. Your first application-payroll, for example-can be up and running within the first month. And when you'd expect to wait many months to start reducing operating costs and saving money, that's an advantage that really pays off) Thereafter, we can fit other applications of the CAS to your environment as fast as your people can master the relatively simple user skills - 6 months at the most, usually in 90 days.

TRAINING AND DOCUMENTATION

Complete documentation is provided with each system. In addition, training is available at either Polymathic or at the user's site. Polymathic will make sure that your people learn to use the system correctly.

USER SATISFACTION

Polymathic is committed to provide the user with a system to meet his needs. All the sub-systems have been designed to be easily modified, and many options are available without any reprogramming.

CHAPTER 2: CONSTRUCTION ACCOUNTING CYCLE

PROCESSING CHECKLISTS

The following is a summary of the major stages in the Construction Accounting Cycle:

INITIAL SET UP PROCEDURES

		Section
1.	Enter project codes and descriptions.	8-2
2.	Enter cost codes and descriptions.	8-40
3.	Enter model codes and descriptions.	8-53
4.	Enter lot information.	8-7
5.	Enter prime contracts.	8-31
6.	Enter giveaways codes.	8-67
7.	Enter agent sales firm codes.	8-70
8.	Enter holiday master codes.	8-75
9.	Enter sales selection master codes.	8-77
10.	Enter budget master information.	8-56
11.	Select and print project codes.	7-14
12.	Select and print cost codes.	7-2
13.	Select and print model codes.	7-26
14.	Select and print lot numbers.	7-15

DAILY PROCEDURES

1.	Copy cost codes to job cost subledger.	8-45
2.	Copy cost codes to budget master.	8-48
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4.	Copy contracts to job cost subledger.	8-39
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8.	Enter completion slips.	5-6
9.	Enter work reports.	5-22
10.	Enter giveaways.	8-67

CHAPTER 3: GENERAL DATA ENTRY

INSTRUCTIONS

A number of data entry procedures are the same for all the applications described in this manual. These data entry procedures are as follows:

THE ENTER KEY

The enter key, [↵Enter] is always pressed after every entry to start processing. The only time you don't press [↵Enter] is when you are using a function key such as [F5].

MENUS AND SUBMENUS

The programs that make up this accounting package are accessed by means of a menu. Each menu choice is displayed on the screen, with a number to its left. To make a selection, type the number of the desired item, and press [↵Enter].

For example, the following *menu* is typical

```
ANYLTD                          MAIN MENU                          MASTER  3.16
HH                                                                 Sun JUN 30/91
CRT # 12                                                              11:30:52

                        1 Payroll
                        2 Accounts Receivable
                        3 Accounts Payable
                        4 Construction
                        5 General Ledger
                        6 Security
                        7 System Utilities
                        8 Backup
                        9 Monthly Closing
                       10 Print Reports
                       11 -- reserved --
                       12 Fixed Assets
                       13 Inventory / Order Entry

                        Q Query
                        S Status
                        E Exit

                       E  Enter selection
```

To select *Construction Accounting*, type [4] and press [↵Enter].

When an application has been selected, a submenu is frequently displayed, providing a number of further choices on how the application is to be run, or what part of the application is to be run.

For example the following is a typical submenu.

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                    TLJCP001 1.51
HH                                Main  Menu                              30/06/91
                                                                          11:31:16

                          1 Daily processing
                          2 Yearly processing
                          3 Reports
                          4 Maintenance and inquiry
                          5 Data file status
                          6 Company information

                          E Exit

                          E Enter selection
```

To select *Daily Processing*, type [1] and press [↵Enter].

OPTIONAL FIELDS

Optional fields (fields not required) may be skipped by pressing [↵Enter].

A number of screen entry fields allow entry of data but also **default** to a particular value if [↵Enter] is pressed. A default value is simply a value automatically selected by the program if you do not enter a value.

For example:
- A date field will often default to the current date (system date) or the last date entered.
- [↵Enter] can often be pressed to answer a Yes or No question by default.

DATE FIELDS

Enter all dates in the format *ddmmyy* (six numeric digits, with no slashes) representing *day month year*. The computer will check that the month entered is valid (1-12), as well as the day (1-31) and the year (0-99).

THE DECIMAL POINT

The decimal point does not have to be entered unless the characters to the right of the decimal point are non zero. However, decimal points must be entered if the digits to the right of the decimal point are not equal to zero.

EDITOR

The system includes an Editor utility that allows you to correct errors made during data entry. The EDITOR can be accessed by pressing [F1].

Note: Some older versions of the software use [-][8] or ([Shift] [^]) to access the editor. If [F1] is not working try one of these keys.

The Editor utility will not always bring up the same options because the options change according to where you are calling the editor from. The options that are available through the editor and how they are to be used follows:

REKEY FROM A FIELD

This option may be used to rekey any of the data entered in a field. If you are on field number 6 and you want to change something in field number 1 you will have to rekey the information from that field on. In most cases, you can press [Enter] back to line 6 because [Enter] will remember what you entered in that field last.

To use this option type [1], and press [Enter].

The system will then display:

[ ]: Enter [field number] or [ENTER] to return.

Type the number of the field that is to be rekeyed and press [Enter]. The system will then automatically return to this field number.

Simply make your corrections and continue entering your data.

REKEY/DISPLAY LINE

In some of the programs such as invoices, you can have more than one line entry per item. The Rekey Line option allows you to modify information within a specific line.

Type the number corresponding to Rekey line and press [Enter]. The system will prompt you to enter the line number that you want to change. It will then display that line allowing you to modify your entries. Once you have made the changes you can continue where you left off.

The Display Line option will prompt you to enter the line number that you want to display. Once you type in the line number and press [Enter], the line will be displayed. The system will request that you press [Enter] to continue where you left off.

CANCEL PROCESSING

The Cancel option will cancel whatever you are doing. If you are in the middle of an invoice or sales order etc., and you want to cancel press [F1] and type the letter corresponding to cancel. The system will ask you if you are sure you want to cancel before it performs this step.

F5 LOOKUP FEATURE

The lookup feature allows you to search for information from various input fields. This feature eliminates the need for users to memorize codes used for general ledger accounts, customer accounts, supplier account and numerous other items. For instance the [F5] lookup feature can be used to display a supplier account code in the following manner:

Press [F5] at the Supplier Number field and the following screen will appear:

```
ANYLTD                          Job  Costing                    TLJCP070 1.21
HH                             Purchaser Master                  30/06/91
                                                                 11:31:50
   Project number ...:
   Purchasers                                                    s:
   Code  Project    Lot   Name
...                                                              een 1
 1    2     1028    101   Everard                  Mr   Michael
 2    2     1028    121   Desjardins               Mr.  Andre
 4    3     1028    120   Henry                    Mr.  Gordon
 6    4     1028    122   Chee                     Ms.  Sandra
 7    5     1028    123   Leung                    Mr.  Ming
 8    6     1028    124   Remtulla                 Mr.  Zahiruddin
 9    7     1028    125   Longo                    Mr.  Silvio
10    8     1028    126   Dunbar                   Ms.  Shelia
13    9     1028    127   Cooke                    Mr.  William
14   10     1028    128   McWilliams               Ms.  Karen
15
16     ↑   ↓   PgUp   PgDn    Top    Bottom    ESC-End    F1-Options
17
18 NHWP number ......:                  24 Ext. colour pkge .:
   Last update ......:                     Sales selection # :
```

The following options are available:

- [↑] Cursor upwards through the data
- [↓] Cursor downwards through the data
- [Pg Up] Page up one screen of data
- [Pg Dn] Page down one screen of data
- [T] Move to the top of the data
- [B] Move to the bottom of the data
- [Esc] Exit the lookup feature
- [F1] Options:

The options of the lookup feature vary according to what program you are using. This feature will allow you to search for a particular record according to the search criteria that you enter.

For example, if you are in the supplier master of Accounts Payable and you want to search for a supplier by the supplier name, you can press [F1] for Options, then [F3] to search by the supplier's name and enter three or more letters for the supplier you are looking for. The system will then search through the supplier master for the closest match to the three letters that you entered.

Press [F1] and the Options screen will appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP070 1.21
HH                              Purchaser Master                       30/06/91
                                                                       11:31:50
   Project number ...:
   Purchasers                                                                s:
   Code  Project    Lot    Name
...                 Functions                                                 een 1
 1     2     102B   F2 - Find purchaser code                            chael
 2     2     102B   F3 - Find purchaser name                            dre
 4     3     102B   ESC- Exit                                           rdon
 6     4     102B                                                       ndra
 7     5     102B    123   Leung                          Mr.  Ming
 8     6     102B    124   Remtulla                       Mr.  Zahiruddin
 9     7     102B    125   Longo                          Mr.  Silvio
10     8     102B    126   Dunbar                         Ms.  Shelia
13     9     102B    127   Cooke                          Mr.  William
14    10     102B    128   McWilliams                     Ms.  Karen
15
16      ↑   ↓   PgUp   PgDn    Top    Bottom    ESC-End    F1-Options
17
18 NHWP number ......:                    24 Ext. colour pkge .:
   Last update ......:                       Sales selection # :
```

To search by supplier name, press [F3].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP070 1.21
HH                              Purchaser Master                       30/06/91
                                                                       11:31:50
   Project number ...:
   Purchasers                                                                s:
   Code  Project    Lot    Name
...                                                                          een 1
 1     2     102B    101   Everard                        Mr   Michael
 2     2     102B    121   Desjardins                     Mr.  Andre
 4     3     Enter purchaser's last name
 6     4
 7     5
 8     6                                                                   din
 9     7
10     8     102B    126   Dunbar                         Ms.  Shelia
13     9     102B    127   Cooke                          Mr.  William
14    10     102B    128   McWilliams                     Ms.  Karen
15
16      ↑   ↓   PgUp   PgDn    Top    Bottom    ESC-End    F1-Options
17
18 NHWP number ......:                    24 Ext. colour pkge .:
   Last update ......:                       Sales selection # :
```

Type at least three letters for the supplier you are searching for and press [↵Enter].

The system will then search through the supplier master for the closest match to your search criteria and will highlight that supplier in the lookup window.

The screen will appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP070 1.21
HH                              Purchaser Master                          30/06/91
                                                                          11:31:50
   Project number ...:
   Purchasers                                                                s:
   Code  Project    Lot   Name
...                                                                          een 1
 1   30     1038    203   Rose                    Ms.  Mary
 2   29     1038    202   Rzeznicki               Mr.  John
 4   57     1038    148   She                     Mr.  Shou Yan
 6   12     1038    117   Stickle                 Ms.  Debra
 7   36     1038    210   Suen                    Mr.  Tuen
 8   60     1038    151   Valela                  Mr.  Vito
 9    2     1038    162   Valela                  Mrs. Carmela
10   51     1038    209   Vong                    Mr.  Chi Hon
13   17     1038    150   Wong                    Ms.  Shirley
14   21     1038    157   Woo                     Mr.  Thomas
15
16    ↑  ↓  PgUp  PgDn   Top   Bottom   ESC-End   F1-Options
17
18 NHWP number ......:                  24 Ext. colour pkge .:
   Last update ......:                     Sales selection # :
```

To select the supplier simply press [↵Enter] and the system will enter the supplier into the field you initially activated the Lookup feature from.

You can exit out of the Lookup feature at any time by pressing [Esc]. [Esc] will exit one level of the program, therefore if you are in the options section of Lookup you will have to press [Esc] twice to exit completely out of Lookup.

PROGRAM OPTIONS

Most of the programs in this system use some of the following options:

- [D] Display a record's information
- [L] List all records
- [O] Get an old record
- [S] Submit a record

The rest of this book explains what each program is and what information should be entered through the Add or New options.

The options mentioned above are similar for each program therefore a description of how to use each is given here rather than duplicated throughout the book.

DISPLAY

The **Display** option is used to display information for a particular record.
Select display by typing [D] and pressing [↵Enter].

In most cases you will be asked to enter some information about the record that you want to display.

A sample screen will then appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP070 1:21
HH                             Purchaser Master                          30/06/91
DISPLAY mode                                                             11:55:13
   Project number ...:  1028      SADDLEBROOK
   Lot number .......:   120      Model: 292        Elevation: A    Bedrooms:
   Purchaser code ...:     3      Lot closing status: L
.................................................................... Screen 1
 1 Salutation: Mr.    First:                    Last:
 2 Birth date .......: JAN  1,1965              3 Type :
 4 Purchaser 2 name .:                                  5 Birth date:
 6 Address line 1 ...: STREET ADDRESS
 7 Address line 2 ...: CITY, PROVINCE
 8 Postal code ......: L3P 1K4
 9 Purchaser 1 home# : 905-738-4089     11 Purchaser 2 home# :
10 Purchaser 1 bus# .: 905-738-4089     12 Purchaser 2 bus# .:
13 Offer closing stat: L Closed         19 Move-up clause ...: N
14 Date of offer ....: FEB 20,1988      20 Colours check ....: PK
15 Acceptance date ..: FEB 24,1988      21 Colours check date: MAY 23,1988
16 Offer closing date: JUL  8,1988      22 Survey check .....: DP
17 Sold siting ......: 292        A     23 Survey check date : OCT 20,1987
18 NHWP number ......: 231884           24 Ext. colour pkge .: PB
   Last update ......: JAN 31,1989         Sales selection # :
[_] Select:   [A]-Accept   [M]-Modify   [PgDn]-Next Screen
[F5]-Lookup   [Home/End/↓/↑]-First/Last/Next/Previous Record   [ESC]-Exit
```

ACCEPT

Accept is used to accept any changes that you might make to the information. If you make any modifications type [A] [↵Enter] to accept the changes.

MODIFY

If you have any modifications to make to the record's information type [M] [↵Enter]. Once you are in modify mode you can enter a field number to rekey or type [D] to delete the record. If you type [D] to delete the information you will be prompted to ensure that is what you want to do. If you wish to delete the information type [Y] otherwise type [N].

☞ **Only authorized personnel should delete records!**

Once you have made your modifications make sure you type [A] to accept the changes.

NEXT

The Next option is used to display the next record's information. Type [N] and press [↵Enter].

SCREEN NUMBER

Screen number is used to move to the next screen of information within the same record. To move to the next screen type [S] [↵Enter].

LIST

The list option is used to list all records.

Type [L] and press [↵Enter]

A sample screen might look as follows:

```
ANYLTD                          Job  Costing                    TLJCP070 1.21
HH                             Purchaser Master                   30/06/91
                                                                  09:20:20
Project     Lot   Purchaser
-------------------------------------------------------------------------------
   1038     115   [   59] Cheung                  Francis        Mr.
   1038     151   [   60] Valela                  Vito           Mr.
   1038     152   [   61] Dimopoulos              Chris          Mr.
   1038     158   [   62] Yagi                    Hachiro        Mr.
   1038     159   [   63] Chiu                    Kent           Mr.
   1038     165   [   63] Chin                    William Shee   Mr.
   1038     166   [   64] Ing                     Sumintra       Ms.
   1038     170   [   65] Brown                   Stephen        Mr.
   1038     110   [   67] Francis                 Kevin          Mr.
   1048     303   [    1] Sivendra                Raj            Mr.
   1048     301   [    2] Said                    Paul           Mr.
   1048     312   [    3] Ho                      Siu            Mr.
   1048     310   [    4] Zambri                  Rocco          Mr.
   1048     311   [    5] Chu                     Raymond        Mr.
   1048     315   [    6] Chu                     Sing Wan       Mr.


                 End of list. Press any key to continue.
```

OLD RECORD

The Old option is used to get an old record. Similar to Display, you will be required to enter certain information pertaining to the record you want to get.

The following options are available once you get a record:

ACCEPT

Accept is used to accept any changes that you might make to the information. If you make any modifications type [A] [↵Enter] to accept the changes.

MODIFY

If you have any modifications to make to the record's information type [M] [↵Enter]. Once you are in modify mode you can enter a field number to rekey or type [D] to delete the record. If you type [D] to delete the information you will be prompted to ensure that is what you want to do. If you wish to delete the information type [Y] otherwise type [N].

☞ **Only authorized personnel should delete records!**

Once you have made your modifications make sure you type [A] to accept the changes.

NEXT

The Next option is used to display the next record's information. Type [N] and press [↵Enter].

REVIEW ENTRIES

Review entries will allow you to review each entry that was made to this record. You can add an entry by typing [A], display an entry by typing [D] and then entering the entry number or get a listing of all entries by typing [S] for summarize.

SUBMIT RECORD

To submit a record for processing, type [S] and press [↵Enter]. The system will prompt you to enter the information required to get to the right record and then will automatically submit the record.

For example, if you were submitting a purchase order for processing, the system would require you to enter the project number, lot number then purchase order number. Once you have entered the information, the purchase order would be submitted and processed.

CHAPTER 4: MENUS

MAIN MENU - ALL SYSTEMS

```
P.C.P.L                    MAIN  MENU                    MASTER  3.16
RM                                                       Wed MAR 31/93
CRT #  8                                                      13:25:52

                    1 Payroll
                    2 Accounts Receivable
                    3 Accounts Payable
                    4 Sales Analysis
                    5 General Ledger
                    6 Security
                    7 System Utilities
                    8 Daily Closing
                    9 Monthly Closing
                   10 Print Reports
                   11 Time Accounting
                   12 Fixed Assets
                   13 Inventory / Order Entry
                   14 Vertical Markets

                    Q Query
                    S Status
                    E Exit
                   E  Enter selection
```

MAIN MENU - CONSTRUCTION SYSTEM

```
ANYLTD                CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                          Main  Menu                          30/06/91
                                                                11:31:16

                        1 Daily processing
                        2 Yearly processing
                        3 Reports
                        4 Maintenance and inquiry
                        5 Data file status
                        6 Company information

                        E Exit

                        E Enter selection
```

CHAPTER 5: DAILY PROCESSING

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                              Main  Menu                          30/06/91
                                                                    11:31:16

                         1 Daily processing
                         2 Yearly processing
                         3 Reports
                         4 Maintenance and inquiry
                         5 Data file status
                         6 Company information

                         E Exit

                         E Enter selection
```

To select *Daily processing* type [1] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                            Daily Processing                      30/06/91
                                                                    12:05:45

                         1 Change orders
                         2 Completion slips
                         3 Purchase orders
                         4 Supplier invoices
                         5 Work reports

                         E Exit

                         E Enter selection
```

CHANGE ORDERS

Change Orders are issued against contract work reports. They should be generated when you want to add or deduct an amount from an existing work report.

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                    TLJCP001 1.51
HH                            Daily Processing                          30/06/91
                                                                        12:05:45

                            1 Change orders
                            2 Completion slips
                            3 Purchase orders
                            4 Supplier invoices
                            5 Work reports

                            E Exit

                            E Enter selection
```

To select *Change orders* type [1] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP800 1.14
HH                            Change  Orders                            30/06/91
                                                                        12:06:09
 1 Project # .....:
 2 Lot # .........:
 3 Change Order # :                  Previous Change Order #....:
 4 Contract # ....:                  Work Report # .............:
 5 Model Type ....:
   Elevation .....:
 6 Vendor # ......:
 7 Cost Code .....:
   Order Status ..:
   Total Entries .:                  Total Addition Amount .....:
   Total Invoiced :                  Total Deduction Amount ....:<          >
   Last Update ...:                  Total Amount ..............:
.................................................................... screen 1
 8 Change Date ...:                   9 Purchaser Extra ........:
10 Authorizor ....:
11 Auth. Date ....:


[_] Select:
[N]-New C.O.   [O]-Old C.O.   [S]-Submit C.O.   [P]-Print C.O.   [L]-List
[PgDn/↓/PgUp/↑]-Next/Previous C.O.   [Home/End]-First/Last C.O.   [ESC]-Exit
```

The following options are available:

- [N] Create a new change order
- [O] Get an old change order
- [S] Submit a change order. ☞A change order must be submitted before it is applied against the contract.
- [P] Print a change order
- [L] List all change orders
- [E] Exit to Daily Processing menu

The create a new change order, type [N] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER
Type the project number that this change order relates to. To retrieve a listing of project numbers press [F5].

LOT NUMBER
Type the lot number that this change order is for. [F5] can be used to list all lot numbers defined.

CHANGE ORDER NUMBER
Type the change order number. On the right hand side of this number is the previous change order number. This number is used when there is more than one change order for the same contract. To get a listing of previous change orders press [F5].

CONTRACT NUMBER
Type the contract number of the contract that is being modified. [F5] can be used to get a listing of all contract numbers.

MODEL TYPE
Type in the model type (or name) of the model this change order relates to. [F5] can be used to get a listing of valid model types.

VENDOR NUMBER
Type in the number of the vendor for this contract. To get a listing of all the vendor numbers press [F5].

COST CODE
Type in the cost code number that this contract relates to. [F5] can be used to list all the cost codes.

The order status, total entries for this cost code, total amount invoiced to date will automatically be entered and updated by the system. To the right of these fields are the additional amount fields. These fields are also calculated by the system as information is entered for the change order.

CHANGE DATE
Type in the date that this change order was created in the form of *ddmmyyyy*.

AUTHORIZOR
Type in the initials of the person authorizing this change order.

AUTHORIZATION DATE
Type the authorization date of this change order in the form of *ddmmyyyy*.

Review the information on the screen and if everything is correct type [A] and press [↵Enter] to save the data.

The second input screen for Change Orders will appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP800 1.14
HH                             Change  Orders                            30/06/91
old change order....                                                     12:06:09
   Project .......:  1028                 Lot :   124    Cost Code : 00320
   Model Type ....: 292          B        Change Order # ..........: 11062
   Vendor Number .:   300         CANAC KITCHENS LIMITED
   Total Entries .:     1                 Total Addition Amount ..:      957.00
   Line Status ...:                       Total Deduction Amount .:<        .00>
   Entry # .......:                       Total Amount ...........:      957.00
.................................................................... screen 2
 1 Rate ..........:                     3 Addition Amount ........:
 2 Draw Number ...:                     4 Deduction Amount .......:<           >
   Description ...:                       Cheque # ...............:
   Invoice # .....:                       Cheque Date ............:
   Invoice Date ..:                       Cheque Amount ..........:
   Invoice Amount :                       Paid Amount ............:
   Change Description Lines :
 5                                    10
 6                                    11
 7                                    12
 8                                    13
 9                                    14
[_] Select:   [A]-Add entry   [D]-Display entry   [S]-Submit C.O.
              [F1]-Summarize   [ESC]-Exit
```

RATE

Type in the rate and press [↵Enter] to continue.

DRAW NUMBER

Type in the draw number that this change order relates to.

ADDITION AMOUNT

Type in the additional amount to be added to the contract price.

DEDUCTION AMOUNT

If an item is to be deducted type in the amount to be deduction from the contract price.

CHANGE DESCRIPTION LINES

Type a description of the change.

The other information on the screen i.e.: Invoice # etc. are entered by the system at a later date.

Ensure that everything on this screen is correct and type [A] then press [↵Enter] to save the information.
The system will then go back to the Rate field. If you have more changes to enter continue entering otherwise press [Esc] to exit.

COMPLETION SLIPS

Completion slips are issued once the work related to a purchase order has been completed. An invoice cannot be processed that references a purchase order unless the purchase order has been authorized and submitted and the completion slip has been generated and submitted for that purchase order.

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                             Daily Processing                        30/06/91
                                                                       12:05:45

                            1 Change orders
                            2 Completion slips
                            3 Purchase orders
                            4 Supplier invoices
                            5 Work reports

                            E Exit

                            E Enter selection
```

To select *Completion slips* type [2] and press [↵ Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                      TLJCP720 1.14
HH                             Completion Slips                        30/06/91
                                                                       12:07:40
 1 Project # ......:
 2 Lot # ..........:                    Model Type .....:
 3 Completion Slip#:                  4 P.O. # .........:
 5 Vendor # .......:
 6 Cost Code ......:
   Slip Status ....:                    Last Update ....:
.......................................................................
 7 Entry Date ...:            8 Site Supervisor:
 9 Work Completed:           10 Completed By ..:
11 Authorizor ...:
12 Auth. Date ...:
13 Description ..:
   Line 1 :
   Line 2 :
   Line 3 :
   Line 4 :
   Line 5 :

[_] Select:
[N]-New C.S.   [O]-Old C.S.   [S]-Submit C.S.   [P]-Print C.S.   [L]-List
[PgDn/↓/PgUp/↑]-Next/Previous C.S.   [Home/End]-First/Last C.S.   [ESC]-Exit
```

The following options are available:

- [N] Create a new completion slip
- [O] Get an old completion slip
- [S] Submit a completion slip ☞A completion slip must be authorized and submitted before an invoice can be processed for the purchase order relating to the completion slip.
- [P] Print a completion slip
- [L] List all completion slips
- [E] Exit to Daily Processing menu

The create a new completion slip, type [N] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER
Type in the project number that this completion slip relates to. [F5] can be used to get a listing of valid project numbers.

LOT NUMBER
Type in the lot number for this completion slip. Press [F5] to get a listing of lot numbers.

COMPLETION SLIP NUMBER
Type in the completion slip number. [F5] can be used to retrieve a listing of completion slip numbers.

PURCHASE ORDER NUMBER
Type the purchase order number that this completion slip relates to.

MODEL TYPE
Type the model type (name).

VENDOR NUMBER
Type the vendor's number. When you press [↵Enter] all information about the vendor will be entered by the system.

COST CODE
Type in the cost code.

DATE
Type the date the completion slip was entered in the form of *ddmmyyyy*.

AUTHORIZOR
Type the initials of the person authorizing this completion slip.

AUTHORIZATION DATE
Type the date that the completion slip was authorized in the form of *ddmmyyyy*.

DESCRIPTION
Type in the description that was completed by the trade on the original completion slip that they completed.

Review the information on the screen and if everything is correct type [A] and press [↵Enter] to save the data. If you have any modifications to make, type [M] [↵Enter] and make the necessary changes.

You can now enter another completion slip or press [Esc] to end.

PURCHASE ORDERS

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                            Daily Processing                        30/06/91
                                                                      12:05:45

                          1 Change orders
                          2 Completion slips
                          3 Purchase orders
                          4 Supplier invoices
                          5 Work reports

                          E Exit

                          E Enter selection
```

To select *Purchase orders* type [3] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                            Daily Processing                        30/06/91
                              Purchase Orders                         12:08:20

                            1 Unpurged
                            2 Purged

                            E Exit

                            E Enter selection
```

Type [1] to display unpurged purchase orders or [2] to display purchase orders that have already been purged.

The screen will appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP700 1.39
HH                            Purchase  Orders                            30/06/91
                                                                          12:09:43
 1 Project # .....:
 2 Lot # .........:
 3 P.O. # ........:                      Completion Slip # ......:
 4 Vendor # ......:
 5 Cost Code .....:
   Order Status ..:                      Total Entries ..........:
   Total Invoiced :                      Total Amount ...........:
   Last Update ...:                      Total Quantity .........:
..................................................................... screen 1
 6 P.O. Date .....:
 7 Expected Date .:
 8 Estimate ......:
 9 Authorizor ....:
10 Auth. Date ....:
11 Ordered By ....:
12 P.S.T. [     ] :              G/L :
13 G.S.T. [     ] :              G/L :

[_] Select:   [N]-New P.O.   [O]-Old P.O.   [S]-Submit P.O.   [ESC]-Exit
              [P]-Print P.O.   [U]-Update P.O.   [L]-List
              [PgDn/↓/PgUp/↑]-Next/Previous P.O.   [Home/End]-First/Last P.O.
```

The following options are available:

- [N] Create a new purchase order
- [O] Get an old purchase order
- [S] Submit a purchase order.
- [P] Print a purchase order
- [L] List all purchase orders
- [E] Exit to Daily Processing menu

The create a new purchase order, type [N] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER

Type in the project number that this purchase order relates to.

LOT NUMBER

Type in the lot number.

PURCHASE ORDER NUMBER

Type in a new purchase order number.

VENDOR NUMBER

Type in the number of the vendor that this purchase order is being issued for.

COST

Type in the cost code that relates to the items being ordered.

PURCHASE ORDER DATE

Type in the date that the purchase order was entered in the form of *ddmmyyyy*.

EXPECTED DATE
Type in the expected date of delivery in the form of *ddmmyyyy*.

ESTIMATE
Type a [Y] if an estimate was given or [N] if no estimate was given.

P.S.T. CODE
Type in the P.S.T. code. [F5] can be used to look up all codes.

AUTHORIZOR
Type in the initials of the person who will be approving the purchase order.

AUTHORIZATION DATE
Type in the date that this purchase order was authorized.

ORDERED BY
Type in your initials or the initials of the person who completed this purchase order.

COMMENT LINES
Type in a description of the items being ordered.

SUPPLIER INVOICES

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                            Daily Processing                        30/06/91
                                                                      12:05:45

                          1 Change orders
                          2 Completion slips
                          3 Purchase orders
                          4 Supplier invoices
                          5 Work reports

                          E Exit

                          E Enter selection
```

To select *Supplier invoices* type [4] and press [↵Enter].

The screen will appear as follows:

```
P.C.P.L                          Accounts Payable                  TLAPP05  5.12
RM   Typist: 04              Enter Supplier Invoices                 MAR 31,1993
1) Supplier number .....:
2) Supplier invoice no. :
3) Supplier invoice date:
4) Payment date/terms ..:
5) Total invoice amount :
6) Description .........:
7) Hold invoice (Y/N) ..:                                  8) P.O. check:
9) Line   GL Code     Description          Amount          Balance

Enter [SUPPLIER #] [F4]-ADD supplier              Invoices entered        Total
      [F5]-LOOKUP  [F7]-PRINT cheque  [ESC]-End                 0          .00
```

Enter the information as follows:

SUPPLIER NUMBER

Enter up to five alphanumeric characters for the supplier number. If you do not know the supplier number, type [F5] and press [↵Enter].

The system will automatically display the supplier name and address:

SUPPLIER INVOICE NUMBER

Enter up to ten alphanumeric characters to indicate the supplier invoice number. The system automatically verifies that this invoice number has not been duplicated. The system will only check those invoice numbers that have not been purged out of the accounts payable open item file.

INVOICE DATE

datePress [↵Enter] to accept the default system date shown on the screen or enter the **desired date** in the *ddmmyy* format.

PAYMENT DATE/TERMS

Press [↵Enter] to accept the default payment date shown on the screen or enter the **desired date** in the *ddmmyy* format.

Press [*] then [↵Enter] and the system will automatically calculate the due date based on the payment terms on the supplier master.

TOTAL INVOICE AMOUNT

The system will enter the same amount as you entered under total invoice amount. If this is the correct amount press [↵Enter] to continue.

DESCRIPTION

Enter up to thirty five characters of description. For instance you may enter IBM PC - XT. This description will appear in the analysis schedules run using the General Ledger sub-system. The description will also appear in the Purchase Journal.

LINE

You may distribute the total amount of the invoice to as many different general ledger accounts as you wish. Enter only one distribution if that is all you need. The system will suggest the general ledger distribution account to which the invoice is to be distributed based on the information set up on the supplier master under home GL code (8.5.8). Press [↵Enter] to accept the default GL Code or type a GL Code number and press [↵Enter]. The cursor will now move to the amount field and display the total invoice amount as the default amount. Press [↵Enter] to accept the default amount or type the amount that you wish distributed to this GL code and press [↵Enter].

You will then be prompted by the system to select a document type.

Type one of the following:

1. Contracts
2. Purchase orders
3. Cost authorization - this option is not available at the present time
4. Direct

CONTRACT INVOICES

Select this option if the invoice applies to contract work.

The screen will appear as follows:

```
ANYLTD                          Accounts Payable                    TLJCP500 1.64
HH                          Enter Supplier Invoices                      28/02/95
 1 Supplier #            :ABC12        ANY SUPPLIER LIMITED
 2 Supplier invoice #    :    123456   7 Hold invoice        : N
 3 Supplier invoice date:280295         HOLDBACK- Invoice#:
 4 Payment date/terms    :280295        Code  :       Rate:       Terms:
 5 Total invoice amount  :   100.00     Amount:              Due Date:
 6 Description           :
 8 Line  GL Code  Description                                Amount      Balance
     1  180010   CONSTRUCTION IN PROGRESS                     100.00      100.00
.......................................................... Contracts ..........
   Project Number :
   Lot Number     :              Model Type :
   Cost Code      :

Enter   [PROJECT NUMBER]   [F5]-LOOKUP   [ESC]-End
```

Enter the project and lot number that this invoice refers to and press (↵Enter).

The screen will appear as follows:

```
ANYLTD                          Accounts Payable                    TLJCP500 1.64
HH                          Enter Supplier Invoices                      28/02/95
 1 Supplier #            :ABC12        ANY SUPPLIER LIMITED
 2 Supplier invoice #    :    123456   7 Hold invoice        : N
 3 Supplier invoice date:280295         HOLDBACK- Invoice#:
 4 Payment date/terms    :280295        Code  :       Rate:       Terms:
 5 Total invoice amount  :   100.00     Amount:              Due Date:
 6 Description           :
 8 Line  GL Code  Description                                Amount      Balance
     1  180010   CONSTRUCTION IN PROGRESS                     100.00      100.00
.......................................................... Contracts ..........
   Project Number :  1028        PROJECT 1028 PHASE I
   Lot Number     :   101        Model Type : 371        A
   Cost Code      :
   Contract number:              Original :                Revised :
             C.O. :                P.O. :                Invoiced :
                                                         Unbilled :
   Draw  1 :                Draw  6 :               Work report #:
   Draw  2 :                Draw  7 :                     Status :
   Draw  3 :                Draw  8 :                     Draw _ :
   Draw  4 :                Draw  9 :                  Invoiced :
   Draw  5 :

Enter   [CONTRACT NUMBER]   [F5]-LOOKUP   [ESC]-End
```

CONTRACT NUMBER

Enter the contract number for this supplier. Press [F5] to display a list of all valid contract numbers. Once the contract number has been entered the system will display the contract amount, any revisions, cost authorizations and purchase order's related to this contract. The amount invoiced against the contract and all draws will also be displayed.

WORK REPORT NUMBER

Enter the work report number associated with the draw number that you are invoicing. [F5] can be used to list all valid work reports.

The invoice amount will then be applied against that draw.

Once you have accepted the data the system will go back to the G/L code field. Type [E] to end and at this stage you can type in another invoice or press [Esc] to exit Supplier Invoices.

PURCHASE ORDER INVOICES

Select this option to apply an invoice against a purchase order.

The screen will appear as follows:

```
ANYLTD                          Accounts Payable                    TLJCP500 1.64
HH                          Enter Supplier Invoices                     28/02/95
 1 Supplier #            :ABC12        ANY SUPPLIER LIMITED
 2 Supplier invoice #    :    123456   7 Hold invoice        : N
 3 Supplier invoice date:280295         HOLDBACK- Invoice#:
 4 Payment date/terms    :280295         Code  :       Rate:       Terms:
 5 Total invoice amount  :   100.00      Amount:              Due Date:
 6 Description           :
 8 Line  GL Code  Description                                Amount      Balance
      1  180010   CONSTRUCTION IN PROGRESS                    100.00      100.00
.......................................................... Purchase Orders ....
   Project Number :
   Lot Number     :              Model Type :
   Cost Code      :
   Purchase order#: [redacted]   Completion slip#:
   P.O. status    :
   Gross amount   :                      P.O. Subtotal          :
   PST amount     :                      Less: Invoiced To-Date :
   SUBTOTAL       :                      Less: To-Be-Invoiced   :
   GST amount     :                                              ----------
   TOTAL          :                      Balance-To-Go          :

Enter   [PURCHASE ORDER NUMBER]   [F5]-LOOKUP   [↑]   [ESC]-End
```

PURCHASE ORDER NUMBER

Type the purchase order number that has been assigned to this invoice. (F5) can be used to lookup all valid purchase orders. If the purchase order only has one detail line the invoice will be automatically be applied against the purchase order.

If the purchase order has multiple detail lines the following screen will be displayed:

```
HL3B                          Accounts Payable                    TLJCP500 1.64
H3                         Enter Supplier Invoices                  15/10/96
 1 Supplier #            : 1728        PLUMBING SUPPLIER LTD.
 2 Supplier invoice #    :     12345   7 Hold invoice        : N
 P.O.: 398-312     Project:   398  Lot:   203  Supplier:  1728
 LINE#       GROSS       PST      INVOICED        NET       GST STATUS

                 Enter P.O. LINE
                        398-312
                                   Enter P.O. Line Number

                  F5 - Lookup      F10 - Cancel      ESC - End

 Control Total:      100.00  Line Total:        .00  Total Entries:     0

  ↑  ↓    S - Select LINE    D - Delete LINE    F10 - Cancel    ESC - End
```

Select the lines in the purchase order that match the invoice. (F5) can be used to display all detail lines.

The invoice amount will then be applied against that the detail lines that you selected.

Once you have accepted the data the system will go back to the G/L code field. Type (E) to end and at this stage you can type in another invoice or press (Esc) to exit Supplier Invoices.

DIRECT INVOICES

Select this option to apply an invoice directly to a cost code.

The screen will appear as follows:

```
ANYLTD                          Accounts Payable                    TLJCP500 1.64
HH                          Enter Supplier Invoices                      28/02/95
 1 Supplier #            :ABC12        ANY SUPPLIER LIMITED
 2 Supplier invoice #    :    123456   7 Hold invoice        : N
 3 Supplier invoice date:280295         HOLDBACK- Invoice#:
 4 Payment date/terms    :280295        Code  :       Rate:       Terms:
 5 Total invoice amount  :   100.00     Amount:              Due Date:
 6 Description           :
 8 Line  GL Code  Description                                Amount      Balance
     1  180010   CONSTRUCTION IN PROGRESS                     100.00       100.00
.......................................................... Purchase Orders ....
   Project Number :
   Lot Number     :              Model Type :
   Cost Code      :
   Purchase order#:          Enter Password #:
   P.O. status    :
   Gross amount   :                          ubtotal          :
   PST amount     :                          Invoiced To-Date :
   SUBTOTAL       :                          To-Be-Invoiced   :
   GST amount     :              ESC-Exit                      ----------
   TOTAL          :                          e-To-Go          :
```

Only authorized persons can enter direct invoices to cost codes. Type in the password and press [↵Enter].

The screen will then appear as follows:

```
HL3B                            Accounts Payable                    TLJCP500 1.64
H3                          Enter Supplier Invoices                      15/10/96
 1 Supplier #            : 1728        PLUMBING SUPPLIER LTD.
 2 Supplier invoice #    :       123   7 Hold invoice        : N
 3 Supplier invoice date:151096         HOLDBACK- Invoice#:       123H   60 days
 4 Payment date/terms    :141296        Code  :    10 Rate: 10.00 Terms:  60 day
 5 Total invoice amount  :   500.00     Amount:     50.00    Due Date: 12 FEB 97
 6 Description           :
 8 Line  GL Code  Description                                Amount      Balance
     1  180010   CONSTRUCTION IN PROGRESS                     500.00       500.00
.......................................................... Direct .............
   Project Number :
   Lot Number     :              Model Type :
   Cost Code      :

Enter   [PROJECT NUMBER]   [F5]-LOOKUP   [ESC]-End
```

PROJECT NUMBER
Type in the project number that this invoice relates to. To can retrieve a listing of project numbers by pressing [F5].

LOT NUMBER
Type in the lot number that this invoice relates to. [F5] can be used to retrieve a listing of all valid lots.

MODEL TYPE
The model type and elevation will automatically be entered by the system. If they are correct, press [↵Enter] twice.

COST CODE
Type in the cost code for this invoice. [F5] can be used to get a listing of valid cost codes. When you press [↵Enter] a description of the cost code and the amount of the invoice will be entered by the system.

The system will then prompt you to accept the data. Type [A] and press [↵Enter]. If the information is not correct, type [C] to cancel the invoice and start over again.

Once you have accepted the data the system will go back to the G/L code field. Type [E] to end and at this stage you can type in another invoice or press [Esc] to exit Supplier Invoices.

CORRECTING ERRORS WHILE ENTERING SUPPLIER INVOICES
Errors made while entering invoices may be corrected by using the **EDITOR** utility, included in the system. The utility, which can be accessed from any field, offers three editing functions. To call up the utility press [F1]. The system then will display the three options with the following message:

☞ **[1] - Rekey from a field [2] - Rekey a line [3] - Display lines [F10] - Cancel [ESC] - Return**

The options may be used as follows:

Option 1 **Rekey from a field**
This option may be used to rekey any of the data entered in fields 1 through 6. To use this option type **1**, and press [↵Enter].
The system will then display **"Field No."** Type **the number of the field** that is to be rekeyed and press [↵Enter]. The system will then automatically return to this field number.

Option 2 **Rekey a line**
This option may be used to rekey any of the data entered in field 7. To use this option type [2] and press [↵Enter]. The system will prompt you to enter the line number.

Option 3 **Display lines**
This option may be used to display all lines that have already been entered. To use this option type [3], and press [↵Enter].
The system will then prompt you to enter the line number you want to display.

Option 4 **Cancel Processing**
This option may be used to cancel invoice processing. To use this option type [3], and press [↵Enter].
The system will then display the message **"Are you sure you want to cancel processing?"** Type [Y] and press [↵Enter] to indicate Yes or type [N] and press [↵Enter] to indicate No.

ADDING SUPPLIERS FROM THE INVOICE SCREEN
You can add a supplier to the Supplier Master file by pressing [F4]. For more information refer to Section **8.5 Supplier Master** of the Accounts Payable User's Guide.

WORK REPORTS

Work reports are generated once a contract draw has been completed. Invoices that do not have authorized work reports assigned to them cannot be processed.

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                            Daily Processing                      30/06/91
                                                                    12:05:45

                          1 Change orders
                          2 Completion slips
                          3 Purchase orders
                          4 Supplier invoices
                          5 Work reports

                          E Exit

                          E Enter selection
```

To select *Work reports* type [5] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                            Daily Processing                      30/06/91
                               Work Reports                         09:22:02

                                1 Unpurged
                                2 Purged

                                E Exit

                                E Enter selection
```

Type [1] to display unpurged work reports or [2] to display work reports that have already been purged.

The screen will appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP820 2.07
HH                              Work Reports                              30/06/91
                                                                          15:24:47
 1 Project # .....:
 2 Lot # .........:
 3 Work Report # .:                    4 Contract # .............:
 5 Vendor # ......:
 6 Cost Code .....:
   Report Status .:                      Last Update ............:
.......................................................................................
 7 Report Date ...:                Draw 1 :                Draw 6 :
 8 Draw Number ...:                Draw 2 :                Draw 7 :
 9 Draw Amount ...:                Draw 3 :                Draw 8 :
   Total Amount ..:                Draw 4 :                Draw 9 :
   Total Invoiced :                Draw 5 :              CONTRACT :
   Invoice Number :            Date :              CHANGE ORDERS :
10 Authorizor ....:                                                 ___________
11 Auth. Date ....:                                       REVISED :
12 Trade :                                               INVOICED :
13 Change Order # :                                                 ___________
14 Preparer's Name:                                 BALANCE TO GO :
[_] Select:   [N]-New W.R.   [O]-Old W.R.   [S]-Submit W.R.   [P]-Print W.R.
              [L]-List   [F3]-Financial Data   [ESC]-Exit
              [PgDn/↓/PgUp/↑]-Next/Previous W.R.   [Home/End]-First/Last W.R.
```

The following options are available:

- [N] Create a new work report
- [O] Get an old work report
- [S] Submit a work report ☞A work report must be authorized and submitted before an invoice can be processed against it.
- [P] Print a work report
- [L] List all work reports
- [E] Exit to Daily Processing menu

The create a new work report, type [N] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER

Type in the project number that this work report relates to. [F5] can be used to list all projects.

LOT NUMBER

Type in the lot number that this work report relates to. To get a listing of lot numbers pressing [F5].

WORK REPORT NUMBER

Type in a new work report number. [F5] can be used to list all existing work report numbers.

CONTRACT NUMBER

Type in the contract number that this work report relates to. You can list the contract numbers by pressing [F5].

VENDOR NUMBER

The system will automatically enter the vendor number. If the number is correct press [↵Enter] to accept it.

COST CODE

The system will enter the cost code. If this is the correct cost code press [↵Enter] to accept it. The system will also enter the report status.

REPORT DATE

Type the date of the work report in the form of *ddmmyyyy*.

DRAW NUMBER

Type in the draw number (or stage) that this work report relates to.

DRAW AMOUNT

The system will display the draw amount that was entered in the Contract Master. If this is the correct amount, press [↵Enter].

TOTAL AMOUNT

The total amount of the draw will be entered by the system. Press [↵Enter] to accept the amount.

AUTHORIZOR

Type the name of the person that authorized the work report.

AUTHORIZATION DATE

Type the date that the work report was authorized in the form of *ddmmyyyy*.

TRADE NAME

Enter the type of trade.

Review the information on the screen and if everything is correct, type [A] to save the data. If you need to make modifications to the data type [M], and then the line number that you want to modify.

Once the data has been accepted you can continue entering work reports or press [Esc] to exit.

CHAPTER 6: YEARLY PROCESSING

YEARLY PROCESSING

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                              Main  Menu                          30/06/91
                                                                    11:31:16

                        1 Daily processing
                        2 Yearly processing
                        3 Reports
                        4 Maintenance and inquiry
                        5 Data file status
                        6 Company information

                        E Exit

                        E Enter selection
```

This selection is not available at the present time.

CHAPTER 7: REPORTS

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                                Main  Menu                          30/06/91
                                                                      11:31:16

                          1 Daily processing
                          2 Yearly processing
                          3 Reports
                          4 Maintenance and inquiry
                          5 Data file status
                          6 Company information

                          E Exit

                          E Enter selection
```

To select *Reports* type [3] and press [↵ Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                                Reports                             30/06/91
                                                                      15:15:34

 1 Job cost codes                    11 Work reports
 2 Job cost subledger                12 Job schedules
 3 Projects                          13 Giveaways
 4 Lots                              14 Budget
 5 Model types                       15 -- reserved --
 6 Purchasers                        16 -- reserved --
 7 Contracts                         17 -- reserved --
 8 Change orders                     18 -- reserved --
 9 Purchase orders                   19 -- reserved --
10 Completion slips                  20 System status
                            E Exit

                           E  Enter selection
```

JOB COST CODES

To select *Job cost codes* from the Report Menu, type [1] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP110 1:08
HH                           Cost Codes Template                  30/06/91
                                                                  15:16:26


Report Type .....: C (Cost Codes)
Sort Sequence ...: C (Cost Codes)
Record Selection : A (ALL)

_______________________________________________________________________________

                [_] Select:   [S]-Start   [M]-Modify   [ESC]-Exit
```

The following options are available:

- [S] Start generating report
- [M] Modify report options
- [E] Exit to report menu

REPORT TYPE

The following reports types are available:

- [C] Cost Codes
- [S] Job Sequence Codes
- [H] Header Codes

SORT SEQUENCE

The following sort sequences are available:

- [C] Cost Code
- [S] Job Sequence Code

RECORD SELECTION

The following record selections are available:

- [A] All records
- [J] Records with Job Sequence codes
- [H] Cost codes for a specific header
- [S] Cost codes for a specific sub-header
- [Esc] Exit menu options

Select the desired sort sequence and press [↵ Enter]. Type [S] to start generating the report.

A sample Cost Code Template report follows:

```
20 JUN 94              EXAMPLE COMPANY LIMITED                Page:    1
16:23                    COST CODES TEMPLATE               HHJCR111 1.08

---------------------------------------------------------------------

HEADER SUB-HDR   COST
  CODE    CODE   CODE      DESCRIPTION
---------------------------------------------------------------------
 00001                     WORK IN PROCESS
         00002             DIRECT CONSTRUCTION
                 00010     Permits
                 00015     Water meter
                 00020     SITE SERVICING
                 00030     Survey
                 00040     Hydro connection
                 00050     Excavation
                 00060     Bay window flashing
                 00070     Formwork
                 00080     Structural steel
                 00090     Basement window
                 00100     Windows and frames
                 00110     Skylight
                 00115     Patio doors
                 00119     Garage doors
                 00120     Rough lumber
                 00125     Miscellaneous lumber
                 00128     Louvres
                 00130     Trusses
                 00140     Rough carpentry - Frame
                 00141     Rough carpentry - roughing in
                 00150     Roofing
                 00160     MASONRY MATERIALS
                 00165     Masonry labour
                 00170     Fireplace facing
                 00180     Concrete and drain - Basement floor
                 00181     Concrete and drain - Porch
                 00182     Concrete and drain - Garage floor
                 00190     Stairs
                 00200     Plumbing - Roughing in
                 00201     Plumbing - Fixtures
                 00210     Heating - Roughing in
                 00211     Heating - Furnace & Ducts
                 00220     Electrical - Roughing in
                 00221     Electrical - Fixtures
                 00223     Electrical Fixtures - dome
                 00224     LIGHTING CREDIT
                 00230     Vacuum system
                 00235     SECURITY
                 00240     Intercom
                 00250     Drywall - insulation
                 00251     Drywall - Board
                 00252     Drywall - Tape
                 00260     Interior trim - material
                 00270     Interior trim - labour
                 00271     Interior trim - Hardware
                 00280     Aluminum siding
                 00310     Floor and wall tile
---------------------------------------------------------------------
Total records processed:           47
---------------------------------------------------------------------
                          -- End of Report --
```

JOB COST SUBLEDGER

To select *Job cost subledger* from the Report Menu, type [2] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.63
HH                                Reports                              28/02/95
                            Job Cost Subledger                         09:57:07

                1 List
                2 By lot# - CURRENT
                3 By lot# - REPRINT
                4 By cost code - CURRENT
                5 By cost code - REPRINT
                6 Supplier invoice journal
                7 Supplier invoice journal summary
                8 Supplier invoice journal - Exception Report
                9 Variance - Authorized Less Invoiced

                E Exit

                E Enter selection
```

Details of the various reports are listed below.

LIST

The following options are available:

RECORD SELECTION

- [A] All records
- [S] Records with job sequence codes
- [H] Cost codes for a specific header
- [Esc] Exit to Job Cost Subledger menu

LOT SELECTION

- [A] All lots
- [P] Single lot - You will be prompted for the project number and then you can enter up to 10 lot numbers
- [Esc] Exit to Job Cost Subledger menu

A sample page Job Cost Subledger List follows:

16 OCT 96 EXAMPLE COMPANY LIMITED Page: 1
10:20 JOB COST SUBLEDGER LIST H3JCR520 1.01

PROJECT	LOT	HEADER CODE	SUBHEADER CODE	COST CODE	DESCRIPTION	SEQ	<DURATION> CODE	DAYS	INC J/S	INC W/T	INVOICED	BUDGET less TOTAL	CONTRACT	LAST UPDATE
						<---- JOB SCHEDULING --->					<----- VARIANCE TYPE ---->			
398	201	00001	00002	00009	SITING	0		0	N	N	01	01		MAR 30,1996
		00001	00002	00010	PERMITS	1		30	Y	Y				JUN 6,1996
		00001	00002	00015	WATER METER	0		0	N	N				JUN 6,1996
		00001	00002	00020	SITE SERVICING	0		0	N	N				MAR 30,1996
		00001	00002	00030	SURVEY	0		0	N	N				SEP 9,1996
		00001	00002	00031	SURVEY/STAKEOUT	2		1	Y	Y				MAR 30,1996
		00001	00002	00032	SURVEY/FOOTING PINS	0		0	N	N				MAR 30,1996
		00001	00002	00033	SURVEY/TIE-INS	8		0	Y	N				MAR 30,1996
		00001	00002	00034	SURVEY/PLAN	0		0	N	N				MAR 30,1996
		00001	00002	00040	HYDRO CONNECTION	0		0	N	N				MAR 30,1996
		00001	00002	00041	INTERCOM-ROUGH-IN	0		0						MAR 30,1996
		00001	00002	00050	EXCAVATION	0		0	N	N				JUL 10,1996
		00001	00002	00051	EXCAVATION/EXCAVATION	3		1	Y	Y				MAR 30,1996
		00001	00002	00052	EXCAVATION/BACKFILL	6		1	Y	Y				MAR 30,1996
		00001	00002	00053	EXCAVATION/ROUGH GRADE	0		0	N	N				MAR 30,1996
		00001	00002	00060	BAY WINDOW FLASHING	0		0	N	N				MAR 30,1996
		00001	00002	00070	FOUNDATION	0		0	N	N				MAY 30,1996
		00001	00002	00071	FOUNDATION/FOOTING INSPECTION	4		1	Y	Y				MAR 30,1996
		00001	00002	00072	FOUNDATION/FOOTINGS	0		0	N	N				MAR 30,1996
		00001	00002	00073	FOUNDATION/WALLS	0		0	N	N				MAR 30,1996
		00001	00002	00074	FOUNDATION/BACKFILL INSPECTION	5		4	Y	Y				MAR 30,1996
		00001	00002	00075	FOUNDATION/SHORING	0		0	N	N				MAR 30,1996
		00001	00002	00076	FOUNDATION/BRUSH COAT	0		0	N	N				MAR 30,1996
		00001	00002	00077	WATERPROOF AND DRAINAGE LAYER	0	012	0	N	N	01	01		JUN 10,1996
		00001	00002	00080	STEEL	0		0	N	N				JUL 10,1996
		00001	00002	00081	STEEL/BEAMS & COLUMNS	0		0	N	N				MAR 30,1996
		00001	00002	00082	STEEL/LINTELS	0		0	N	N				MAR 30,1996
		00001	00002	00083	STEEL/RE-INFORCING	0		0	N	N				MAR 30,1996
		00001	00002	00084	STEEL/WELDING	0		0						MAR 30,1996
		00001	00002	00090	BASEMENT WINDOW	0		0	N	N				JUL 25,1996
		00001	00002	00091	BASEMENT WINDOWS/FRAMES	0		0						MAR 30,1996
		00001	00002	00092	BASEMENT WINDOWS/GLAZING	0		0						MAR 30,1996
		00001	00002	00100	WINDOWS AND FRAMES	0		0	N	N				JUL 31,1996
		00001	00002	00101	WINDOWS & FRAMES/WINDOWS & FRAMES	0		0						MAR 30,1996

BY LOT NUMBER - CURRENT

The following report options are available:

- [A] Generate the report for all projects and lots.
- [P] Generate the report for a specific project. The system will prompt you for the project number.
- [L] Generate the report for a specific lot or group of lots.

Once you have selected which project and lot you want to generate this report for, further report options are available:

Report Selection: The following report selections are available:
- [D] Detail
- [S] Summary
- [B] Both
- [P] Project summary
- [C] Cost code summary

Job Cost Header: Type [A] for all job cost headers or enter an individual header code.

Job Cost Sub-Header: Type [A] for all job cost sub-headers or enter an individual sub-header code.

Job Cost Code: This option is only available if you select Cost code summary. Enter the cost code you want the summary for.

Round All Amounts: Type [Y] to round all amounts or [N] for no rounding.

Print Zero Balances: Type [Y] to print zero balances or [N] to suppress zero balances.

Print Zero Variances: Type [Y] to print zero variances or [N] to suppress zero variances.

Once your report options have been modified type [S] and press [↵Enter] to generate the report.

A sample Job Cost Subledger Report By Lot follows.

EXAMPLE COMPANY LIMITED
JOB COST SUBLEDGER

16:36 Page: 1
Project : 1028 - PROJECT NAME Base price: 254,570 Regular deposit:
Lot number: 121 Model: 371/A Derbyshire Extras: Extras deposit:
Purchaser : PURCHASER NAME Start: JUL 17/86 Sq.Ft.: 3771 End: JUL 22/86 Giveways: Total:
Mortgage : 1st mortgage 0 at .00% Close: JUL 24/87 Total: 254,570

		BUDGET				CONTRACT						VARIANCE		PURCHASER	EXTRAS
CODE	DESCRIPTION	ORIGINAL	CHANGE ORDERS	PURCHASE ORDERS	REVISED	ORIGINAL	REVISED	AUTHORIZED AMOUNT	INVOICED TO DATE	AMOUNT TO COMPLETE ADJUSTMENT	AMOUNT TO COMPLETE	AUTH'D less INVOICED	BUDGET less CONTRACT	PURCHASE ORDERS	CHANGE ORDERS
00001	WORK IN PROGRESS														
00002	DIRECT CONSTRUCTION														
00010	Permits	1377	0	0	1377	0	0	1377	0	0	1377	0	1377	0	0
00015	Water meter	134	0	0	134	0	0	134	0	0	134	0	134	0	0
00030	Survey	275	0	0	275	0	0	275	0	0	275	0	275	0	0
00040	Hydro connection	300	0	0	300	0	0	300	0	0	300	0	300	0	0
00050	Excavation	1100	0	0	1100	0	0	1100	0	0	1100	0	1100	0	0
00070	Formwork	9435	0	0	9435	0	0	9435	0	0	9435	0	9435	0	0
00080	Structural steel	1630	0	0	1630	0	0	1630	0	0	1630	0	1630	0	0
00090	Basement window	272	0	0	272	0	0	272	0	0	272	0	272	0	0
00105	Windows and frames	8950	0	0	8950	0	0	8950	0	0	8950	0	8950	0	0
00115	Patio doors	650	0	0	650	0	0	650	0	0	650	0	650	0	0
00119	Garage doors	500	0	0	500	0	0	500	0	0	500	0	500	0	0
00120	Rough lumber	12690	0	0	12690	0	0	12690	0	0	12690	0	12690	0	0
00125	Miscellaneous lumber	600	0	0	600	0	0	600	0	0	600	0	600	0	0
00128	Louvres	794	0	0	794	0	0	794	0	0	794	0	794	0	0
00130	Trusses	2455	0	0	2455	0	0	2455	0	0	2455	0	2455	0	0
00140	Rough carpentry - Frame	12960	0	0	12960	0	0	12960	0	0	12960	0	12960	0	0
00150	Roofing	8696	0	0	8696	0	0	8696	0	0	8696	0	8696	0	0
00165	Masonry labour	28493	0	0	28493	0	0	28493	0	0	28493	0	28493	0	0
00170	Fireplace facing	3914	0	0	3914	0	0	3914	0	0	3914	0	3914	0	0
00180	Concrete and drain - Base	5750	0	0	5750	0	0	5750	0	0	5750	0	5750	0	0
00190	Stairs	2350	0	0	2350	0	0	2350	0	0	2350	0	2350	0	0
00200	Plumbing - Roughing in	6635	0	0	6635	0	0	6635	0	0	6635	0	6635	0	0
00210	Heating - Roughing in	3350	0	0	3350	0	0	3350	0	0	3350	0	3350	0	0
00220	Electrical - Roughing in	4870	0	0	4870	0	0	4870	0	0	4870	0	4870	0	0
00223	Electrical fixtures - dim	735	0	0	735	0	0	735	0	0	735	0	735	0	0
00230	Vacuum system	78	0	0	78	0	0	78	0	0	78	0	78	0	0
00240	Intercom	510	0	0	510	0	0	510	0	0	510	0	510	0	0
00250	Drywall - insulation	11500	0	0	11500	0	0	11500	0	0	11500	0	11500	0	0
00270	Interior trim - labour	12675	0	0	10875	0	0	10875	0	0	12675	0	10875	0	0
00280	Aluminum siding	1430	0	0	1430	0	0	1430	0	0	1430	0	1430	0	0

By Lot Number - Reprint

Extract Data

The Job cost subledger reprint report has the same report options as the Job cost subledger report but before you can reprint the Job cost subledger you must extract the data required to generate the report. The following options are available:

Start Date: Enter the start date that you want to extract the Job Cost Subledger data for in the form *ddmmyy*.
End Date: Enter the end date that you want to extract the data for in the form *ddmmyy*.
Project: Type [A] for all projects or [S] for a single project then enter the project number.
Lot: Type [A] for all lots or [S] for a single lot then enter the lot number. You can enter up to ten lot numbers.

Refer to the By Lot Number section above for further details on the report options.

By Cost Code - Current

The Job Cost Subledger by cost code has the following options:

[A] Generate the report for all projects and lots.
[P] Generate the report for a specific project. The system will prompt you for the project number.
[L] Generate the report for a specific lot or group of lots.

Once you have selected which project and lot you want to generate this report for, further report options are available:

Job Cost Header: Type [A] for all job cost headers or enter an individual header code.
Job Cost Sub-Header: Type [A] for all job cost sub-headers or enter an individual sub-header code.
Round All Amounts: Type [Y] to round all amounts or [N] for no rounding.
Print Zero Balances: Type [Y] to print zero balances or [N] to suppress zero balances.
Print Project Totals: Type [Y] to print project totals or [N] to suppress printing the project totals.

Once your report options have been modified type [S] and press [↵Enter] to generate the report.

A sample page from a Job Cost Subledger By Cost Code report follows:

16 OCT 96 EXAMPLE COMPANY LIMITED H3JCR322 1.03
11:53 JOB COST SUBLEDGER Page: 1
BY COST CODE

Project : 398 - PHASE 3B

COST CODE	DESCRIPTION	LOT	BUDGET ORIGINAL	BUDGET CHANGE ORDERS	BUDGET PURCHASE ORDERS	BUDGET REVISED	CONTRACT ORIGINAL	CONTRACT REVISED	AUTHORIZED AMOUNT	INVOICED TO DATE	AMOUNT TO COMPLETE	VARIANCE Actual less Invoiced	VARIANCE Budget less Contract	PURCHASER PURCHASE ORDERS	EXTRAS CHANGE ORDERS	AUTHORIZED AMOUNT BUDGET	AUTHORIZED AMOUNT CONTRACT
00005	LEVIES	201	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		202	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		203	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		204	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		205	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		206	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		207	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		208	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		209	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		210	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		211	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		212	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		213	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		214	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		215	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		216	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		217	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		218	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		219	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		220	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		221	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		222	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		223	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		224	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		225	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		226	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		227	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		228	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		229	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		230	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		231	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		232	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		233	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01
		234	9752	0	0	0	0	0	9752	9752	0	0	9752	0	0	01	01

By Lot Number - Reprint

Extract Data

The Job cost subledger reprint report has the same report options as the Job cost subledger report but before you can reprint the Job cost subledger you must extract the data required to generate the report. The following options are available:

Start Date: Enter the start date that you want to extract the Job Cost Subledger data for in the form *ddmmyy*.
End Date: Enter the end date that you want to extract the data for in the form *ddmmyy*.
Project: Type [A] for all projects or [S] for a single project then enter the project number.
Lot: Type [A] for all lots or [S] for a single lot then enter the lot number. You can enter up to ten lot numbers.

Refer to the By Cost Code section above for further details on the report options.

Supplier Invoice Journal

The following options are available:

Project: Press [F8] for all or enter the specific project you want the supplier invoice journal for.
Sort Sequence: The following sort sequences are available:
- [C] Cost Code
- [S] Supplier
- [D] Invoice Date
- [P] Posting Date

Round Amounts: Type [Y] to round all amounts or [N] for no rounding.
Report Selection: The following report selections are available:
- [A] All
- [C] Single Cost Code(s) - the system will allow you to enter up to 10 cost codes.
- [S] Single Supplier(s) - the system will allow you to enter up to 10 suppliers.
- [L] Single Lot(s) - the system will allow you to enter up to 10 lots.

Date Selection: The following date selections are available:
- [A] All dates
- [D] Invoice date - the program will prompt you for the start and end invoice dates.
- [P] Posting date - the program will prompt you for the start and end invoice dates.

Once you have selected the report criteria, type S to start generating the report.

A sample Supplier Invoice Journal follows:

```
16 OCT 96                                    EXAMPLE COMPANY LIMITED                                                    Page:    1
13:46                                     JOB COST SUBLEDGER - by COST CODE                                          H3JCR505 1.16
                                          Account 1800  CONSTRUCTION IN PROGRESS

                                                                  Contract
Cost Code  Project/Lot  Supplier Number/Name                      Number   P.O. #     Invoice  # Invoice  Date     Invoice Amount
-------------------------------------------------------------------------------------------------------------------------------------
    00703    398/  202    150  SUPPLIER NAME                                 398-349       100415  20 AUG 1996          $2,191.32
             398/  203                                                      398-311       100414  23 AUG 1996          $2,191.32
             398/  204                                                      398-395       100413  23 AUG 1996          $2,191.32
                                                                                                                  --------------------
                                                                                                Cost Code Total          $6,573.96
                                                                                                                  --------------------

                                                                                                                  --------------------
                                                                                                      G/L Total          $6,573.96
                                                                                                                  ====================

    00223    398/  205    150  SUPPLIER NAME                                 398-430       100412  11 OCT 1996            $475.20
                                                                                                                  --------------------
                                                                                                Cost Code Total            $475.20
                                                                                                                  --------------------

                                                                                                                  --------------------
                                                                                                      G/L Total            $475.20
                                                                                                                  ====================

    00703    398/  205    150  SUPPLIER NAME                                 398-421       100411  28 AUG 1996          $2,191.32
             398/  206                                                      398-301       100139  20 AUG 1996          $2,191.32
             398/  207                                                      398-264       100138  23 AUG 1996          $1,722.60
                                                                            398-264       100390  23 AUG 1996            $468.72
             398/  208                                                      398-292       100137  20 AUG 1996          $2,191.32
             398/  209                                                      398-283       100136  20 AUG 1996          $2,191.32
             398/  210                                                      398-508       102043   1 OCT 1996          $2,191.32
             398/  212                                                      398-503       102038   1 OCT 1996          $2,191.32
             398/  215                                                      398-493       101733  25 SEP 1996          $2,191.32
             398/  220                                                      398-468       101215   5 SEP 1996          $2,191.32
             398/  221                                                      398-522       101214  29 AUG 1996          $1,722.60
                                                                            398-522       101388  11 SEP 1996            $468.72
                                                                                                                  --------------------
                                                                                                Cost Code Total         $21,913.20
                                                                                                                  --------------------

                                                                                                                  --------------------
                                                                                                      G/L Total         $21,913.20
                                                                                                                  ====================

    00223    398/  222    150  SUPPLIER NAME                                 398-379       100168   5 SEP 1996            $297.00
                                                                                                                  --------------------
                                                                                                Cost Code Total            $297.00
                                                                                                                  --------------------

                                                                                                                  --------------------
                                                                                                      G/L Total            $297.00
                                                                                                                  ====================
```

SUPPLIER INVOICE JOURNAL SUMMARY

This reports produces a supplier invoice summary sorted by cost code and supplier. To round the amounts type [M] and press [↵Enter]. Type [Y] and press [↵Enter]. Then type [S] and press [↵Enter] to generate the report.

A sample Supplier Invoice Journal Summary follows:

```
16 OCT 96              EXAMPLE COMPANY LIMITED                    Page:    1
13:55            JOB COST SUBLEDGER - by COST CODE/SUPPLIER      H3JCR507 1.00

Cost Code  Supplier Number/Name                                        Total
-----------------------------------------------------------------------------
    00005    343  SUPPLIER NAME                                   $419,333.85
             344  SUPPLIER NAME                                   $429,085.80
                                                              --------------------
                          Total for Cost Code 00005               $848,419.65
                                                              --------------------

    00010         SUPPLIER NAME                                    $43,065.50
             342  SUPPLIER NAME                                    $52,780.00
                                                              --------------------
                          Total for Cost Code 00010               $95,845.50
                                                              --------------------

    00015   2499  SUPPLIER NAME                                    $22,185.00
                                                              --------------------
                          Total for Cost Code 00015               $22,185.00
                                                              --------------------

    00030   1749  SUPPLIER NAME                                     $5,040.00
                                                              --------------------
                          Total for Cost Code 00030                $5,040.00
                                                              --------------------

    00050   1770  SUPPLIER NAME                                    $20,505.00
                                                              --------------------
                          Total for Cost Code 00050               $20,505.00
                                                              --------------------

    00070   1319  SUPPLIER NAME                                   $218,163.36
                                                              --------------------
                          Total for Cost Code 00070              $218,163.36
                                                              --------------------

    00073   1319  SUPPLIER NAME                                     $6,228.20
                                                              --------------------
                          Total for Cost Code 00073                $6,228.20
                                                              --------------------

    00077    314  SUPPLIER NAME                                    $11,760.00
                                                              --------------------
                          Total for Cost Code 00077               $11,760.00
                                                              --------------------

    00080   1305  SUPPLIER NAME                                    $55,195.10
            1840  SUPPLIER NAME                                        $31.35
                                                              --------------------
                          Total for Cost Code 00080               $55,226.45
                                                              --------------------

    00083    490  SUPPLIER NAME                                       $712.00
            1305  SUPPLIER NAME                                    $10,453.60
            1319  SUPPLIER NAME                                     $4,921.60
```

SUPPLIER INVOICE JOURNAL - EXCEPTION REPORT

This report lists any invoices that have invalid dates up and to the date of the report. Type [S] and press [↵Enter] to generate this report.

VARIANCE - AUTHORIZED LESS INVOICED

This report details any variances between the authorized amount for an invoice and the amount that was invoiced. The following report options are available:

Record Selection: The following record selections are available:

- [A] All records
- [S] Records with job sequence codes
- [H] Cost codes for a specific header

Project Selection: Type [A] for all projects or [S] for a single project then enter the project number.

Lot Selection: Type [A] for all lots or [S] for a single lot.

PROJECTS

To select *Projects* from the Report Menu, type [3] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP130 1.00
HH                              Project Report                    30/06/91
                                                                  15:18:00

Project :

E Select:   All   Project   Exit
```

The following report options are available:

- [A] Print report for all projects
- [P] Print report for a specific project. The system will prompt you to enter the project number. [F5] can be used to list all projects

A sample report for a specific project follows.

```
21 JUN 94                                    EXAMPLE COMPANY LIMITED                                    EXJCR130 1.00
09:55                                            PROJECT  REPORT                                           Page:    1

-------------------------------------------------------------------------------------------------------------------------

Project #     Short name     Long name
-------------------------------------------------------------------------------------------------------------------------
     1008     1028           NAME
              Number of units              :  150
              Construction/land indicator : C
              Project start date           : JAN  1,1988
              Actual completion date       : DEC 31,1991
              Last update                  : AUG 18,1989
-------------------------------------------------------------------------------------------------------------------------
Total records processed:      1
-------------------------------------------------------------------------------------------------------------------------
                                        -- end of report --
```

LOTS

To select *Lots* from the Report Menu, type [4] and press [↵Enter].

The screen will appear as follows:

```
HL3B                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.63
H3                                Reports                          16/10/96
                                   Lots                            14:54:19

                        1 By lot#
                        2 Closing book
                        3 Closing book financial
                        4 Closing book deposits
                        5 Construction closing list
                        6 Sales closing list
                        7 Possible sitings
                        8 Lot master log
                        9 New Home Warranty report
                       10 Lot Profit Summary report
                       11 No. of Units Under Warranty

                        E Exit

                        E Enter selection
```

Details of the various reports are listed below.

BY LOT NUMBER

You can print a listing of lots for all projects or for a specific project. Type one of the following and the report will be created:

[1] All
[2] Project: The system will prompt you for the project number. [F5] can be used to get a listing of projects.

A sample Lot List follows.

```
21 JUN 94                                    EXAMPLE COMPANY LIMITED                                    EXJCR140 1.01
10:00                                              LOT  LIST                                                Page:    2

-----------------------------------------------------------------------------------------------------------------------
                      Lot
Project       Lot    Size     Model/elevation     Purchaser
-----------------------------------------------------------------------------------------------------------------------
   1000       101      50     371        A        [    2]  PURCHASER NAME
   1000       118       0                         [     ]
   1000       119       0     441        A        [   68]  PURCHASER NAME
   1000       120      55     292        A        [    3]  PURCHASER NAME
   1000       121      55     440        B        [    2]  PURCHASER NAME
   1000       122      55     292        B        [    4]  PURCHASER NAME
   1000       123      60     371        A        [    5]  PURCHASER NAME
   1000       124      55     292        B        [    6]  PURCHASER NAME
   1000       125      55     292        A        [    7]  PURCHASER NAME
   1000       126      60     371        A        [    8]  PURCHASER NAME
   1000       127      60     371        A        [    9]  PURCHASER NAME
   1000       128      60     371        B        [   10]  PURCHASER NAME
   1000       129      55     292        A        [   11]  PURCHASER NAME
   1000       130      50     068        A        [   12]  PURCHASER NAME
-----------------------------------------------------------------------------------------------------------------------
Total lots for project  1000 :     14
-----------------------------------------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------------------------------
 Total records processed:    14
-----------------------------------------------------------------------------------------------------------------------
                                                        -- end of report --
```

Closing Book

The following report options are available:

Project: Type [A] for all projects or enter a project number. [F5] can be used to list all projects.

Sort Sequence: The following sort sequences are available:

- [L] Sort by lot number
- [O] Sort by offer closing date
- [A] Sort by acceptance date

Orientation: Type [P] to print the report in portrait orientation or [L] to print in landscape on legal size paper.

A sample Closing Book follows.

21 JUN 94 12:09 — EXAMPLE COMPANY LIMITED — EXJCR142 1.09

Page: 1 — C L O S I N G   B O O K

Lot Number		Lot Size	Purchaser/s	Offer Date	Offer Status	Offer Accepted	Construction Release Model/Elv/AR	Sold Siting	No of Bedrms	Conditions Applicable: Lot Premium Width	Other1	Other2	WOC	MOB	Other	Offer Closing Date	Offer Closing Status	Moveup Clause Appl.	HHWP Number	Checks: Survey Recv'd	Colours Recv'd
1028	101	50	PURCHASER 1	17-JUL-86	Closed	22-JUL-86	371/A	371/A		A	N	N	A	N	N	24-JUL-87	Conditional	N	201304	DP	FB
1028	213	55	PURCHASER 2	16-FEB-87	Closed	19-FEB-87	440/B	440/B		N	N	N	M	N	N	27-AUG-87	Conditional	Y	201318	DP	FK
1028	264	50	PURCHASER 3	17-FEB-87	Closed	23-FEB-87	068/B/R	068/B		N	N	N	N	N	N	29-AUG-87	Conditional	Y	201341	DP	FK

Total Lots : 3

Total Purchasers : 3

-- End of Report --

Closing Book Financial

The following report options are available:

Project: Type [A] for all projects or enter a project number. [F5] can be used to list all projects.

Orientation: Type [P] to print the report in portrait orientation or [L] to print in landscape on legal size paper.

Sort Sequence: The following sort sequences are available:

- [L] Sort by lot number
- [O] Sort by offer status

Suppress Zero Balances: Type [Y] to suppress the printing of any zero balances or [N] to display all zero balances.

A sample Closing Book Financial report follows.

21 JUN 94 11:28 HHJCR144 1.07 — ANY COMPANY LIMITED

Page: 1 — C L O S I N G   B O O K   F I N A N C I A L

Project Number	Lot Number	Purchaser/s	Offer Status	Offer Closing Date	Model Type	Quoted Price	Extras: Lot Premium Width	Other 1	Other 2	HOD	MOB	Other	Give-away	Total Extras	Total Price
1028	101	Purchaser name	Closed	24-JUL-1987	371/A	254,570									254,570
TOTAL FOR STATUS Closed						254,570	0	0	0	0	0	0	0	0	254,570
TOTAL FOR JUL,1987						254,570	0	0	0	0	0	0	0	0	254,570
1028	213	Purchaser	Closed	27-AUG-1987	440/B	315,000				4,500				4,500	319,500
1028	264	Purchaser	Closed	28-AUG-1987	068/B	300,000									300,000
TOTAL FOR STATUS Closed						615,000	0	0	0	4,500	0	0	0	4,500	619,500
TOTAL FOR AUG,1987						615,000	0	0	0	4,500	0	0	0	4,500	619,500
1028	263	Purchaser	Closed	01-SEP-1987	430/B	295,000									295,000
1028	214	Purchaser	Closed	03-SEP-1987	440/A	315,000				4,500				4,500	319,500
1028	215	Purchaser	Closed	03-SEP-1987	440/A	315,000				4,500				4,500	319,500
1028	227	Purchaser	Closed	03-SEP-1987	068/A	300,000									300,000
1028	216	Purchaser	Closed	10-SEP-1987	292/A	330,000					8,500			8,500	338,500
1028	229	Purchaser	Closed	10-SEP-1987	067/A	265,000									265,000
1028	230	Purchaser	Closed	16-SEP-1987	067/A	265,000									265,000
1028	218	Purchaser	Closed	24-SEP-1987	242/B	295,000		15,000						15,000	310,000
1028	266	Purchaser	Closed	24-SEP-1987	430/B	295,000		3,000						3,000	298,000
1028	274	Purchaser	Closed	30-SEP-1987	282/A	290,000		4,500						4,500	294,500
1028	217	Purchaser	Closed	30-SEP-1987	282/A	290,000		3,000	10,000		8,000			21,000	311,000
1028	228	Purchaser	Closed	30-SEP-1987	068/B	315,000		15,000						15,000	330,000
TOTAL FOR STATUS Closed						1,570,000	0	40,500	10,000	9,000	16,500	0	0	76,000	1,646,000

Total lots : 138

Total purchasers : 138

Grand total deposits : $7,251,478

Grand total quoted : $52,708,570

Grand total extras : $2,967,315

Grand total giveaways: $0

Grand total price : $55,675,885

-- end of report --

CLOSING BOOK DEPOSITS

This report details the deposits made on each lot. The following report options are available:

Project:	Type [A] for all projects or enter a project number. [F5] can be used to list all projects.
Orientation:	Type [P] to print the report in portrait orientation or [L] to print in landscape on legal size paper.
Sort Sequence:	The following sort sequences are available: [L] Sort by lot number [O] Sort by offer status
Suppress Zero Balances:	Type [Y] to suppress the printing of any zero balances or [N] to display all zero balances.

CONSTRUCTION CLOSING LIST

You can print a list that details the status of lots still under construction. The following report options are available:

1. List all lots
2. Project: The system will prompt you for the project number. F5 can be used to get a listing of projects.

A sample Construction Closing List report is as follows:

```
21 JUN 94                                        EXAMPLE COMPANY LIMITED                                          Page:    1
13:57                                                  CONSTRUCTION                                          EXJCR143 1.07
                                                 C L O S I N G   L I S T
-------------------------------------------------------------------------------------------------------------------------------
Project  Lot              Lot <---- Closing Date ----> <--- Closing Status --->
    #     # Model Type  Size CONSTRUCTION    OFFER     LOT          OFFER       CCP Purchaser's Name
-------------------------------------------------------------------------------------------------------------------------------

21 JUN 94                                        EXAMPLE COMPANY LIMITED                                          Page:    2
13:57                                                  CONSTRUCTION                                          EXJCR143 1.07
                                                 C L O S I N G   L I S T
                                                        SUMMARY
-------------------------------------------------------------------------------------------------------------------------------
 Total       Total       Total      Total      Total      Total
  Lots    Released  Unreleased     Closed     Unsold   To Close
     1          0           1          0          1          0
-------------------------------------------------------------------------------------------------------------------------------

end of report -
```

SALES CLOSING LIST

You can print a list that details the status of lots for sale. The following report options are available:

Project: Press [F8] for all projects or enter a project number. [F5] can be used to list all projects.

Include all lots: Type [Y] to include all lots or [N] to include only lots with offers.

A sample Sales Closing List follows:

```
16 OCT 96                          EXAMPLE COMPANY LIMITED                          Page:    1
15:28                                     SALES                                  H3JCR146 1.04
                                  C L O S I N G   L I S T

PROJECT :   399   PHASE 3C
-------------------------------------------------------------------------------------------------

         Lot                                                          Offer
Lot #   Size  House Type    CCP  Purchaser's Name                  Closing Date   Closing Status
-------------------------------------------------------------------------------------------------
  313     20
  314     20
  315      0
  316     20
  317     20
  318     20
  319     20
  320     20
  321     20
  322     20
  323     20
  324     20
  325     20
  326     20
  327     20
  328     20
  329      0
  330      0
  331     20
  332     20
  333     20
  334     20
  335     20
  336     20
  337     20
  339     20
  340     20
  341     20
 6666      0                S
 7777      0                S
 9999      0                S

     31  CLOSINGS for **************

  301     21  17-1274 X          PURCHASER NAME                  30-OCT-1996    Firm
  309     17  17-1144 X          PURCHASER NAME                  31-OCT-1996    Firm
  310     20  17-1144 X          PURCHASER NAME                  31-OCT-1996    Firm
  311     20  17-1274 X          PURCHASER NAME                  31-OCT-1996    Conditional

      4  CLOSINGS for OCTOBER,1996

  312     20  17-1274 X          PURCHASER NAME                   6-NOV-1996    Firm
  302     17  17-1274 X          PURCHASER NAME                   7-NOV-1996    Firm
  303     20  17-1274 X          PURCHASER NAME                   7-NOV-1996    Firm
  304     20  17-1274 X          PURCHASER NAME                   7-NOV-1996    Firm
  305     30  17-1274 X          PURCHASER NAME                  14-NOV-1996    Firm
  306     29  17-1274 X          PURCHASER NAME                  14-NOV-1996    Firm
  307     20  17-1274 X          PURCHASER NAME                  14-NOV-1996    Firm
```

POSSIBLE SITINGS

The Possible Sitings report has the following options:

1. List sitings for a all projects
2. List sitings for a single project: The system will prompt you for the project number. F5 can be used to get a listing of projects.

A sample Possible Sitings report follows:

```
18 OCT 96              EXAMPLE COMPANY LIMITED              Page:    1
11:34                  POSSIBLE SITINGS REPORT            H3JCR145 1.00

Project #   Lot #   Possible Sitings
-----------------------------------------------------------------------
      398     213
      398     214
      398     215
      398     216
      398     217
      398     218
      398     219
      398     220
      398     221
      398     222
      398     223
      398     224
      398     225
      398     226
      398     227
      398     228
      398     229
      398     230
      398    6666
      398    7777
      398    9999

-----------------------------------------------------------------------
Total lots for project   398 :     20
-----------------------------------------------------------------------
```

LOT MASTER LOG

The Lot Master Log report prints a detailed listing or a summary listing for each lot. Choose one of the following and the report will be created:

1. Detailed
2. Summary

Once this report is created the system will ask you if you want to archive the file. Archiving a file compresses the file so that it doesn't take up as much disk space on your computer. Type Y if you want to archive the file or N if you don't.

A detailed and summary Lot Master Audit Trail Log report follow:

```
21/06/94                                    EXAMPLE COMPANY LIMITED                                    EXJCR044 1.05
14:01                                   Lot Master Audit Trail Log - DETAIL
                                                  SUMMARY
-------------------------------------------------------------------------------------------------------------------------
Total records processed :      0
-------------------------------------------------------------------------------------------------------------------------
                                                -- end of report --

21/06/94                                    EXAMPLE COMPANY LIMITED                                    EXJCR045 1.05
14:01                                   Lot Master Audit Trail Log - SUMMARY
                                                  SUMMARY
-------------------------------------------------------------------------------------------------------------------------
Total records processed :      0
-------------------------------------------------------------------------------------------------------------------------
                                                -- end of report --
```

NEW HOME WARRANTY REPORT

The New Home Warranty report prints a detailed listing of lots and their NHWP numbers. The following options are available:

A sample New Home Warranty report follows:

```
18 OCT 96                          EXAMPLE COMPANY LIMITED                          Page:    1
11:41                             NEW HOME WARRANTY REPORT                       H3JCR148 1.00

PROJECT :   398   PHASE 3B
-----------------------------------------------------------------------------------------------
   Lot  Purchaser   Purchaser                                          Construction   NHWP
Number       Code   Name                                               Closing Date   Number
-----------------------------------------------------------------------------------------------
   213
   217
   218
   238
   239
   242
  6666
  7777
  9999
   233        233   PURCHASER NAME                                     18-JUL-1996    123456
   234        234   PURCHASER NAME                                     18-JUL-1996    789012
   235        235   PURCHASER NAME                                     18-JUL-1996    112345
   236        236   PURCHASER NAME                                     18-JUL-1996    122345
   229        229   PURCHASER NAME                                     25-JUL-1996    132658
   230        230   PURCHASER NAME                                     25-JUL-1996    654981
   231        231   PURCHASER NAME                                     25-JUL-1996    354687
   232        232   PURCHASER NAME                                     25-JUL-1996    321357
17
```

LOT PROFIT SUMMARY REPORT

This report details all costs and profits associated with each lot. The following options are available:

- [1] Print report
- [2] Update financial data. ☞ In order to have the most current data you must select this option first then spool the report.

REPORT OPTIONS

The following report options are available:

Project: Type [F8] for all projects or enter a project number. [F5] can be used to list all projects.

Sort Sequence: Select from one of the following sequences:
- [1] Project/Lot
- [2] Project/Model Type
- [3] Project/Closing Date
- [4] Project/Acceptance Date
- [5] Closing Date
- [6] Acceptance Date

Lot Status: Type [C] for closed lots only or [A] for all lots.

Start Date: Type [Y] to include a start date or N to exclude a start date.

Cut-off Date: Type [Y] to include a cut-off date or N to exclude a cut-off date.

Lot Selection: Type [A] for all lots or [S] for a single lot. If you select single lots the system will prompt you to enter a project number then up to 10 different lot numbers.

A sample Lot Profit Summary report follows:

HEATHWOOD HOMES (WHITBY) LIMITED
LOT PROFIT SUMMARY by ACCEPTANCE DATE
ALL LOTS
December 4,1996
START DATE : November 01,1996
CUTOFF DATE : November 30,1996

Acceptance Date	Project/Lot	Model Code	Model Type	Square Feet	Selling Price	Total GST Amount	GST Rebate	Extras Deposits	Purchaser House Sales	Land Value	Authorized Amount	AUTH less INVOICED	Complete Adjustment	Variance of Amount to Cost of Sales	Indirect Costs	Net Profit
7-NOV-1996	400/ 33	24-2400 B	THE GREENSBORO	2400	211,900	14,197	5,111	1,364	204,176	54,241	121,444			155,685	27,500	22,393
12-NOV-1996	400/ 90	29-1829 A	THE WESTPORT	1829	189,800	12,716	4,578		181,662	54,241	97,595			151,836	27,500	2,326
Total for: NOV 1996 2 Lots					401,700	26,913	9,689	1,364	385,840	108,482	139,039			307,521	55,000	23,319
2 Lots					401,700	26,913	9,689	1,364	385,840	108,482	139,039			307,521	55,000	23,319

NUMBER OF UNITS UNDER WARRANTY

The following options are available:

Project: Press F8 for all projects or enter a project number. F5 can be used to list all projects.

Cut-off date: Enter a cut-off date in the format *ddmmyyyy*.

MODEL TYPES

To select *Model types* from the Report Menu, type [5] and press [↵ Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                    TLJCP001 1.51
HH                                  Reports                                30/06/91
                                    Models                                 15:19:17

                                    1 List
                                    2 Revisions
                                    3 Model master log

                                    E Exit

                                    E Enter selection
```

LIST

You can print a listing of all models or only models for a particular project. Choose one of the following and a Model List report will be created:

[1] All
[2] Project: The system will request the you type in the project number. [F5] can be used to retrieve a listing of projects.

A sample Model list for a particular project follows:

```
21 JUN 94                                  EXAMPLE COMPANY LIMITED                                    EXJCR150 1.01
14:09                                          MODEL TYPE REPORT                                         Page:    1

Project name:
                                                                                                  No. of Bedrooms
Project   Model Type  Elevation   Description                    Sq Ft  Lot Size  Model Price  STANDARD ACTUAL
-------------------------------------------------------------------------------------------------------------------------
   1008   COLONIAL        1       COLONIAL MANSION               4,000        50      425,000     9

-------------------------------------------------------------------------------------------------------------------------
Total models for project  1008 :      1
-------------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------------
Total records processed:      1
-------------------------------------------------------------------------------------------------------------------------
                                                  -- end of report --
```

REVISIONS

A Model Master Revisions report can be printed for all dates or for a particular period. If you only want to create the revisions report for a particular period type [M] and then type in the start date and end date in the form of *ddmmyyyy*.

Type [S] to start creating the report.

A sample report follows.

```
21 JUN 94                    EXAMPLE COMPANY LIMITED                EXJCR056 1.01
14:16                         Model Master Revisions                   Page:    1

Project :  1028 - PROJECT NAME

 Revision Date    Type  Model/elevation    Price  Model name
-------------------------------------------------------------------------------
JUN 14/89 14:02   MOD   0110       A     270,000  Ascot
          14:02   MOD   0110       A     270,000  Ascot
-------------------------------------------------------------------------------
Total records processed :      2

Report options:

Records processed for ALL dates.
-------------------------------------------------------------------------------
                              -- end of report --
```

MODEL MASTER LOG

To create a Model Master Log report type [3], press [↵Enter] and then type [S] to start the report.

A sample Model Master Log follows.

```
21 JUN 94   14:25                                  EXAMPLE COMPANY LIMITED                                                  EXJCR054 1.02
Page:    1                                         Model Master Audit Trail Log
Typist :  3 - EMPLOYEE NAME
-------------------------------------------------------------------------------------------------------------------------------------
Type            Date      Time      Project Model/Elevtn  Description                    Sqft  #Beds    Price Lot H-wid S-yard Spc Last update
MOD  BEFORE  JUN 14/89 14:02:30.40     1000 0110       A  MODEL NAME                     2264          270000   0    29      0      MAR 16/87
                                    Reason description : TEST MODEL MASTER LOG REPORT PROGRAM.
Type            Date      Time      Project Model/Elevtn  Description                    Sqft  #Beds    Price Lot H-wid S-yard Spc Last update
MOD  AFTER   JUN 14/89 14:02:30.40     1000 0110       A  MODEL NAME                     2264    3     270000   0    29      0      JUN 14/89
                                    Reason description : TEST MODEL MASTER LOG REPORT PROGRAM.
.....................................................................................................................................
Type            Date      Time      Project Model/Elevtn  Description                    Sqft  #Beds    Price Lot H-wid S-yard Spc Last update
MOD  BEFORE  JUN 14/89 14:02:45.94     1000 0110       A  MODEL NAME                     2264    3     270000   0    29      0      JUN 14/89
                                    Reason description : TEST BY RUSS.
Type            Date      Time      Project Model/Elevtn  Description                    Sqft  #Beds    Price Lot H-wid S-yard Spc Last update
MOD  AFTER   JUN 14/89 14:02:45.94     1000 0110       A  MODEL NAME                     2264          270000   0    29      0      JUN 14/89
                                    Reason description : TEST BY RUSS.
.....................................................................................................................................
21 JUN 94   14:25                                  EXAMPLE COMPANY LIMITED                                                  EXJCR054 1.02
Page:    2                                         Model Master Audit Trail Log
Typist :  1 - EMPLOYEE NAME
-------------------------------------------------------------------------------------------------------------------------------------
Type            Date      Time      Project Model/Elevtn  Description                    Sqft  #Beds    Price Lot H-wid S-yard Spc Last update
ADD          AUG 23/89 10:25:03.73     1000 COLONIAL   1  COLONIAL MANSION               4000    9     425000  50    45      5      AUG 23/89
                                    Reason description : Record added
.....................................................................................................................................


21 JUN 94   14:25                                  EXAMPLE COMPANY LIMITED                                                  EXJCR054 1.02
Page:    3                                         Model Master Audit Trail Log
                                                                SUMMARY
-------------------------------------------------------------------------------------------------------------------------------------
Total records processed :      5
-------------------------------------------------------------------------------------------------------------------------------------
                                                          -- end of report --
```

PURCHASERS

To select *Purchasers* from the Report Menu, type [6] and press [↵ Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                    TLJCP001 1.51
HH                                  Reports                                30/06/91
                                  Purchasers                               15:19:41

                          1 Directory
                          2 Purchaser accounting
                          3 Purchaser name & address
                          4 Deposit due list
                          5 Purchaser master log

                          E Exit

                          E Enter selection
```

DIRECTORY

You can print a directory of all purchasers or only purchasers for a particular project. Choose one of the following and a Purchaser Directory report will be created:

[1] All
[2] Project: The system will request the you type in the project number. [F5] can be used to retrieve a listing of projects.

A sample Purchaser Directory follows.

```
21 JUN 94   15:53                                EXAMPLE COMPANY LIMITED                                                    EXJCR141 1.05
Page:    1                                              DIRECTORY
-------------------------------------------------------------------------------------------------------------------------------------
1008 - UNIONVILLE
Lot      Latest   Offer       Purchaser A     Purchaser B <-------------------- Purchaser A ----------------> <--------- Phone Numbers --------->       New Home
Number   Closing  Status      Name            Name            Address     City, Postal Code                    Res A  Res B  Bus A  Bus B              Address
-------------------------------------------------------------------------------------------------------------------------------------
0169              Conditional Purchaser A NAME                STREET ADDRESS     CITY, POSTAL CODE            905-738-4089                      STREET ADDRESS
-------------------------------------------------------------------------------------------------------------------------------------
Grand total lots       :      1
Grand total purchasers :      1
-------------------------------------------------------------------------------------------------------------------------------------
                                                                                                  -- end of report --
```

PURCHASER ACCOUNTING

You can create a Purchaser Accounting report for all projects or for a specific project. Select one of the following to create the report:

[1] All
[2] Project: The system will prompt you to type in the project number. [F5] can be used to get a listing of all project numbers.

A sample Purchaser Accounting report follows.

```
21 JUN 94   16:09                                          EXAMPLE COMPANY LIMITED                                                    EXJCR170 1.04
Page:    1                                                 P U R C H A S E R   A C C O U N T I N G   R E P O R T
-------------------------------------------------------------------------------------------------------------------------------------------
                                                                                  Construction     Offer
Project   Lot                                  <------- Offer -------> Siting            Closing       Quoted       Total          Total
     #     #  Purchaser/s                       Date     Status       Model/elev/AR    Date          Price      Extras          Price
-------------------------------------------------------------------------------------------------------------------------------------------
1008  0169  Purchaser 1                        21-Jun-93  Closed       371/A            21-Jun-94     254,570        0           254,570
            Regular deposits/Due/Received:    0 n/a n/a               0 n/a n/a        0 n/a n/a     0 n/a n/a      0 n/a n/a   Total:          0
            Extras  deposits/Due/Received:    0 n/a n/a               0 n/a n/a        0 n/a n/a     0 n/a n/a      0 n/a n/a   Total:          0
SUMMARY
-------------------------------------------------------------------------------------------------------------------------------------------
Total lots          :      1
Total purchasers    :      0
Grand total deposits :             $0

Grand total quoted  :              $0
Grand total extras  :              $0
Grand total price   :              $0

-------------------------------------------------------------------------------------------------------------------------------------------
                                                                  -- end of report --
```

PURCHASER NAME & ADDRESS

A Purchaser Name & Address report can be created for a single project or all projects. Select one of the following to create the report:

1. All
2. Project: The system will prompt you to type in the project number. F5 can be used to get a listing of all project numbers.

A sample Purchaser Name & Address report follows.

```
22 JUN 94   09:42                                          EXAMPLE COMPANY LIMITED                                                    EXJCR171 1.02
Page:    1                                                 PURCHASER NAME AND ADDRESS LIST

Lot Number   Purchaser(s)                                                  Home Phone      Business Phone
-------------------------------------------------------------------------------------------------------------
 1028   101  [1] PURCHASER 1 NAME                                          905-738-4089    905-738-4089
             [2]
                 STREET ADDRESS
                 CITY, PROVINCE
                 POSTAL CODE
 1028   119  [1] PURCHASER 2 NAME                                          905-738-4089    905-738-4089
             [2]
                 STREET ADDRESS
                 CITY, PROVINCE
                 POSTAL CODE
 1028   120  [1] PURCHASER 3 NAME                                          905-738-4089    905-738-4089
             [2]
                 STREET ADDRESS
                 CITY, PROVINCE
                 POSTAL CODE
 1028   121  [1] PURCHASER 4 NAME                                          905-738-4089    905-738-4089
             [2]
                 STREET ADDRESS
                 CITY, PROVINCE
                 POSTAL CODE
-------------------------------------------------------------------------------------------------------------
Total purchasers     :      4
-------------------------------------------------------------------------------------------------------------
                                                                  -- end of report --
```

DEPOSIT DUE LIST

Type [S] to create a Deposit Due list.

A sample list follows:

```
22 JUN 94   10:08                          EXAMPLE COMPANY LIMITED                                  EXJCR172 1.02
Page:    1                                   DEPOSIT DUE REPORT

 Due  Date        Amount Due   Project / Lot   Purchaser(s)                          Home Phone        Business Phone
-------------------------------------------------------------------------------------------------------------------------
MAR 16/1990          $31,500    1048 - 311     PURCHASER NAME                        905-738-4089      905-738-4089

              ---------------
     1              $31,500
              ---------------
                                                  -- end of report --
```

PURCHASER MASTER LOG

The Purchaser Master Log report prints a detailed listing or a summary listing for each purchaser. Choose one of the following and the report will be created:

[1] Detailed
[2] Summary

Once this report is created the system will ask you if you want to archive the file. Archiving a file compresses the files so that it doesn't take up as much disk space on your computer. Type [Y] if you want to archive the file.

A detailed and summary report follow.

```
22/06/94   10:18                                  ANY COMPANY LIMITED                                    HHJCR074 1.04
                                            Purchaser Master Audit Trail Log - DETAIL
                                                         SUMMARY
-------------------------------------------------------------------------------------------------------------------------

Total records processed :      0

.........................................................................................................................

                                                  -- end of report --

14/06/89   12:10                                  EXAMPLE COMPANY LIMITED                                 EXJCR075 1.00
Typist:  1- TEST                            Purchaser Master Audit Trail Log - SUMMARY                          Page:    1
-------------------------------------------------------------------------------------------------------------------------
Type            Date      Time      Project   Lot #   Purchaser code      Last Update  Purchaser 1 name
MOD  BEFORE  JAN 27/94 11:02:44.35     1000     124                7       19880316    Seven, Purchaser
 Offer closing stat: L                  Model price (sugg):    370000
 Date of offer ....: 19870306           Acceptance date ..:                   Offer closing date: 19871203
 Lot - width:       0  Lot - other1:       0  Lot - other2:       0  WOD:       0  WOB:       0  Other:       0 Giveaways:       0
 Reason description : TEST

-------------------------------------------------------------------------------------------------------------------------
Total records processed :      1
.........................................................................................................................
                                                  -- end of report -
```

CONTRACTS

To select *Contracts* from the Report Menu, type [7] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                                Reports                              30/06/91
                                Contracts                              15:20:11

 1 By lot - all contracts              11 Contract subledger
 2 By lot - single contracts           12 — reserved —
 3 By contract#                        13 — reserved —
 4 By model                            14 — reserved —
 5 By supplier#                        15 — reserved —
 6 By expiry date                      16 — reserved —
 7 -- reserved —                       17 — reserved —
 8 -- reserved —                       18 — reserved —
 9 -- reserved —                       19 Contract master log
10 History of quote changes            20 Contract subledger log
                              E Exit

                             E  Enter selection
```

BY LOT

A Contract By Lot report can be printed for all projects, a specific project or a specific lot. Type [1] then one of the following:

- [1] All
- [2] Project: The system will prompt you to type in the project number.
- [3] Lot: The system will prompt you to type in the project number and lot number.

Your report can contain all cost codes or only direct cost codes. Choose one of the following and your report will be generated:

- [A] All Cost Codes
- [D] Direct Cost Codes

A sample Contract Status Report By Lot follows.

```
22 JUN 94                                    EXAMPLE COMPANY LIMITED                                    EXJCR160 1.02
10:28                                       CONTRACT STATUS REPORT BY LOT                                  Page:    1
Project   :  1028 - PROJECT NAME

Lot number: 101
     Model: 371
 Elevation: A
-------------------------------------------------------------------------------------------------------------------------
                                                          <------- C O N T R A C T ------>
CODE       DESCRIPTION                  CONTRACT#     BUDGET   ORIGINAL   REVISION    REVISED      ACTUAL  INVOICE NO SUPPLIER
-------------------------------------------------------------------------------------------------------------------------
00001  WORK IN PROCESS
  00002  DIRECT CONSTRUCTION
    00010  Permits                        X1987         1377          0          0          0           0
    00015  Water meter                    X2013          134          0          0          0           0
    00020  SITE SERVICING                                 0          0          0          0           0
    00030  Survey                         301            275          0          0          0           0
    00040  Hydro connection                X2039          300          0          0          0           0
    00050  Excavation                     355           1100          0          0          0           0
    00060  Bay window flashing             367              0          0          0          0           0
    00070  Formwork                       379A1         9435          0          0          0           0
    00080  Structural steel                368           1630          0          0          0           0
    00090  Basement window                 330            272          0          0          0           0
    00100  Windows and frames              384           8950          0          0          0           0
    00110  Skylight                       X2065            0          0          0          0           0
    00115  Patio doors                    334            650          0          0          0           0
    00119  Garage doors                   333            500          0          0          0           0
---------- ---------- ---------- ---------- ----------
  Subtotal                                            24623          0          0          0           0
                                                  ---------- ---------- ---------- ---------- ----------
Total                                                 24623          0          0          0           0
                                                  ---------- ---------- ---------- ---------- ----------
00799  NET CONSTRUCTION COSTS
  0079H
    00800  DIRECT OVERHEADS                                0          0          0          0           0
---------- ---------- ---------- ---------- ----------
  Subtotal                                                0          0          0          0           0
                                                  ---------- ---------- ---------- ---------- ----------
Total                                                     0          0          0          0           0
                                                  ---------- ---------- ---------- ---------- ----------

Project totals                                        24623          0          0          0           0
                                                  ========== ========== ========== ========== ==========

Total lots:     1

22 JUN 94                                    EXAMPLE COMPANY LIMITED                                    EXJCR160 1.02
10:28                                       CONTRACT STATUS REPORT BY LOT                                  Page:   33
                                                          SUMMARY
-------------------------------------------------------------------------------------------------------------------------
Total projects processed:      1
Total lots processed    :      1
Total records processed :     14
-------------------------------------------------------------------------------------------------------------------------
                                                  -- end of report --
```

BY CONTRACT NUMBER

A Contract Status report can also be printed by contract number. To created this report type [2] then choose one of the following:

- [1] All projects
- [2] Single project
- [3] Single contract
- [4] Single cost code
- [5] Single model
- [6] Single supplier

The system will prompt to enter the appropriate information depending on which of the above choices you selected. Type in the appropriate information typing [A] after each prompt and the system will then create the report.

A sample of this report for a Single Contract follows.

```
22 JUN 94                                        EXAMPLE COMPANY LIMITED                                          EXJCR20D 1.01
11:30                                     Contract Master Summary by Contract #                                      Page:    1
Project :  1028 - PROJECT NAME
-------------------------------------------------------------------------------------------------------------------------------
Supplier                                                   Cost                        Contract
<---------------------------------------- CONTRACT DRAW AMOUNTS ---------------------------------------->
Contract #     Code  Supplier name                        Telephone      Code  Model type  Elv          Price  Prime
Draw  1     Draw  2     Draw  3     Draw  4     Draw  5     Draw  6     Draw  7     Draw  8     Draw  9
-------------------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------
256              310  CARPET VILLA LIMITED                  630-1533       00360  440          B              .00   NO            .00
.00         .00         .00         .00         .00         .00         .00         .00
                                                                                                  --------------
                                                                                                           .00

                                                                                                  --------------
Total contracts :     1                                                                                    .00
                                                                                                  --------------


22 JUN 94                                           ANY COMPANY LIMITED                                             HHJCR20D 1.01
11:30                                     Contract Master Summary by Contract #                                      Page:    2
                                                          SUMMARY
-------------------------------------------------------------------------------------------------------------------------------

Criteria : Single contract [256  ]

Total projects processed  :      1
Total contracts processed :      1
Total amount of contracts :            .00

-------------------------------------------------------------------------------------------------------------------------------

                                                  -- end of report --
```

BY MODEL

You can create a Contract Status report by Model. Type [3] then choose one of the following and the report will be generated:

- [1] All
- [2] Project: The system will prompt you for the project number.
- [3] Model: The system will prompt you for the project and model number.

A sample Contract Master Summary - by Model report follows.

22 JUN 94
11:53

EXAMPLE COMPANY LIMITED
Contract Master Summary by Model

EXJCR220 1.02
Page: 1

Project : 1028 - PROJECT NAME

Model / elevation		Contract #	Supplier Code	Supplier name	Telephone	Cost Code	Contract Price	Prime
0110	A	X1967	9901	PERMITS		00010	817.00	YES
		X1993	9902	WATER METER		00015	134.00	YES
		301	1945	SUPPLIER NAME	905-738-4089	00030	275.00	YES
		X2019	9909	HYDRO CONNECTION		00040	300.00	YES
		355	615	SUPPLIER NAME	905-738-4089	00050	1100.00	YES
		367	330	SUPPLIER NAME	905-738-4089	00060	160.00	YES
		379A1	1305	SUPPLIER NAME	905-738-4089	00070	7010.00	YES
		368	250	SUPPLIER NAME	905-738-4089	00080	794.00	YES
		330	1810	SUPPLIER NAME	905-738-4089	00090	108.72	YES
		384	1330	SUPPLIER NAME	905-738-4089	00100	5500.00	YES
		X2045	9910	SUPPLIER NAME		00110	.00	YES
		334	1915	SUPPLIER NAME	905-738-4089	00115	355.00	YES
		333	305	SUPPLIER NAME	905-738-4089	00119	500.00	YES
		370	303	SUPPLIER NAME	905-738-4089	00120	7550.91	YES
		X2071	9903	SUPPLIER NAME		00125	600.00	YES
		364	850	SUPPLIER NAME	905-738-4089	00128	265.00	YES
		348	1410	SUPPLIER NAME	905-738-4089	00130	1969.00	YES
		302A1	625	SUPPLIER NAME	905-738-4089	00140	7860.00	YES
		315	1825	SUPPLIER NAME	905-738-4089	00150	7819.00	YES
		316	1335	SUPPLIER NAME	905-738-4089	00165	19089.00	YES
		X2097	9911	SUPPLIER NAME		00170	1657.00	YES
		306A1	408	SUPPLIER NAME	905-738-4089	00180	4459.00	YES
		321	1410	SUPPLIER NAME	905-738-4089	00190	1455.00	YES
		369	2205	SUPPLIER NAME	905-738-4089	00200	4895.00	YES
		308	405	SUPPLIER NAME	905-738-4089	00210	2675.00	YES
		312	1605	SUPPLIER NAME	905-738-4089	00220	3820.00	YES
		313	655	SUPPLIER NAME	905-738-4089	00223	835.00	YES
		359	1420	SUPPLIER NAME	905-738-4089	00230	63.00	YES
		362	1420	SUPPLIER NAME	905-738-4089	00240	510.00	YES
		326	2000	SUPPLIER NAME	905-738-4089	00250	7915.00	YES
		355	2215	SUPPLIER NAME	905-738-4089	00270	7704.00	YES
		318	1323	SUPPLIER NAME	905-738-4089	00280	1260.00	YES
		314	1415	SUPPLIER NAME	905-738-4089	00310	6030.00	YES
		323	300	SUPPLIER NAME	905-738-4089	00320	3053.00	YES
		380	900	SUPPLIER NAME	905-738-4089	00330	3790.00	YES
		322	1325	SUPPLIER NAME	905-738-4089	00340	1155.00	YES
		319	320	SUPPLIER NAME	905-738-4089	00350	2100.00	YES
		356	310	SUPPLIER NAME	905-738-4089	00360	3240.00	YES
		317	905	SUPPLIER NAME	905-738-4089	00380	220.00	YES
		309	1110	SUPPLIER NAME	905-738-4089	00390	235.00	YES
		X2149	9912	SUPPLIER NAME		00405	1900.00	YES
		300	355	SUPPLIER NAME	905-738-4089	00420	.00	YES
		X2175	9905	SUPPLIER NAME		00430	500.00	YES
		325	910	SUPPLIER NAME		00440	175.00	YES
		X2201	9906	SUPPLIER NAME		00550	300.00	YES
							118549.63	

By Supplier Number

A Contract Status report can also be created by supplier. Type 4 then choose one of the following and your report will be created:

1. All
2. Project: The system will prompt you for the project number.
3. Supplier: The system will prompt you for the project and supplier number.

A sample Contract report by Supplier Number follows.

22 JUN 94 EXAMPLE COMPANY LIMITED EXJCR210 1.00
13:33 Contract Master Summary by Supplier Page: 1

Project : 1028 - PROJECT NAME

Contract #	Supplier Code	Supplier name	Telephone	Cost Code	Model type	Elevation	Contract Price	Prime
368	250	SUPPLIER NAME	905-738-4089	00080	0110	B	753.00	YES
	250			00080	055	A	1104.00	YES
	250			00080	055	B	1136.00	YES
	250			00080	067	A	911.00	YES
	250			00080	067	B	981.00	YES
	250			00080	068	A	1863.00	YES
	250			00080	068	B	1882.00	YES
	250			00080	242	A	867.00	YES
	250			00080	242	B	893.00	YES
	250			00080	253	A	1070.00	YES
	250			00080	253	B	1139.00	YES
	250			00080	271	A	957.00	YES
	250			00080	271	B	978.00	YES
	250			00080	282	A	927.00	YES
	250			00080	282	B	979.00	YES
	250			00080	292	A	1384.00	YES
	250			00080	292	B	1322.00	YES
	250			00080	351	A	1758.00	YES
	250			00080	351	B	1855.00	YES
	250			00080	371	A	1630.00	YES
	250			00080	371	B	1630.00	YES
	250			00080	430	A	1109.00	YES
	250			00080	430	B	1001.00	YES
	250			00080	440	A	1185.00	YES
	250			00080	440	B	1152.00	YES
							58595.00	
Total contracts :	1						30466.00	

Total projects processed : 1
Total contracts processed : 1
Total amount of contracts : 58595.00

-- end of report --

By Expiry Date

To create the Contract report for expired contracts type 5 then choose one of the following:

1. All
2. Project: You will be prompted to type in the project number.

A sample Contract Expiry report follows.

```
22 JUN 94                                    EXAMPLE COMPANY LIMITED                                    EXJCR250 1.01
14:14                                         Contract Expiry Report                                        Page:    1

Project :  1002 - PROJECT NAME

-------------------------------------------------------------------------------------------------------------------------
Expiry Date          Supplier                                                          Cost                          Contract
dd/mm/yyyy  Contract     Code  Supplier name                    Telephone            Code   Model type   Elevation        Price
-------------------------------------------------------------------------------------------------------------------------
            X2400        1415  SUPPLIER NAME                    905-738-4089       00687   C                          2686.00
                                                                                                                  -------------
                                                                                                                       2686.00

            X2369        9901  SUPPLIER NAME                    905-738-4089       00010   A                A          1071.00
                                                                                                                  -------------
                                                                                                                       1071.00

            X2370        9901  SUPPLIER NAME                    905-738-4089       00010   A                B          1071.00
                                                                                                                  -------------
                                                                                                                       1071.00

            X2371        9901  SUPPLIER NAME                    905-738-4089       00010   B                          1071.00
                                                                                                                  -------------
                                                                                                                       1071.00

            X2372        9901  SUPPLIER NAME                    905-738-4089       00010   C                          1071.00
                                                                                                                  -------------
                                                                                                                       1071.00
-------------------------------------------------------------------------------------------------------------------------
Total projects processed  :      1
Total contracts processed :      5
Total amount of contracts :     4203512.12
-------------------------------------------------------------------------------------------------------------------------
                                                    -- end of report --
```

HISTORY OF QUOTE CHANGES

To create a report that lists any changes made to the original contract prices type [1][0] then select one of the following:

- [1] All
- [2] Project: You will be prompted to type in the project number.
- [3] Lot: You will be prompted to type in the project and any lot numbers you want to schedule. Once you have finished entering the lot numbers press [F10] to start the report.

A sample History of Quote Changes follows.

```
14 JUN 94                                    EXAMPLE COMPANY LIMITED                                    EXJCR300 1.00
14:38                                         History of Quote Changes                                      Page:    1

Project :  1000 - PROJECT NAME
-------------------------------------------------------------------------------------------------------------------------
Lot #  Cost code                                  Supplier                                Sub #  Orig/CO#    Date          Amount
-------------------------------------------------------------------------------------------------------------------------
  124  00010 Permits                              9901 Supplier Name                      X1986  ORIGINAL                 $1,313.00
                                                                                                                  -------------
                                                                                                  Cost code total        $1,313.00

       00015 Water meter                          9902 Supplier Name                      X2012  ORIGINAL                   $134.00
                                                                                                                  -------------
                                                                                                  Cost code total          $134.00

       00030 Survey                               1945 Supplier Name                      301    ORIGINAL  19-MAR-87        $275.00
                                                                                                                  -------------
                                                                                                  Cost code total          $275.00

       00040 Hydro connection                     9909 Supplier Name                      X2038  ORIGINAL                   $300.00
                                                                                                                  -------------
                                                                                                  Cost code total          $300.00

       00050 Excavation                            615 Supplier Name                      355    ORIGINAL  20-MAR-87       $1,100.00
                                                                                                                  -------------
                                                                                                  Cost code total        $1,100.00

14 JUN 89                                    EXAMPLE COMPANY                    EXJCR300 1.00
14:38                                         History of Quote Changes                Page:    2
                                                      SUMMARY
-------------------------------------------------------------------------------------------------------------------------
           Total projects :       1
               Total lots :       1
          Total contracts :       5
      Total change orders :       0
            Total records :       5

    Total contract amount :          $3122.00
Total change order amount :             $0.00
                                  -------------------
              Grand total :          $3122.00
                                  ===================

-------------------------------------------------------------------------------------------------------------------------
                                                    -- end of report --
```

CONTRACT MASTER LOG

The Contract Master Log lists any changes that have been made to contracts. To create this report type [1][9] then [S] to start the report.

A sample Contract Master Log report follows.

```
22/06/94                                    EXAMPLE COMPANY LIMITED                                    EXJCR064 1.01
16:27                                    Contract Master Audit Trail Log                                  Page:    1
Typist :  1 - EMPLOYEE NAME
-------------------------------------------------------------------------------------------------------------------------
Type            Date      Time     Contract# Project Model/Elevtn  Cost Code Prime Supplier code & name
MOD  BEFORE  JUN 19/89 12:31:30.09 300          1028 0110       B      00420  YES  [  355] SUPPLIER NAME
             Contract  Expiry    Contract amt Retainage amt  %  % Increase $ Increase  Reason description
             MAY 13/87 DEC 31/87       400.00          .00  0         .00        .00  TEST
                  Draw 1      Draw 2      Draw 3      Draw 4      Draw 5      Draw 6      Draw 7      Draw 8      Draw 9
                     .00         .00         .00         .00         .00         .00         .00         .00         .00
-------------------------------------------------------------------------------------------------------------------------
Type            Date      Time     Contract# Project Model/Elevtn  Cost Code Prime Supplier code & name
MOD  AFTER   JUN 19/89 12:31:30.09 300          1028 0110       B      00420  YES  [  355] SUPPLIER NAME
             Contract  Expiry    Contract amt Retainage amt  %  % Increase $ Increase  Reason description
             MAY 13/87 DEC 31/87       400.00          .00  0         .00        .00  TEST
                  Draw 1      Draw 2      Draw 3      Draw 4      Draw 5      Draw 6      Draw 7      Draw 8      Draw 9
                     .00         .00         .00         .00         .00         .00         .00         .00         .00
-------------------------------------------------------------------------------------------------------------------------
Start time : 16:27:54
  End time : 16:27:55

Total records processed :      2
.........................................................................................................................
                                                                  -- end of report --
```

CONTRACT SUBLEDGER LOG

To create the Contract Subledger Log type [2][0] then [S] to start.

A sample Contract Subledger Log follows.

```
23/06/94                                    EXAMPLE COMPANY LIMITED                                    EXJCR084 1.01
08:41                                    Contract Subledger Audit Trail Log                               Page:    1
                                                        SUMMARY
-------------------------------------------------------------------------------------------------------------------------

Start time : 08:41:53
  End time : 08:41:53

Total records processed :      0
-------------------------------------------------------------------------------------------------------------------------
                                                                  -- end of report --
```

CHANGE ORDERS

To select *Change orders* from the Report Menu, type [8] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                                Reports                              30/06/91
                              Change Orders                            15:25:21

                          1 Order forms
                          2 Summary report
                          3 Summary by Cost Code
                          4 Detail list
                          5 Exception report
                          6 Outstanding credits

                          E Exit

                          E Enter selection
```

ORDER FORMS

This option is selected to print all change orders, a range of Change Orders or a specific change order. Type [1] and press [↵Enter] to select Order Forms. The following options are available:

[1] **Project:** To print change orders for a specific project, type [1] and enter the project number. [F5] will give you a list of all valid project numbers.

[2] **Lot:** To print change orders for a specific lot, type [2]. The system will prompt you to enter the project number then the lot number.

Once you have selected a project and/or lot, the following screen will appear:

```
ANYLTD                          Job  Costing                    TLJCP800 1.14
HH                              Change  Orders                    30/06/91
                                                                  15:26:33
Project :  1000          1 All
    Lot :                2 Range
                           Starting Order #:
                             Ending Order #:
                         3 List Orders
                         4 Change Order Form Type
                           [Standard - plain paper]

                         E Exit

                         E Enter Selection
```

ALL

Type [1] and press [↵Enter] to print all change orders for the project/lot that you specified.

RANGE

To print a range of change orders type [2] and press [↵Enter]. Type the change order number that you want to start printing at and then the number to want to stop at.

LIST

To get a list of change orders for this project type [3] and press [↵Enter]. This list is only displayed on the screen.

CHANGE ORDER FORM TYPE

This option allows you to select the style of change order you are going to print. The following styles are available:

- [S] Plain paper
- [L] Letterhead
- [P] Preprinted form
- [Q] Special preprinted form

A sample Change Order report follows.

```
EXAMPLE COMPANY LIMITED
STREET ADDRESS
CITY, PROVINCE
POSTAL CODE

Change order #  10184        Date : MAR 26,1994      Subcontract for : 384

Subcontractor :  1330  SUPPLIER NAME
         Site :  1000  NAME OF SITE
          Lot :   101  Model / elevation : 371        / A
    Cost code : 00100  Windows and frames

Description                          Rate  Deduction amount  Addition amount

WOD condition, 2 closets in bd        .00      <     80.00>          570.00
rm 3, delete bathrm to guest



                                   Total                            490.00
-------------------------------------------------------------------------------
Authorized by :                                          Date : MAY 25,1994
JH/SA

Subcontractor's signature :                              Date : ___________

_____________________________

                          CHANGE  ORDER
```

SUMMARY REPORT

This options is selected to get a summary of all or specific change orders. The following options are available:

C.O. Type: The following change order types are available:

- A All change orders
- O All outstanding change orders
- S All sumbitted change orders
- X Exclude all cancelled and closed change orders
- U All authorized but not submitted change orders.

Print Authorizations: Type Y to print the authorizor's name for each change order or type N to exclude printing this.

Sort Sequence: Type C to sort by change order number or L to sort by lot number.

Project Selection: Type A to include change orders for all projects or S to include change orders for a single project. The system will prompt you for the project number.

Lot Selection: This option is only available if you selected a single project. To include all lots in the project, type A. To include a single lot type S and enter the lot number.

A sample Change Order summary report follows:

```
 4 DEC 96                                   EXAMPLE COMPANY LIMITED                                          Page:    1
16:49                                       CHANGE ORDER SUMMARY REPORT                                    H3JCR802 1.06
                                                All Change Orders

                 C.O.                Project   Lot                 Cost Contract                                    Purch
 C.O.#         Amount  Order Date        #     # Model Type      Code Number   Supplier Number/Name               Extra Status
-------------------------------------------------------------------------------------------------------------------------------
     1         -84.00  AUG  1,1996     398   202 20-1465 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     2         -65.00  AUG  1,1996     398   202 20-1465 X     00310 333       1470 SUPPLIER NAME                 YES  SUBMITTED
     1         -69.00  AUG  1,1996     398   203 20-1465 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     2        -130.00  AUG  1,1996     398   203 20-1465 X     00360 339        320 SUPPLIER NAME                 YES  SUBMITTED
     1         -83.00  AUG  1,1996     398   205 P-1427 X      00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     1        -478.00  AUG  1,1996     398   207 17-1144 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     2         -28.00  AUG  1,1996     398   207 17-1144 X     00360 339        320 SUPPLIER NAME                 YES  SUBMITTED
     3        -233.00  AUG  1,1996     398   207 17-1144 X     00269 331       1000 SUPPLIER NAME                 YES  SUBMITTED
     1         -78.00  AUG  1,1996     398   209 20-1468 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     1        -303.00  AUG  1,1996     398   212 20-1536 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     2         -75.00  AUG  1,1996     398   212 20-1536 X     00269 331       1000 SUPPLIER NAME                 YES  SUBMITTED
     1        -300.00  SEP 23,1996     398   214 20-1536 X     00200 325       1728 SUPPLIER NAME                 YES  SUBMITTED
     2        -150.00  SEP 23,1996     398   214 20-1536 X     00310 333       1470 SUPPLIER NAME                 YES  SUBMITTED
     3        -149.00  SEP 23,1996     398   214 20-1536 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     1        -912.00  AUG  1,1996     398   219 20-1611 X     00360 339        320 SUPPLIER NAME                 YES  SUBMITTED
     2        -332.00  AUG  1,1996     398   219 20-1611 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     1        -313.00  AUG  1,1996     398   220 20-1708 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     2        -738.00  AUG  1,1996     398   220 20-1708 X     00360 339        320 SUPPLIER NAME                 YES  SUBMITTED
     1        -353.00  AUG  1,1996     398   223 20-1465 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     1         -99.00  AUG  1,1996     398   228 20-1465 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     1        -156.00  SEP 11,1996     398   229 20-1465 X     00320 334        310 SUPPLIER NAME                 NO   SUBMITTED
     1        -299.00  AUG  1,1996     398   231 20-1611 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     1        -118.00  AUG  1,1996     398   234 20-1536 X     00360 339        320 SUPPLIER NAME                 YES  SUBMITTED
     2        -555.00  AUG  1,1996     398   234 20-1536 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     1        -313.00  AUG  1,1996     398   237 20-1708 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     1        -358.00  AUG  2,1996     398   238 20-1708 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     1         -32.00  AUG  1,1996     398   244 20-1708 X     00320 334        310 SUPPLIER NAME                 YES  SUBMITTED
     2        -206.00  AUG  1,1996     398   244 20-1708 X     00360 339        320 SUPPLIER NAME                 YES  SUBMITTED
-------  -------------
    28       -7009.00
=======  =============
```

SUMMARY REPORT BY COST CODE

This options is selected to get a summary of all or specific change orders by cost codes. The following options are available:

Project Selection: Type [A] to include change orders for all projects or [S] to include change orders for a single project. The system will prompt you for the project number.

Lot Selection: This option is only available if you selected a single project. To include all lots in the project, type [A]. To include a single lot type [S] and enter the lot number.

CHANGE ORDER DETAIL LIST

The following options are available:

C.O. Type: The following change order types are available:

- [A] All change orders
- [O] All outstanding change orders
- [S] All sumbitted change orders
- [X] Exclude all cancelled and closed change orders

Project Selection: Type [A] to include change orders for all projects or [S] to include change orders for a single project. The system will prompt you for the project number.

Lot Selection: This option is only available if you selected a single project. To include all lots in the project, type [A]. To include a single lot type [S] and enter the lot number.

Supplier Selection: Type [A] to include change orders for all suppliers or [S] to include change orders for selected suppliers. You can enter up to 10 suppliers.

A sample Change Order Detail List report follows:

5 DEC 96 — EXAMPLE COMPANY LIMITED — Page: 1
09:54 — CHANGE ORDER DETAIL REPORT — H3JCR804 1.02
All Change Orders

C.O.#	Entry #	C.O. Amount	Project Number	Lot Number	Cost Code	Contract Number	Draw No	Supplier Number	Status
1	1	-43.00	398	201	00320	334	1	310	Submitted
1	1	-84.00	398	202	00320	334	1	310	Submitted
2	1	-65.00	398	202	00310	333	1	1470	Submitted
1	1	-69.00	398	203	00320	334	1	310	Submitted
2	1	-130.00	398	203	00360	339	1	320	Submitted
1	1	-83.00	398	205	00320	334	1	310	Submitted
1	1	-478.00	398	207	00320	334	1	310	Submitted
2	1	-28.00	398	207	00360	339	1	320	Submitted
3	1	-233.00	398	207	00269	331	1	1000	Submitted
1	1	-78.00	398	209	00320	334	1	310	Submitted
1	1	-303.00	398	212	00320	334	1	310	Submitted
2	1	-75.00	398	212	00269	331	1	1000	Submitted
1	1	-300.00	398	214	00200	325	2	1728	Submitted
2	1	-150.00	398	214	00310	333	1	1470	Submitted
3	1	-45.00	398	214	00320	334	1	310	Submitted
3	2	-140.00	398	214	00320	334	1	310	Submitted
3	3	36.00	398	214	00320	334	1	310	Submitted
1	1	-912.00	398	219	00360	339	1	320	Submitted
2	1	-332.00	398	219	00320	334	1	310	Submitted
1	1	-313.00	398	220	00320	334	1	310	Submitted
2	1	-251.00	398	220	00360	339	1	320	Submitted
2	2	-120.00	398	220	00360	339	1	320	Submitted
2	3	-367.00	398	220	00360	339	1	320	Submitted
1	1	-353.00	398	223	00320	334	1	310	Submitted
1	1	-99.00	398	228	00320	334	1	310	Submitted
1	1	-156.00	398	229	00320	334	1	310	Submitted
1	1	-299.00	398	231	00320	334	1	310	Submitted
1	1	-118.00	398	234	00360	339	1	320	Submitted
2	1	-224.00	398	234	00320	334	1	310	Submitted
2	2	-331.00	398	234	00320	334	1	310	Submitted
1	1	-313.00	398	237	00320	334	1	310	Submitted
1	1	-358.00	398	238	00320	334	1	310	Submitted
32	37	-7782.00							

EXCEPTION REPORT

Type [S] and press [↵Enter] to generate this report.

A sample Exception Report follows:

```
 5 DEC 96                                    EXAMPLE COMPANY LIMITED                                                  Page:    1
09:58                                       CHANGE ORDER EXCEPTION REPORT                                          H3JCR806 1.02

                    C.O.                 Cost <---------- CONTRACT ---------> Supplier
  C.O.# Entry#     Amount  Proj#  Lot#  Code #/Draw#    Original    Invoiced  Number/Name                                Status
-------------------------------------------------------------------------------------------------------------------------------------
      1            -84.00    398   202 00320 334         2367.00     2283.00    310 SUPPLIER NAME                          SUBMITTED
                                                                                      <<< STATUS CHANGED TO [COMPLETELY INVOICED] >>>
      1            -69.00    398   203 00320 334         2367.00     2298.00    310 SUPPLIER NAME                          SUBMITTED
                                                                                      <<< STATUS CHANGED TO [COMPLETELY INVOICED] >>>
--- End of Report ---
```

PURCHASE ORDERS

To select *Purchase orders* from the Report Menu, type [9] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                                Reports                              30/06/91
                             Purchase Orders                          15:27:37

                          1 Order forms
                          2 Summary report
                          3 Summary by Cost Code
                          4 Summary by Supplier
                          5 Outstanding credits

                          E Exit

                          E Enter selection
```

ORDER FORMS

This option is selected to print all purchase orders, a range of purchase orders or a specific purchase order. Type [1] and press [↵Enter] to select Order Forms. The following options are available:

[1] **Project:** To print purchase orders for a specific project, type [1] and enter the project number. [F5] will give you a list of all valid project numbers.

[2] **Lot:** To print purchase orders for a specific lot, type [2]. The system will prompt you to enter the project number then the lot number.

Once you have selected a project and/or lot, the following screen will appear:
Select one of the above and the following screen will appear:

```
ANYLTD                          Job  Costing                    TLJCP700 1.39
HH                            Purchase  Orders                    30/06/91
                                                                  15:28:49
Project :  1008          1 All
    Lot :                2 Range
                           Starting Order #:
                             Ending Order #:
                         3 List Orders
                         4 P.O. Form Type
                           [Standard - plain paper]

                         E Exit

                         E Enter Selection
```

ALL

Type [1] and press [↵Enter] to print all purchase orders for the project/lot that you specified.

RANGE

To print a range of purchase orders type [2] and press [↵Enter]. Type the purchase order number that you want to start printing at and then the number to want to stop at.

LIST

To get a list of purchase orders for this project type [3] and press [↵Enter]. This list is only displayed on the screen.

PURCHASE ORDER FORM TYPE

This option allows you to select the style of purchase order you are going to print. The following styles are available:

- [S] Plain paper
- [L] Letterhead
- [P] Preprinted form
- [Q] Special preprinted form

A sample purchase order follows.

```
EXAMPLE COMPANY LIMITED
245 YORKLAND BOULEVARD SUITE 100
WILLOWDALE, ONTARIO
M2J 4W9
490-8010



To                                        Ship To

SUPPLIER NAME                             Lot number :   201
SUPPLIER ADDRESS                          Subdivision:   398
ADDRESS LINE 2                            PHASE 3B
CITY, PROVINCE
POSTAL CODE

Purchase Order#       Status                    Order  Date       Date Required
398-317               Completely Invoiced       JUN 10,1996        JUN 10,1996

Cost code : 00703            PURCHASER GIVEAWAYS

Item      Qty Description                                        Unit      Amount
     Ordered                                                     Price

 1     1.0000 R/I FOR GAS FIREPLACE                            1050.00    1050.00
              DRAW 1
 2     1.0000 FAN KIT FOR GAS FIREPLACE                         175.00     175.00



                                                        Subtotal     1225.00
                                                          G.S.T.       85.75
                                                          P.S.T.         .00
                                                                 -----------
                                                           Total     1310.75
-------------------------------------------------------------------------------
Authorized by    : AUTHORIZERS NAME                       Date : JUN 11,1996
Ordered by       : NAME


                              PURCHASE  ORDER
```

SUMMARY REPORT

This options is selected to get a summary of all or specific purchase orders. The following options are available:

P.O. Type: The following purchase order types are available:

- [A] All purchase orders
- [O] All outstanding purchase orders
- [S] All sumbitted purchase orders
- [X] Exclude all cancelled and closed purchase orders
- [U] Authorized but not submitted purchase orders.
- [B] Balance-To-Go purchase orders
- [U] Unauthorized purchase orders
- [V] Outstanding but not submitted purchase orders

Sort Sequence: The following sort sequences are available:

- [L] Sort by lot number
- [S] Sort by supplier
- [C] Sort by cost code
- [D] Sort by purchase order date
- [P] Sort by purchase order number

CUTOFF Date: Type [N] for no cutoff date or [Y] to enter a cutoff date. Enter the date in the format *ddmmyy*.

Project Selection: Type [A] to include purchase orders for all projects or [S] to include purchase orders for a single project. The system will prompt you for the project number.

Lot Selection: This option is only available if you selected a single project. To include all lots in the project, type [A]. To include a single lot type [S] and enter the lot number.

Supplier Selection: Type [A] to include all suppliers or [S] to include single suppliers. You can enter up to 10 single suppliers.

A sample Purchase Order summary report follows:

```
 9 DEC 96                                  EXAMPLE COMPANY LIMITED                                                    Page:    1
11:33                                     PURCHASE ORDER SUMMARY REPORT                                          H3JCR702 1.13
                                              All Purchase Orders

P.O.          P.O.       Ordered          GST          NET       Invoiced                                  Compl Project    Lot                 Cost Purch
Number      Entries       Amount        Amount        Amount        Amount       Balance  Order Date   Slip#  Number Number Model Type    Code Extra Supplier
Number/Name                    Auth    Date      Status
-------------------------------------------------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------
398-317          2       1310.75         85.75       1225.00       1225.00           .00  JUN 10,1996    460     398    201 20-1465 X    00703 NO     1403
SUPPLIER NAME                    YES  JUN 11,1996  COMP INV
398-319          1        401.25         26.25        375.00        375.00           .00  JUN 10,1996    461     398    201 20-1465 X    00703 NO     1403
SUPPLIER NAME                    YES  JUN 11,1996  COMP INV
398-321          1        107.00          7.00        100.00        100.00           .00  JUN 10,1996    462     398    201 20-1465 X    00170 NO     1403
SUPPLIER NAME                    YES  JUN 11,1996  COMP INV
398-323          1        133.75          8.75        125.00           .00        125.00  JUN 10,1996    194     398    201 20-1465 X    00703 NO     1728
SUPPLIER NAME                    YES  JUN 11,1996  SUBMITTED
```

SUMMARY REPORT BY COST CODE

This options is selected to get a summary of all or specific purchase orders by cost codes. The following options are available:

Project Selection: Type [A] to include purchase orders for all projects or [S] to include purchase orders for a single project. The system will prompt you for the project number.

Lot Selection: This option is only available if you selected a single project. To include all lots in the project, type [A]. To include a single lot type [S] and enter the lot number.

Cost Code Selection: Type [A] to include all cost codes or [S] to include single cost codes. The system will prompt you for the cost code number. You can enter up to 10 cost codes.

SUMMARY REPORT BY SUPPLIER CODE

This options is selected to get a summary of all or specific purchase orders by supplier. The following options are available:

Project Selection: Type [A] to include purchase orders for all projects or [S] to include purchase orders for a single project. The system will prompt you for the project number.

Sub-total by Lot Type [Y] to get a sub-total by lot number and supplier. Type [N] to get a sub-total by supplier only.

Lot Selection: This option is only available if you selected a single project. To include all lots in the project, type [A]. To include a single lot type [S] and enter the lot number.

Supplier Selection: Type [A] to include all suppliers or [S] to include single suppliers. The system will prompt you for the supplier number. You can enter up to 10 suppliers.

OUTSTANDING CREDITS

The following options are available:

Print Authorization: Type [Y] to print the authorizer's name or [N] to exclude printing this.

Sort Sequence: Type [P] to sort by purchase order number or [L] to sort by lot number.

Invoiced Items: Type [I] to include invoiced purchase orders or [X] to exclude invoiced purchase orders.

Project Selection: Type [A] to include all projects or [S] to include a single project. The system will prompt you for the project number.

Lot Selection: This option is only available if you selected a single project. To include all lots in the project, type [A]. To include a single lot type [S] and enter the lot number.

A sample Outstanding Credits report follows:

```
 9 DEC 96                                EXAMPLE COMPANY LIMITED                                    Page:    1
11:57                                PURCHASE ORDERS - OUTSTANDING CREDITS                       H3JCR707 1.00

                   P.O.              Project   Lot                Cost                                    Purch
P.O.#            Amount   Order Date      #     # Model Type      Code     Supplier Number/Name           Extra Status
-----------------------------------------------------------------------------------------------------------------------
398-274         -123.05   JUN  7,1996    398   207 17-1144 X     00703      2230 SUPPLIER NAME            YES  SUBMITTED
398-813         -149.80   SEP 10,1996    398   211 20-1536 X     00703       310 SUPPLIER NAME            YES  OPEN
398-228          -32.10   JUN  6,1996    398   226 P-1427 X      00703      1728 SUPPLIER NAME            YES  SUBMITTED
398-150          -26.75   JUN  4,1996    398   231 20-1611 X     00220      1476 SUPPLIER NAME            YES  SUBMITTED
398-164         -128.40   JUN  4,1996    398   232 20-1536 X     00703       310 SUPPLIER NAME            YES  SUBMITTED
```

ZERO BALANCE PURCHASE ORDERS

The following report options are available:

Sort Sequence: Type [P] to sort by purchase order number or [L] to sort by lot number.

Project Selection: Type [A] to include all projects or [S] to include a single project. The system will prompt you for the project number.

Lot Selection: This option is only available if you selected a single project. To include all lots in the project, type [A]. To include a single lot type [S] and enter the lot number.

A sample Zero Balance report follows:

```
DEC  9,1996                                    EXAMPLE COMPANY LIMITED                                                  Page:    1
13:07                                          ZERO BALANCE PURCHASE ORDERS                                          H3JCR708 1.00

                          Project   Lot                 Cost
P.O.#       Order Date        #      # Model Type       Code  Supplier Number/Name                    Status       Auth     Date
-------------------------------------------------------------------------------------------------------------------------------------
398-613    JUL  3,1996      398   231 20-1611 X       00703    310 SUPPLIER NAME                      OPEN         NO
398-36     MAY  6,1996      398  6666                 06110  28522 SUPPLIER NAME                      OPEN         NO
398-779    SEP  4,1996      398  6666                 06110  28522 SUPPLIER NAME                      OPEN         NO
398-828    SEP 12,1996      398  7777                 01130     91 SUPPLIER NAME                      OPEN         NO
398-907    OCT  3,1996      398  7777                 01065    500 SUPPLIER NAME                      OPEN         NO
398-916    OCT  8,1996      398  7777                 06685    230 SUPPLIER NAME                      OPEN         YES   OCT  8,1996
398-927    OCT 11,1996      398  7777                 01058   1318 SUPPLIER NAME                      OPEN         NO
399-66     SEP 10,1996      399   306 17-1274 X       00320    310 SUPPLIER NAME                      OPEN         NO
----------
         8
==========
```

COMPLETION SLIPS

To select *Completion slips* from the Report Menu, type [1][0] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                    TLJCP001 1.51
HH                                Reports                                30/06/91
                             Completion Slips                            15:29:34

                         1 Completion Slips
                         2 Completion Slips Summary

                         E Exit

                         E Enter selection
```

ORDER FORMS

This option is selected to print all completion slips, a range of completion slips or a specific completion slip. Type [1] and press [↵Enter] to select Order Forms. The following options are available:

- [1] **Project:** To print completion slips for a specific project, type [1] and enter the project number. [F5] will give you a list of all valid project numbers.
- [2] **Lot:** To print completion slips for a specific lot, type [2]. The system will prompt you to enter the project number then the lot number.

Once you have selected a project and/or lot, the following screen will appear:

Select one of the above and the following screen will appear:

```
ANYLTD                          Job  Costing                    TLJCP720 1.14
HH                             Completion Slips                    30/06/91
                                                                   15:30:03
Project :  1008          1 All
    Lot :                2 Range
                           Starting Slip  #:
                             Ending Slip  #:
                         3 List Slips
                         4 C.S. Form Type
                           [Standard - plain paper]

                         E Exit

                         E Enter Selection
```

ALL

Type [1] and press [↵Enter] to print all completion slips for the project/lot that you specified.

RANGE

To print a range of completion slips type [2] and press [↵Enter]. Type the completion slip number that you want to start printing at and then the number to want to stop at.

LIST

To get a list of completion slips for this project type [3] and press [↵Enter]. This list is only displayed on the screen.

COMPLETION SLIP FORM TYPE

This option allows you to select the style of completion slip you are going to print. The following styles are available:

- [S] Plain paper
- [L] Letterhead
- [P] Preprinted form
- [Q] Special preprinted form

A sample Completion Slip follows.

```
                    SUB CONTRACTOR'S COMPLETION SLIP FOR
                                EXTRAS  ONLY
                                ------------


Completion slip number :   100
Date                   : MAY 30,1994
Project                : 1000    PILLAR ROCK
Lot                    :     1   EXECUTIVE  A
Purchase order number  :          1
Cost code              : 01570   TEMPORARY SANITARY


Subcontractor          : 16010

SUPPLIER NAME
ADDRESS
CITY, ONTARIO
M8M 4K4

-------------------------------------------------------------------------------

DESCRIPTION OF EXTRA:

         EXTRA PORT-O-LET AT LOT #1



-------------------------------------------------------------------------------

Approved by   : LJP                                        Date : MAY 30,1989



                              COMPLETION SLIP
```

SUMMARY REPORT

This options is selected to get a summary of all or specific completion slips. The following options are available:

C.S. Type: The following completion slip types are available:

- [A] All completion slips
- [O] All outstanding completion slips
- [S] All sumbitted completion slips
- [X] Exclude all cancelled and closed completion slips
- [U] Outstanding but not submitted completion slips.

Sort Sequence: The following sort sequences are available:

- [L] Sort by lot number
- [C] Sort by completion slip number

Project Selection: Type [A] to include completion slips for all projects or [S] to include completion slips for a single project. The system will prompt you for the project number.

C.S. Selection: Type [C] to select specific completion slips or [L] to select a specific lot. The lot option is only available if you have selected a single project.

A sample completion slip summary report follows:

```
 9 DEC 96                                    EXAMPLE COMPANY LIMITED                                    Page:    1
13:28                                        COMPLETION SLIP SUMMARY                                 H3JCR721 1.11
                                              All Completion Slips

Project    Lot   Completion     Slip                    Cost
 Number Number  Slip Number     Date      P.O. Number   Code  Contractor                                Status          Auth
-------------------------------------------------------------------------------------------------------------------------------
    398    201           93  MAY 30,1996  398-97       00070   1319  SUPPLIER NAME                     CLOSED          YES
    398    201          194  JUL 12,1996  398-323      00703   1728  SUPPLIER NAME                     SUBMITTED       YES
    398    201          195  JUL 12,1996  398-325      00703    478  SUPPLIER NAME                     CLOSED          YES
    398    201          224  JUL 15,1996  398-333      00703   2005  SUPPLIER NAME                     UNKNOWN         YES
```

WORK REPORTS

To select *Work reports* from the Report Menu, type [1][1] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                    TLJCP001 1:51
HH                                Reports                                30/06/91
                              Work Reports                              15:30:50

                        1 Work Reports
                        2 Trade Work Reports
                        3 Trade Work Report Summary
                        4 Trade W.R. Financial Summary
                        5 Trade W.R. Financial Summary
                          BY CONTRACT
                        6 Trade W.R. Financial Summary - EXCEPTION REPORT
                          BY CONTRACT
                        7 Trade W.R. Financial Summary
                          BY SUPPLIER

                        E Exit

                        E Enter selection
```

ORDER FORMS

This option is selected to print all work reports, a range of work reports or a specific work report. Type [1] and press [↵Enter] to select Order Forms. The following options are available:

[1] **Project:** To print work reports for a specific project, type [1] and enter the project number. [F5] will give you a list of all valid project numbers.

[2] **Lot:** To print work reports for a specific lot, type [2]. The system will prompt you to enter the project number then the lot number.

Once you have selected a project and/or lot, the following screen will appear:

Select one of the above and the following screen will appear:

```
ANYLTD                          Job  Costing                    TLJCP820 2.07
HH                              Work Reports                        30/06/91
                                                                    15:31:34
Project :  1008          1 All
    Lot :                2 Range
                           Starting W.R.  #:
                             Ending W.R.  #:
                         3 List Work Reports
                         4 W.R. Form Type
                           [Standard - plain paper]
                         5 Work Report Type
                           [STANDARD W.R.]

                         E Exit

                         E Enter Selection
```

ALL

Type [1] and press [↵Enter] to print all work reports for the project/lot that you specified.

RANGE

To print a range of work reports type [2] and press [↵Enter]. Type the work report number that you want to start printing at and then the number to want to stop at.

LIST

To get a list of work reports for this project type [3] and press [↵Enter]. This list is only displayed on the screen.

WORK REPORT TYPE

This option allows you to select the style of work report you are going to print. The following styles are available:

- [S] Plain paper
- [L] Letterhead
- [P] Preprinted form
- [Q] Special preprinted form

A sample Work report follows.

```
Work report number :      1
Date               : JUN 12,1994
Project            : 1000        PILLAR ROCK
Contract number    : 99
Cost code          : 11010       TELEPHONE EQUIPMENT
Work report total  :     1000.00
Invoice number     :
Invoice total      :         .00
Invoice date       :


Subcontractor      :  2010

SUPPLIER NAME
STREET ADDRESS
CITY, PROVINCE
POSTAL CODE


Trade              : TRADE NAME
-------------------------------------------------------------------------------

Lot                :      1
House type         : EXECUTIVE  A
Draw number        : 1
Draw amount        :     1000.00
Draw percentage    :  10.00
-------------------------------------------------------------------------------

Approved by    : LJP                                        Date : JUN 12,1994
```

WORK REPORT

SUMMARY REPORT

This options is selected to get a summary of all or specific work reports. The following options are available:

W.R. Type: The following work report types are available:
- [A] All work reports
- [O] All outstanding work reports
- [S] All sumbitted work reports
- [X] Exclude all cancelled and closed work reports
- [U] Outstanding but not submitted work reports.

Sort Sequence: The following sort sequences are available:
- [L] Sort by lot number
- [W] Sort by work report number

Project Selection: Type [A] to include work reports for all projects or [S] to include work reports for a single project. The system will prompt you for the project number.

W.R. Selection: Type [W] to select specific work reports or [L] to select a specific lot. The lot option is only available if you have selected a single project.

A sample work report summary report follows:

```
 9 DEC 96                                    EXAMPLE COMPANY LIMITED                                                  Page:    1
13:41                                        TRADE WORK REPORT SUMMARY                                             H3JCR821 1.11
                                             Outstanding Work Reports

                                        Contract  Cost Draw
Project#  Lot# Model Type    W.R.#  W.R. Date   #      Code    #   W.R. Amount Supplier                                  Status
-------------------------------------------------------------------------------------------------------------------------------------
     398   244 20-1708 X      2568 OCT 15,1996  305   00070    2         40.00  1319 SUPPLIER NAME                        OPEN
                            -------                                 --------------
TOTALS                            1                                         40.00
                            =======                                 ==============
```

TRADE WORK REPORT FINANCIAL SUMMARY REPORT

The following options are available:

Sort Sequence: The following sort sequences are available:
- [L] Sort by project then lot
- [C] Sort by contract then lot
- [S] Sort by supplier then contract

W.R. Type: The following work report types are available:
- [A] All work reports
- [O] All outstanding work reports
- [S] All sumbitted work reports
- [X] Exclude all closed work reports

Project Selection: Enter the project number. [F5] can be used to list all projects.

W.R. Selection: Type [W] to select specific work reports or [L] to select a specific lot.

TRADE WORK REPORT FINANCIAL SUMMARY REPORT BY CONTRACT

The following options are available:

W.R. Type: The following work report types are available:

- [A] All work reports
- [O] All outstanding work reports
- [S] All sumbitted work reports
- [X] Exclude all closed work reports

Project Selection: Enter the project number. [F5] can be used to list all projects.

TRADE WORK REPORT FINANCIAL SUMMARY REPORT - EXCEPTION REPORT BY CONTRACT

The following options are available:

Project Selection: Enter the project number. [F5] can be used to list all projects.

TRADE WORK REPORT FINANCIAL SUMMARY REPORT BY SUPPLIER

The following options are available:

W.R. Type: The following work report types are available:

- [A] All work reports
- [O] All outstanding work reports
- [S] All sumbitted work reports
- [X] Exclude all closed work reports

Project Selection: Enter the project number. [F5] can be used to list all projects.

JOB SCHEDULES

To select *Job schedules* from the Report Menu, type [1][2] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP022 1.14
HH                              Job Scheduling                    JUN 30/91
                                                                  15:32:13


PROJECT NUMBER to Schedule : [redacted]
DATE FORMAT                : 1   [DATE FORMAT: dd/mm/yy]
Check SCHEDULING FLAG      : Y   YES
Override DURATION          : N   NO
LOT NUMBERS to Schedule :
____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____


[F5]-LOOKUP   [F10]-FINISHED
```

START

Once you have entered the project number and lots that you want in the Job Schedule report, type [S] to start creating the report.

MODIFY

Type [M] to enter the project number and lots for the Job Schedule report.

[F5] can be used to list the project and lot numbers. To clear all the lot number fields press [F8]. When you are finished entering all the lot numbers, press [F10]. At this stage, type [S] to start creating the report.

A sample Job Schedule follows.

```
12/06/94                          EXAMPLE COMPANY LIMITED                          EXJCR022 1.04
                                        Job Schedule
 Project :  1000  PILLAR ROCK
 Lot number :   124    Model : Model Name                  Closing date : 03/12/87
  Cost      Start     End                                          Cost      Start     End
  code      date      date   Description                            code      date      date   Description
 00020  3 30/06/87 02/07/87 Site servicing                        00240  0 18/11/94 18/11/94 Intercom
 00010  5 03/07/87 09/07/87 Permits                               00230  0 18/11/94 18/11/94 Vacuum system
 00015  0 09/07/87 09/07/87 Water meter                           00440  1 19/11/94 19/11/94 Cleaning
 00050  2 10/07/87 13/07/87 Excavation                            00125  0 19/11/94 19/11/94 Miscellaneous lumber
 00070  8 14/07/87 23/07/87 Formwork                              00332  0 19/11/94 19/11/94 Painting - Exterior
 00090  0 23/07/87 23/07/87 Basement window                       00430  0 19/11/94 19/11/94 Miscellaneous building material
 00080  0 23/07/87 23/07/87 Structural steel                      00550 10 20/11/94 03/12/94 House repairs and theft
 00120  0 23/07/87 23/07/87 Rough lumber                          00400  0 03/12/94 03/12/94 Landscaping
 00140 15 24/07/87 13/08/87 Rough carpentry - Frame               00405  0 03/12/94 03/12/94 Sodding
 00130  0 13/08/87 13/08/87 Trusses                               00420  0 03/12/94 03/12/94 Driveway paving
 00150  5 14/08/87 20/08/87 Roofing                               00490  0 03/12/94 03/12/94 Future increases
 00210  2 21/08/87 24/08/87 Heating - Roughing in                 00688  0 03/12/94 03/12/94 Purchase extras
 00200  2 25/08/87 26/08/87 Plumbing - Roughing in                00689  0 03/12/94 03/12/94 Extra recovery
```

GIVEAWAYS

To select *Giveaways* from the Report Menu, type [1][3] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP600 1.00
HH                              Purchaser  Giveaways                30/06/91
print giveaways.......                                              15:33:38

                                1 All
                                2 Project


                                E Exit

                                E Enter selection
```

You can print all giveaways or giveaways for a specific project or lot. Type [1] to print all giveaways or [2] to print one for a specific project.

Select one of the above and the following screen will appear:

```
ANYLTD                          Job  Costing                    TLJCP600 1.00
HH                              Purchaser  Giveaways                30/06/91
                                                                    15:33:38
Project :  1008          1 All
                         2 Range
                           Starting order #:
                             Ending order #:

                         E Exit
                         E Enter selection
```

ALL

To print all giveaways specific to a project, type [1] then press [↵Enter] and the report will be generated.

RANGE

To print a range of giveaways, type [2] then type in the starting and ending giveaway numbers.

A sample Giveaway report follows.

```
EXAMPLE COMPANY LIMITED
STREET ADDRESS
CITY, PROVINCE
POSTAL CODE


                                        Subdivision:  1028
                                        SUBDIVISION NAME


Giveaway #                    Create Date                    Last Update
         1                    AUG 17,1990                    AUG 17,1990

Cost code : 00010           Permits


Description                                                          Amount
ONE MAPLE TREE                                                       250.00
TWO SHRUBS

                                                                 -----------
                                                           Total     250.00
-------------------------------------------------------------------------------

Authorized by   :   SLR                                  Date :

Description: FREE TREES AND SHRUBS FOR FRONT

                                GIVEAWAY
```

BUDGET MASTER

To select *Budget Master* type [1][4] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP095 1.02
HH                           Budget Master Report                  JUN 20,1994
                                                                     15:35:57

Project :       ....A   ALL PROJECTS
Model   : .........A   ALL MODELS
Export  : N No
------------------------------------------------------------------------------

                [_] Select:   [S]-Start   [M]-Modify   [ESC]-Exit
```

A sample Budget Master report follows:

```
JUN 23,1994                          EXAMPLE COMPANY LIMITED                    EXJCR095 1.02
14:05                              DIRECT CONSTRUCTION BUDGET                       Page:    1
                                        PROJECT#   1008
                                          UNIONVILLE

 CODE DESCRIPTION                                     4000
                                                 COLONIAL 1
-----------------------------------------------------------------------------------------------------
00010 Permits                                            0
00015 Water meter                                        0
00020 SITE SERVICING                                     0
00030 Survey                                             0
00040 Hydro connection                                   0
00050 Excavation                                         0
00060 Bay window flashing                                0
00070 Formwork                                           0
00080 Structural steel                                   0
00090 Basement window                                    0
00100 Windows and frames                                 0
00110 Skylight                                           0
00115 Patio doors                                        0
00119 Garage doors                                       0
```

CHAPTER 8: MAINTENANCE & INQUIRY

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                              Main  Menu                          30/06/91
                                                                    11:31:16

                          1 Daily processing
                          2 Yearly processing
                          3 Reports
                          4 Maintenance and inquiry
                          5 Data file status
                          6 Company information

                          E Exit

                          E Enter selection
```

To select *Maintenance & inquiry* type [4] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                         Maintenance and Inquiry                  30/06/91
                                                                    11:39:04

 1 Project master                    11 Work report master
 2 Lot master                        12 Giveaways
 3 Purchaser master                  13 Agents
 4 Contracts and subledger           14 Holiday master
 5 Cost codes and subledger          15 Sales selection
 6 Model master                      16 Holdback master
 7 Budget master                     17 Purge utilities
 8 Change order master               18 Complaint management
 9 Purchase order master             19 Import utilities
10 Completion slip master            20 PC Link
                            E Exit

                           E  Enter selection
```

PROJECT MASTER

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                         Maintenance and Inquiry                    30/06/91
                                                                      11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                              E Exit

                             E  Enter selection
```

To select *Project master* type [1] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP030 1.10
HH                             Project Master                      30/06/91
                                                                   11:41:53
   Project Number ......:
   Project Category ....:
   Last Update .........:
.................................................................... Screen 1
 1 Project Name ........:
 2 Start Date ..........:                 INTEREST ADJUSTMENT
 3 Completion Date .....:              14 Start Date ..........:
 4 Construction/Land ...:              15 End Date ............:
 5 Number of Units .....:              16 Land Int. % / month .:
   ACTUAL COSTS PER LOT                17 Land Adj. Int. Rate .:
 6 Administrative ......:              18 For Year (yyyy) .....:
 7 Land Value...........:              19 % Land Int. for Adj's:
 8 Indirect ............:
 9 Overhead ............:

10 Special Condition 1 .:
11 Standard Amount 1 ...:
12 Special Condition 2 .:
13 Standard Amount 2 ...:

          [_] Select:   [A]-Add   [D]-Display   [L]-List   [ESC]-End
```

The options available are as follows:

- [A] Add a project
- [D] Display a project
- [L] List all projects
- [E] Exit to Maintenance & Inquiry menu

To add a project, type [A] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER
Type in a 5 digit project number then press [↵Enter].

PROJECT CATEGORY
Type in a 5 digit alphabetic code for the project name.

PROJECT NAME
Type in the full project name. You have up to 45 characters to use for the name.

START DATE
Type in the project start date in the form of *ddmmyyyy*. Once you press [↵Enter] the date will be converted to the month name, day and year.

COMPLETION DATE
Type the completion date in the same format as the start date -- *ddmmyyyy*.

NUMBER OF UNITS
Type the number of units that are being built in this project.

ADMINISTRATIVE COSTS PER LOT
The system will calculate and display the administrative costs per lot. Press [↵Enter] to bypass this field.

INDIRECT COSTS PER LOT
The system will calculate and display the indirect costs per lot. Press [↵Enter] to bypass this field.

OVERHEAD COSTS PER LOT
The system will calculate and display the overhead costs per lot. Press [↵Enter] to bypass this field.

SPECIAL CONDITION FIELDS
Type up to a 15 character description for a special condition that pertains to the lots in this project. If there are no special conditions, press [↵Enter] to bypass these fields.

STANDARD AMOUNT FIELDS

If you did not enter a special condition above, press [↵Enter] to bypass these fields. If you did enter a special condition, type in the standard cost to implement that condition.

INTEREST ADJUSTMENT START DATE

Enter the start date of the interest adjustment in the form of *ddmmyyyy* or press [F10] to clear the date.

INTEREST ADJUSTMENT END DATE

Enter the end date of the interest adjustment in the same form as the start date above or press [F10] to clear the date.

LAND INTEREST PERCENTAGE PER MONTH

Enter the land interest percentage charge per month or press [↵Enter] to bypass this field.

LAND ADJUSTMENT INTEREST RATE

Enter the land adjustment interest rate or press [↵Enter] to continue to the next line.

LAND ADJUSTMENT INTEREST RATE YEAR

Enter the year for the land adjustment interest rate or press [↵Enter] to bypass this field.

PERCENTAGE LAND INTEREST FOR ADJUSTMENTS

Enter the percentage of land interest for adjustments or press [↵Enter] to bypass this field.

Once you have entered all the information on this screen you will be prompted to accept the information. Review everything on the screen and if you have made any mistakes type [M] to modify and make your changes. If all of your information is correct type [A] to accept the information.

The following screen will appear:

```
ANYLTD                          Job  Costing                    TLJCP030 1.10
HH                             Project Master                     30/06/91
DISPLAY mode...                                                   12:54:36
   Project Number ......:  1008  UNIONVILLE
   Project Category ....: 1028
   Last Update .........: JUN 27,1994
.................................................................... Screen 2

 1 GST Rebate Method ...:


   FORMS SEQUENCE NUMBERS
 2 Purchase Orders .....:
 3 Completion Slips ....:
 4 Work Reports ........:





[_] Select:    [A]-Accept    [M]-Modify    [ESC]-Exit
               [↑/↓]-Next/Previous Record    [PgUp/PgDn]-Next/Previous Screen
```

GST Rebate Method

The following options are available:

- [1] GST Application 190E
- [2] Fair Market Value
- [F3] Help: Select this to review the two GST housing methods that are available
- [F10] Bypass this field

Form Sequence Numbers

Enter the starting number (minus 1) for each of the forms listed.

Review the information entered and type [A] to accept and save the data.

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP030 1.10
HH                             Project Master                    30/06/91
DISPLAY mode...                                                  12:54:36
   Project Number ......:  1008  UNIONVILLE
   Project Category ....: 1028
   Last Update .........: JUN 27,1994
.................................................................... Screen 3

   G/L CONTROL ACCOUNTS
   401010 SALES OF LAND                  _____
   _____                                 _____
   _____                                 _____
   _____                                 _____
   _____                                 _____
   _____
   _____
   _____
   _____
   _____

[_] Select:   [A]-Accept   [M]-Modify   [ESC]-Exit
              [↓/↑]-Next/Previous Record   [PgUp/PgDn]-Next/Previous Screen
```

GL Control Accounts

Enter the GL Control Accounts for this project. [F5] can be used to list all valid GL codes.

Review the information entered and type [A] to accept and save the data. You can now continue and enter another project or press [Esc] to exit the Project Master.

LOT MASTER

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                  30/06/91
                                                                   11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                          E Exit

                          E  Enter selection
```

To select *Lot master* type [2] and press [↵ Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                  30/06/91
                                Lot Master                         13:18:25

                    1 Maintenance
                    2 Copy indirect costs and land costs

                    E Exit

                    E Enter selection
```

To select *Maintenance* type [1] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP040 1.17
HH                                Lot Master                        30/06/91
                                                                    13:19:04
   Project Number ...:
   Lot Number .......:
   Purchaser's Name .:
   Home Phone # .....:                    Status of Closing :
   Purchaser 1 Bus# .:                    Closing Date .....:
.................................................................... Screen 1
                            Purchaser  Information
   Purchaser Code  Purchaser Type        Purchaser's Last Name






   Last Update ......:
[_] Select:   [A]-Add   [D]-Display   [L]-List   [F5]-Lookup   [ESC]-Exit
              [Home/End/→/←]-First/Last/Next/Previous Record
```

The options available are as follows:

- [A] Add a lot
- [D] Display a lot
- [L] List all lots
- [E] Exit to Maintenance & Inquiry menu

To add a lot type [A] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER

Type the number of the project that this lot relates to. [F5] can be used to get a listing of projects.

LOT NUMBER

Type in a new lot number. To get a listing of the available lots press [F5].

PURCHASER'S NAME

The system will skip this field as the information is read from the Purchaser Master file.

HOME PHONE NUMBER

The system reads this information from the Purchaser Master file.

PURCHASER 1 BUSINESS NUMBER

The system reads this information from the Purchase Master file.

CONSTRUCTION RELEASE SITING

Type in the model name or number that is going to be built on this lot. [F5] can be used to get a listing of the available models. Once you press [↵Enter] the system will add the elevation of that particular model, a description and the model price.

ALTERNATE/REVERSE
Type an [A] for alternate or [R] for reverse depending on the plan being used.

POSSIBLE SITINGS
Type in the Model/Elevation/A or R of the permitted sitings for this lot.

CONSTRUCTION CLOSE
Type in the construction closing date in the form of *ddmmyyyy*. When you press [↵Enter] the format will change to month, day, year.

STATUS OF CLOSING
The available choices are:

[↵Enter] to bypass
[P] projected lot
[C] closed lot

LEGAL LOT NUMBER
Type in the legal lot number of the lot.

REGISTERED PLAN NUMBER
Type in the registered plan number.

ESTIMATED START DATE
Type in the estimated construction start date of this lot in the form of *ddmmyyyy*.

MEASUREMENT TYPE
Type [F] if your measurements are going to be in feet or [M] if your measurement is going to be in metres.

LOT SIZE
Enter the size of the lot for the chosen measurement type.

FRONTAGE
Enter the width of the lot.

DEPTH
Enter the length of the lot.

LOT PREMIUM RATE
Enter the lot premium rate.

Press [↵Enter], review the information on the screen and if everything is correct type [A] to save the data. If there are any errors type [M] to modify the data. Type in the number of the field that you would like to modify and press [↵Enter]. Once you have made your changes, type [A] then [↵Enter].

The lot address input screen will then appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP040 1.17
HH                                Lot Master                            30/06/91
ADD mode.......                                                         10:16:51
   Project Number ...:  1088      UNIONVILLE
   Lot Number .......:  0170      Model Type .......: COLONIAL   1
   Purchaser's Name .:
   Home Phone # .....:                    Status of Closing :
   Purchaser 1 Bus# .:                    Closing Date .....:
.................................................................... Screen 3
 1 Lot Address Line 1: [redacted]
 2 Lot Address Line 2:
 3 Postal Code ......:
 4 Lot Description ..:

 5 Legal Description :
```

LOT ADDRESS

There are two lines for the address of the lot. Use lot address 1 for the street address and lot address 2 for the city and province.

POSTAL CODE

Type the postal code of the lot here.

LOT DESCRIPTION

Type a description of the lot. For example, it might be a corner lot or a ravine lot.

LEGAL DESCRIPTION

There are three legal formats that can be used to enter the legal description of the lot. Type the letter corresponding to the format that you would like to use.

[S] **Standard free-format.** If you select this format you will have 4 lines to write the description in. You can type up to 35 characters on each line.

[T] **Standard THBA format.** If you select this format the following description will appear:
In the_____of_____being
lot_____as shown on the attached plan.

Fill in the blanks with the appropriate information and press [↵Enter] to continue.

[A] **Special format.** If you selected the special format the following description will appear:

The premises on the_____side of_____being
house number_____in the City/Town/Township of
_____and being the whole of lot number_____according
to registered number_____.

Fill in the blanks with the appropriate information and press [↵Enter] to continue.

Review the information on the screen and if everything is correct type [A] then [↵Enter] to save the data. If there are errors type [M] and make your modifications.

The lot status input screen will then appear as follows:

```
ANYLTD                                Job  Costing                    TLJCP040 1.17
HH                                    Lot Master                          30/06/91
ADD mode.......                                                           10:16:51
   Project Number ...:  1008          UNIONVILLE
   Lot Number .......:  0170          Model type .......: COLONIAL   1
   Purchaser's Name .:
   Home Phone # .....:                          Status of Closing :
   Purchaser 1 Bus# .:                          Closing Date .....:
.................................................................... Screen 4
   STATUS
 1 CCP ..............: █
 2 Master Key .......:
   Stage of Release Dates
 3 Release for Sale .:
 4 Release to Constrn:
 5 Building Permit ..:
 6 Sub-floor Stage ..:
 7 Drywall Stage ....:
 8 Completion .......:
   Released Lot .....:


I - pre-delivery inspection completed   S - signed by purchaser
[blank] - default
```

CCP Status

The available choices are:

[↵Enter] to bypass
- [I] indicates that the pre-delivery inspection has been completed
- [S] indicates that the pre-delivery inspection has been signed by the homeowner

Master Key

The available choices are:

[↵Enter] to bypass
- [Y] indicates that a master key exists
- [K] indicates that a key exists and the house has been demastered
- [N] indicates that we do not have access to the house
- [?] indicates that we are not sure

Release for Sale Date

Enter the release for sale date in the form of *ddmmyyyy* or press [F10] to clear the date.

Mortgage Application Date

Enter the mortgage application date in the form of *ddmmyyyy* or press [F10] to clear the date.

Building Permit Date

Enter the building permit date in the form of *ddmmyyyy* or press [F10] to clear the date.

SUB-FLOOR STAGE DATE

Enter the sub-floor stage date in the form of *ddmmyyyy* or press [F10] to clear the date.

DRYWALL STAGE DATE

Enter the drywall stage date in the form of *ddmmyyyy* or press [F10] to clear the date.

COMPLETION DATE

Enter the completion date in the form of *ddmmyyyy* or press [F10] to clear the date.

If you entered a date for release to sale, the field Release Lot will automatically be filled in by the system.

Review the information you just entered and if there are no errors press [A] then press [↵Enter] to save the data. If there are errors type [M] and make your corrections. Once you are finished, accept the data and press [↵Enter] to proceed to the next screen.

At any time you have the option to move to the previous screen or the next screen. Simply type the first letter corresponding to the option you would like to perform then press [↵Enter].

The following screen will then appear:

```
ANYLTD                          Job  Costing                    TLJCP040 1.17
HH                                Lot Master                        30/06/91
ADD mode.......                                                     10:16:51
   Project Number ...:  1008      UNIONVILLE
   Lot Number .......:  0170      Model type .......: COLONIAL   1
   Purchaser's Name .:
   Home Phone # .....:                    Status of Closing :
   Purchaser 1 Bus# .:                    Closing Date .....:
.................................................................... Screen 5
   Premium              Condition Applicable  Budget Amount  Actual Amount
 1 Lot (width) ......:
                                   Actual Lot:  50 Base Lot:  50 Rate:    .00
 2 Lot (other 1) ....:

 3 Lot (other 2) ....:

 4 WOD ..............:

 5 WOB ..............:

 6 OTHER ............:


Enter:   [A]-AVAILABLE   [N]-NOT available   [M]-MUST be included
```

LOT WIDTH

Enter one of the following:

- [A] Available - the system will prompt you to fill in the budgeted amount and description.
- [N] Not available
- [M] Must be included - the system will prompt you to fill in the budgeted amount and description.

LOT (OTHER 1)

- [A] Available - the system will prompt you to fill in the budgeted amount and description.
- [N] Not available
- [M] Must be included - the system will prompt you to fill in the budgeted amount and description.

LOT (OTHER 2)

- [A] Available - the system will prompt you to fill in the budgeted amount and description.
- [N] Not available
- [M] Must be included - the system will prompt you to fill in the budgeted amount and description.

WALK OUT DECK

- [A] Available - the system will prompt you to fill in the budgeted amount and description.
- [N] Not available
- [M] Must be included - the system will prompt you to fill in the budgeted amount and description.

WALK OUT BASEMENT

- [A] Available - the system will prompt you to fill in the budgeted amount and description.
- [N] Not available
- [M] Must be included - the system will prompt you to fill in the budgeted amount and description.

OTHER

- [A] Available - the system will prompt you to fill in the budgeted amount and description.
- [N] Not available
- [M] Must be included - the system will prompt you to fill in the budgeted amount and description.

Verify that all your information is correct and type [A] then press [↵Enter], proceed to the next screen. If you have any errors type [M] and modify your data accordingly.

The lot summary input screen will then appear as follows:

```
ANYLTD                                Job  Costing                    TLJCP040 1.17
HH                                    Lot Master                          30/06/91
ADD mode.......                                                           10:24:44
   Project Number ...:  1008        UNIONVILLE
   Lot Number .......:  0170        Model Type .......:
   Purchaser's Name .:
   Home Phone # .....:                        Status of Closing :
   Purchaser 1 Bus# .:                        Closing Date .....:
.................................................................... Screen 6
   LOT SUMMARY
 1 Land Value ...........:          0
 2 Original Budget ......:
 3 Indirect Construction :
 4 Other ................:                    Authorized Amount ....:
 5 Profit ...............:                    Purchaser Extra - C.O.:
   Change Orders ........:                    Purchaser Extra - P.O.:
   Purchaser Orders .....:                    BUDGET less CONTRACT .:
   Original Contract ....:                    BUDGET less TOTAL ....:
   TOTAL ................:                    BUDGET less INVOICED .:
   Original Budget ......:                    Amount to Complete ADJ:
   Invoiced To-Date .....:                    Amount to Complete ...:
```

LOT SUMMARY - LAND VALUE

The land value true cost will be entered by the system.

TRUE COST - DIRECT CONSTRUCTION

The system will enter the direct construction true cost.

TRUE COST - MISCELLANEOUS

This will be entered automatically by the system.

TRUE COST - OTHER

Any other true costs will also be entered by the system.

Ensure that all your information is accurate and type [A] then press [↵Enter] to accept the data. If there are any modifications to be made to the data type [M] and make your changes then press [↵Enter] to proceed to the next screen.

The selling information screen will appear then as follows:

```
ANYLTD                                Job  Costing                          TLJCP040 1.17
HH                                     Lot Master                              30/06/91
ADD mode.......                                                                10:24:44
   Project Number ...:  1008        UNIONVILLE
   Lot Number .......:  0170        Model Type .......:
   Purchaser's Name .:
   Home Phone # .....:                        Status of Closing :
   Purchaser 1 Bus# .:                        Closing Date .....:
.................................................................... Screen 7
   SELLING INFORMATION
 1 Selling Firm .....:
   Selling Agent ....:
   Commissions              Rate    Budget Amount      Amount Paid
 2 Base Price .......:
 3 Extras ...........:
 4 Other ............:
   Total

Enter:   [SELLING FIRM CODE]   [F5]-LOOKUP   [F10]-CLEAR
```

SELLING FIRM

Enter the code of the selling firm that is selling this lot. key F5} can be used to search through the firms. [F10] can be used to bypass this field. If you bypass this field the rest of the information does not get filled in.

SELLING AGENT

Type the selling agent's code. To get a list of selling agents press [F5].

BASE PRICE COMMISSION

The rate, budgeted amount and amount paid will be displayed for the base commission price. These fields can be modified accordingly.

EXTRA COMMISSIONS

The rate, budgeted amount and amount paid will be displayed for the extras commission price. These fields can be modified accordingly.

OTHER COMMISSIONS

The rate, budgeted amount and amount paid will be displayed for the other commissions. These fields can be modified accordingly.

Once you have completed this screen and you have reviewed your data for accuracy type [A] [↵Enter] to save the data. If you have modifications to make type [M] and make your changes. Once you have completed your changes type [A] then press [↵Enter].

The system will then go back to the first screen so that you can enter another lot. If you have no more lots to enter press [Esc] to exit the Lot Master.

COPY INDIRECT COSTS AND LAND COSTS

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                         Maintenance and Inquiry                    30/06/91
                                Lot Master                            13:18:25

                    1 Maintenance
                    2 Copy indirect costs and land costs

                    E Exit

                    E Enter selection
```

Type [2] and press [↵Enter] to select *Copy indirect costs and land costs.*

The screen will appear as follows:

```
HL3B                          Job  Costing                          TLJCP042 1.03
H3                Copy Indirect Costs & Land Costs to Lots              31/10/96
                                                                        14:32:13

Project Number :
Start LOT # ...:                        End LOT # .....:


Model/Elevation:
LOT Criteria ..: C   CLOSED LOTs
COPY Criteria .: I   Copy INDIRECTS only
------------------------------------------------------------------------------



      [_] Select:   [S]-Single   [M]-Multiple   [R]-Range   [P]-Project
                    [ESC]-Exit
```

The following options are available:

PROJECT/LOT

S Single lot - the system will prompt you for the project number and lot number
M Multiple lots - the system will prompt you to enter up to ten lots.
R Range of lots - the system will prompt you for the starting and ending lot numbers
P Project - the system will prompt you for the project number.

LOT CRITERIA

Type C for closed lots or A for all lots.

COPY CRITERIA

Type B to copy both the indirect and land costs or I to copy the indirect costs only.

Type S and press Enter to start the copy process.

PURCHASER MASTER

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                         Maintenance and Inquiry                    30/06/91
                                                                      11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                              E Exit

                             E  Enter selection
```

To select *Purchaser master* type [3] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                      TLJCP070 1.21
HH                            Purchaser Master                       30/06/91
                                                                      13:21:36
   Project number ...:
   Lot number .......:          Model:            Elevation:      Bedrooms:
   Purchaser code ...:          Lot closing status:
.................................................................... Screen 1
 1 Salutation:        First:                  Last:
 2 Birth date .......:                        3 Type :
 4 Purchaser 2 name .:                                5 Birth date:
 6 Address line 1 ...:
 7 Address line 2 ...:
 8 Postal code ......:
 9 Purchaser 1 home# :                  11 Purchaser 2 home# :
10 Purchaser 1 bus# .:                  12 Purchaser 2 bus# .:
13 Offer closing stat:                  19 Move-up clause ...:
14 Date of offer ....:                  20 Colours check ....:
15 Acceptance date ..:                  21 Colours check date:
16 Offer closing date:                  22 Survey check .....:
17 Sold siting ......:                  23 Survey check date :
18 NHWP number ......:                  24 Ext. colour pkge .:
   Last update ......:                     Sales selection # :
[_] Select:   [A]-Add   [D]-Display   [L]-List   [F5]-Lookup   [ESC]-Exit
              [Home/End/→/←]-First/Last/Next/Previous Record
```

The following options are available:

- [A] Add a purchaser
- [D] Display purchaser information
- [L] List all purchasers
- [E] Exit to Maintenance & Inquiry menu

To add a purchaser, type [A] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER

Type in the project number that relates to the lot that this purchaser is buying. [F5] can be used to list the project numbers.

When you type in the project number the system will automatically include the name of the project on the right hand side of the screen.

LOT NUMBER

Type in the lot number that the purchaser is buying. To retrieve a listing of valid lots use [F5].

The model name and elevation will automatically be entered by the system.

PURCHASER CODE

Type in the purchaser code for this purchaser. [F5] can be used to retrieve a valid listing of purchaser codes.

SALUTATION

There are three fields to be filled in on the salutation line. Type the salutation (i.e.: Mr. Mrs. Miss Ms.) of the first purchaser. Press [↵Enter] and type in the first name of the first purchaser. Press [↵Enter] again and type in the last name of the first purchaser.

BIRTH DATE

Type in the birth date of the first purchaser in the form of *ddmmyyyy*. When you press [↵Enter] the date will be converted to month, day, year.

TYPE

Enter the type of purchaser in this field. Valid types are as follows:

- [P] Original owner
- [O] Occupant
- [C] Co-purchaser

The lot master file will automatically updated with this information.

PURCHASER 2 NAME

Type the name of the second purchaser. Use the same format as you did to enter the first purchaser except don't press [↵Enter] until the entire name is entered.

PURCHASER 2 BIRTH DATE

Type in the birth date of the second purchaser in the form of *ddmmyyyy*.

ADDRESS LINES

There are two address lines to be filled in. Type the street address on address line 1 and the city, province on address line 2. If both purchasers live at different addresses type the address of purchaser 1.

POSTAL CODE
Type the postal code then press [↵Enter] to continue.

PURCHASER'S HOME PHONE NUMBER
Type purchaser 1's home phone number. Please include the area code in the phone number.

PURCHASER'S BUSINESS PHONE NUMBER
Type the business phone number of purchaser number 1.

OFFER CLOSING STATUS
Type one of the following:

- [C] Conditional
- [F] Firm
- [B] Buyback
- [S] Signback
- [L] Closed

DATE OF OFFER
Type the date of offer in the form *ddmmyyyy*. When you press [↵Enter] the date format will change to month, day, year.

ACCEPTANCE DATE
Type the date that the offer was accepted in the form of *ddmmyyyy*.

OFFER CLOSING DATE
Type the date of closing on the offer in the form of *ddmmyyyy*.

SOLD SITING
The system will automatically enter the model type of the unit that is being sold. When you press [↵Enter] the system will enter the elevation. Press [↵Enter] again and A, R or blank will be entered for the type of plan that was used. If you would like to change the model type, elevation or plan style, a listing can be retrieved using [F5].

NHWP NUMBER
Type the New Home Warranty Program number.

MOVE-UP CLAUSE
Type [Y] if there is a move-up clause in the offer or [N] if there is no move-up clause.

COLOURS CHECK
Type the initials of the person performing the colours check or blank to bypass this field.

COLOURS CHECK DATE
The system will automatically enter the date that the colour inspection should be performed. If you would like to change this date, type the date in the form of *ddmmyyyy* or press [↵Enter] to accept the date entered by the system.

SURVEY CHECK

Type the initials of the person performing the survey or [N] if no survey is going to be done.

SURVEY CHECK DATE

Enter the survey date in the form of *ddmmyyyy*.

EXTERIOR COLOUR PACKAGE

Type the initials of the person filling out the exterior colour package with the purchaser or [N] if the standard colours are going to be used. Press [↵Enter] to continue.

Review the information on the screen and if everything is correct press [A] [↵Enter] to accept the data. If you need to make modifications to the data type [M], type the field number that you would like to modify, make your changes then accept your data by typing [A] [↵Enter].

Once you press [↵Enter] the second input screen will be displayed.

The deposit's screen will then appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP070 1.21
HH                             Purchaser Master                          30/06/91
ADD mode.......                                                          13:22:30
   Project number ...:  1028      SADDLEBROOK
   Lot number .......:   143      Model: 242        Elevation: B    Bedrooms:
   Purchaser code ...:   143      143 GARY WONG
.................................................................... Screen 2
                        GROSS       GST              DUE  DATE    RECEIVE DATE
 1 REG DEPOSIT 1          0
 2 REG DEPOSIT 2
 3 REG DEPOSIT 3
 4 REG DEPOSIT 4
 5 REG DEPOSIT 5

 6 EXTRA DEPOSIT 1
 7 EXTRA DEPOSIT 2
 8 EXTRA DEPOSIT 3
 9 EXTRA DEPOSIT 4
10 EXTRA DEPOSIT 5
                                                 GST Code:     Rate:  7.00



Enter:   [AMOUNT]   [↓]-NEXT Deposit   [ESC]-End
```

REGULAR DEPOSITS

There are five deposit sections for you to enter deposits made by the purchasers.

Enter the amount of the first deposit. Decimal points need not be included unless the amount deposited includes cents. Press [↵Enter] and type the due date of the deposit in the form of *ddmmyyyy*. Press [↵Enter] again and enter the date that the deposit was received in the form of *ddmmyyyy*. Once you press [↵Enter] the system will automatically total the amount of the deposits and move the cursor down to the next deposit line.

If you have no more deposits to enter at this time and you have no extras deposits to enter you can press [Esc] to end. If you do have extras deposits to enter press [↵Enter] until your cursor is on the next extras line.

EXTRAS DEPOSITS

Type the amount of the extras deposit and press [↵Enter]. Type the due date of the extras deposit in the form of *ddmmyyyy*. Press [↵Enter] again and enter the date that the deposit was received. When you press [↵Enter] the total will automatically be updated by the system.

If you have no more extras deposits to enter press [Esc] to end.

Review the information on the screen that you just entered and if everything is correct type [A] [↵Enter] to accept the data. If you have modifications to make type [M] [↵Enter] then type the line number of the field that you want to change. Once you have made all your changes don't forget to accept the data by typing [A] [↵Enter].

The system will then proceed to the third input screen.

The screen will appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP070 1.21
HH                             Purchaser Master                          30/06/91
ADD mode.......                                                          13:22:30
   Project number ...:  1028      SADDLEBROOK
   Lot number .......:   143      Model: 242        Elevation: B    Bedrooms:
   Purchaser code ...:   143      143 GARY WONG
.......................................................................... Screen 3
 1 Base price (offer):          0        Purchaser Extras - P.O. :
 2 Model price (sugg):                   Purchaser Extras - C.O. :
   EXTRAS                                CONDITION APPLICABLE
 3 Lot premium width :                   Not available
   [Actual size] less [base size] = [ 50] - [ 50] =   0   Premium rate =    .00
 4 Lot premium other1:                   Must be included
 5 Water meter fee ..:                   Not available
 6 WOD ..............:                   Must be included
 7 WOB ..............:                   Not available
 8 Other ............:                   Not available
   Total extras .....:
 9 Less Giveaways ...:                   Description key:
   Selling price ....:
10 GST ..............:                   GST Code:     Rate:  7.00
11 GST rebate .......:                   Method: [__]
```

BASE PRICE (OFFER)

Type base price offered by the purchasers.

SUGGESTED MODEL PRICE

The system will automatically enter the suggested selling price of the model.

LOT PREMIUM WIDTH

Enter the premium amount or press [F9] to change the premium rate.

LOT PREMIUM OTHER 1

Enter the premium amount of other 1.

LOT PREMIUM OTHER 2

Enter the premium amount of other 2.

WOD EXTRA
Enter the amount of the walk-out-deck extra.

WOB EXTRA
Enter the amount of the walk-out-basement extra.

OTHER EXTRAS
Enter the amount of any other extras.

GIVEAWAYS
Enter the amount of any giveaways. [F5] can be used to list the giveaways.

A subtotal of the extras and the overall totals will be automatically calculated by the system.

Review your information for accuracy then type [A] [↵Enter] to accept the data. If you need to make modifications to the data press [M].

Once you have accepted the data on this screen the system will proceed to the mortgage screen.

The mortgage screen will appear as follows:

```
ANYLTD                          Job  Costing                        TLJCP070 1.21
HH                            Purchaser Master                        30/06/91
ADD mode.......                                                       13:22:30
   Project number ...:  1028      SADDLEBROOK
   Lot number .......:   143      Model: 242        Elevation: B    Bedrooms:
   Purchaser code ...:   143      143 GARY WONG
.................................................................... Screen 4
   1ST MORTGAGE                          2ND MORTGAGE
 1 Amount ...........:        0         7 Amount ...........:
 2 Rate .............:                  8 Rate .............:
 3 Points ...........:                  9 Points ...........:
 4 Amortization .....:    (years)      10 Amortization .....:    (years)
 5 Terms ............:                 11 Terms ............:
 6 Mortgagee ........:                 12 Mortgagee ........:

13 Buydown amount ...:
14 Approval .........:
15 %/Fee ............:



Enter:   [MORTGAGE AMOUNT]   [F10]-CLEAR Mortgage Information
```

FIRST MORTGAGE
To bypass the mortgage information press [F10]. If there is a mortgage, type in the amount of the 1st mortgage.

Press [↵Enter] and type the rate that the mortgage was received at.
Press [↵Enter] and type any specific points pertaining to the mortgage.
Type the number of years the mortgage is going to be amortized over and press [↵Enter].
Enter any terms that pertain to the mortgage.
Press [↵Enter] and type the name of the company that is holding the mortgage.

SECOND MORTGAGE

If there is no second mortgage press [F10] to bypass the 2nd mortgage. Otherwise, enter the amount of the second mortgage.

Press [↵Enter] and enter the rate that the 2nd mortgage was received at. Type any points that might pertain to the mortgage and press [↵Enter].

Enter the number of years that the 2nd mortgage is going to be amortized over.
Type any terms and conditions that may apply to the mortgage.
Press [↵Enter] and enter the company that is holding the 2nd mortgage.
Once you have entered this, press [↵Enter] and enter the buydown amount.
Press [↵Enter] again and type the initials of the person approving the mortgage information.
Finally, enter the percentage fee to be received.

Review the information on the screen and if everything is correct type [A] [↵Enter] to accept the data. If modifications need to be made type [M] [↵Enter] and make your changes.

The system will now proceed to the lawyer and agent information screen.

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP070 1.21
HH                            Purchaser Master                    30/06/91
ADD mode.......                                                   13:22:30
   Project number ...:  1028     SADDLEBROOK
   Lot number .......:   143     Model: 242        Elevation: B    Bedrooms:
   Purchaser code ...:   143     143 GARY WONG
.................................................................... Screen 5
   LAWYER
 1 Lawyer's name ....:
 2 Address line 1 ...:
 3 Address line 2 ...:
 4 Postal code ......:
 5 Lawyer contact ...:
 6 Phone ............:

   SELLING INFORMATION
 7 Selling firm .....:
   Selling agent ....:
```

LAWYER INFORMATION

Type the name of the firm that the purchaser's lawyer works for. Press [↵Enter] and continue to fill in the appropriate information requested.

SELLING INFORMATION

Type the code of the selling firm you are using to sell your lots. [F5] can be used to list the codes. [F10] can be used to clear this field. If you clear this field, the selling agent field will also be bypassed. If you do not clear this field, press [↵Enter] and type the name of the selling agent.

Press [↵Enter] to accept the agent's name and then review all the information on the screen. If everything is correct, type [A] [↵Enter] to save the data. If modifications need to be made type [M] [↵Enter], make your corrections and then accept the data.

The system will then go back to screen one. If you have no more purchasers to enter press [Esc] to end otherwise follow the steps above and continue entering purchasers.

CONTRACTS

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                   30/06/91
                                                                    11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                          E Exit

                          E  Enter selection
```

To select *Contracts* type [4] and press [↵ Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                   30/06/91
                                Contracts                           13:26:01

                     1 Contract master
                     2 Contract subledger
                     3 Copy contracts to subledgers

                     E Exit

                     E Enter selection
```

CONTRACT MASTER

To select *Contract master* type [1] from the Contracts menu and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP060 1.06
HH                             Contract  Master                    30/06/91
                                                                   13:27:05
 1 Project Number :
 2 Cost Code .....:
 3 Model Type ....:
   Elevation .....:
   Square Footage :
 4 Contract Number:

.................................................................... Screen 1
 5 Vendor Number .:




   Phone .........:
   G/L Code ......:
   Terms .........:              Holdback Code :         Rate:
   YTD Purchases .:
 6 Type ..........:
 7 Revision Number:

         [_] Select:   [A]-Add   [D]-Display   [L]-List   [ESC]-Exit
```

The options available are as follows:

- [A] Add a contract
- [D] Display a contract
- [L] List all contracts
- [E] Exit to Maintenance & Inquiry menu

To add a contract, type [A] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER
Type the project number that this contract relates to. [F5] can be used to list all projects.

COST CODE
Type the cost code that relates to this contractor. When you press [↵Enter] a description of the cost code will appear on the screen to the right of the cost code. To get a list of valid cost codes press [F5].

MODEL TYPE
Type the model type that the contractor will be working on. When you press [↵Enter] the elevation type will be entered by the system. If the elevation is correct, press [↵Enter] again and the square footage of the model will also be entered by the system. [F5] can be used to list valid model types.

CONTRACT NUMBER
Type the contract number for this particular contractor. To get a listing of contract numbers press [F5].

VENDOR NUMBER
Type the supplier (vendor) number for this contractor. [F5] can be used to retrieve a listing of valid suppliers. When you press [↵Enter] the supplier's address, phone number, payment terms, the related GL code and the year-to-date purchases from that contractor will be entered by the system.

TYPE
Type one of the following depending on the state of this contractor.

[P] Prime contract
[N] Non-prime contract

REVISION NUMBER
Type the revision number of the contract.

Review the information on the screen and if everything is correct press [A] [↵Enter] to save the data. If you need to make any modifications to the data type [M].

The second input screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP060 1.06
HH                             Contract  Master                  30/06/91
ADD mode.......                                                   13:27:25
   Project Number :  1048        SADDLEBROOK III
   Cost Code .....: 00010        Permits
   Model Type ....: 068          Springmount
   Elevation .....: A
   Contract Number: 120
   Vendor Number .:   200        BELL CANADA

.................................................................... Screen 2

 1 Contract Amount .....:          .00
 2 Contract Date .......:
 3 Expiry Date .........:
 4 Retainage Amount ....:          .00
 5 Retainage Percentage :            0
 6 % Increase ..........:          .00
 7 $ Increase ..........:          .00
   Revised Amount ......:          .00

   Last Update ........ :
```

CONTRACT AMOUNT

Enter the amount of the contract.

CONTRACT DATE

Type the date that the contract becomes effective in the form of *ddmmyyyy*. When you press [↵Enter] the format of the date will change to month, day, year.

EXPIRY DATE

Type the expiry date of the contract in the form of *ddmmyyyy*.

RETAINAGE AMOUNT

If there is a holdback amount that pertains to this contractor type in the amount of the holdback. If there is no holdback press [↵Enter] to bypass this field.

RETAINAGE PERCENTAGE

The retainage (holdback) percentage will be calculated by the system. Press [↵Enter] to accept the amount entered by the system.

PERCENTAGE INCREASE

If the contract price should increase during the duration of the contract enter the percentage of increase here.

DOLLAR INCREASE

The system will automatically calculate the amount that the total contract should be increased by.

REVISED AMOUNT

The system will add the contract increase amount to the total contract amount and display the result in the revised amount field.

Review the information on the screen and if everything is correct press [A] [↵Enter] to save the data. [M] can be typed if you have any modifications to make.

The next input screen will appear as follows:

```
ANYLTD                                Job  Costing                          TLJCP060 1.06
HH                                  Contract  Master                          30/06/91
ADD mode.......                                                               13:27:25
   Project Number :  1048          SADDLEBROOK III
   Cost Code .....: 00010          Permits
   Model Type ....: 068            Springmount
   Elevation .....: A
   Contract Number: 120            Contract Amount:          .00
   Vendor Number .:   200          BELL CANADA

.................................................................... Screen 3

 1 Draw #        Amount      %   Cumulative Amount   Cumulative %
        1           .00      0                .00              0
        2           .00      0                .00              0
        3           .00      0                .00              0
        4           .00      0                .00              0
        5           .00      0                .00              0
        6           .00      0                .00              0
        7           .00      0                .00              0
        8           .00      0                .00              0
        9           .00      0                .00              0

Enter   [DRAW AMOUNT]   [F10]-Cancel   [ESC]-End
```

Each contractor has different stages of work. When a stage is completed the contractor is paid for that stage rather than waiting until the end of the entire contract. Enter the amount to be paid for each stage of the contract.

Type in the amount for the first stage (draw) and when you press [↵Enter] the cumulative amount and the percentage of the draw will automatically be calculated by the system.

Type all the draws that will pertain to this contract until the total percentage is 100%. The system will then prompt you to accept the data. Review your information and if everything is correct type [A] [↵Enter] to save the data.

The system will then proceed to the first contract screen. If you have more contracts to enter follow the steps above otherwise press [Esc] to exit the Contract Master.

CONTRACT SUBLEDGER

To select *Contract subledger* type [2] from the Contracts menu and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP080 1.10
HH                           Contract Subledger                   30/06/91
                                                                  09:21:15
 1 Project number :
 2 Lot number ....:
 3 Cost code .....:
 4 Model type ....:
   Elevation .....:
   Square footage :
 5 Contract number:
.................................................................. screen 1
 6 Vendor number .:




   Phone .........:
   G/L code ......:
   Terms .........:              Holdback code :        Rate:
   YTD purchases .:
 7 Type ..........:
 8 Revision number:

        [_] Select:   [A]-Add   [D]-Display   [L]-List   [ESC]-Exit
```

The contract subledger is used to define contracts by lot. Before you can process contracts you must copy the contracts to the subledger.

The following options are available:

- [A] Add contract to subledger
- [D] Display contract subledger
- [L] List contract subledger
- [E] Exit to Contract main menu

This add function is used to copy a single contract from the Contract Master file. The actual contract must be entered through Contract Master but rather than using Copy contracts to subledger that would copy all contracts, you can add the contract to the subledger by using this Add.

To add a contract subledger, type [A] and press [↵Enter].

Enter the information as follows:

PROJECT NUMBER

Type in the project number. [F5] can be used to list all projects.

LOT NUMBER

Type in the lot number that this contract relates to. To get a listing of all lots press [F5].

COST CODE

Type the cost code that this contract relates to.

MODEL TYPE
The model type, elevation and square footage will be entered by the system.

CONTRACT NUMBER
Type in the contract number. [F5] can be used to list all contracts.

VENDOR NUMBER
This information will be entered by the system. The system will also automatically include the vendor's name, address, phone number, associated G/L code and their payment terms.

TYPE
The system will also display the type of contract.

REVISION NUMBER
The system will display the revision number.

You can change any of the information you have just copied over from the Contract Master. Don't forget to accept the data if you do make any changes.

COPY CONTRACTS TO SUBLEDGERS

To select *Copy contracts to subledger* type [3] from the Contracts menu and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    Job  Costing                    TLJCP062 1.12
HH                  Copy Contracts to Subledgers                30/06/91
                                                                14:46:32

                    1 Copy to CONTRACT subledger
                    2 Copy to JOB COST subledger
                    3 BOTH

                    E Exit

                    ▶ Enter selection
```

These functions allow you to automatically copy all prime contracts to the contract subledger and job cost subledger.

COPY TO CONTRACT SUBLEDGER

Type one of the following:

- [S] Single Contract
- [M] Multiple Contracts
- [R] Range of Contracts
- [P] Contracts that relate to a specific project
- [H] Help
- [E] Exit back to contract main menu

After choosing one of these options you will be prompted to enter the project number, the start lot number and the end lot number. Type in the appropriate information and press [↵Enter]. Once this information is entered press [S] to start copying.

The system will automatically generate the following entries when a contract is copied to the contract subledger.

Debit	Deferred costs
Credit	Contracts payable

COPY TO JOB COST SUBLEDGER
Type one of the following:

- S Single Contract
- M Multiple Contracts
- R Range of Contracts
- P Contracts that relate to a specific project
- H Help
- E Exit back to contract main menu

Type in the appropriate information and press Enter. Once this information is entered press S to start copying.

The system will copy all prime contracts to the original budget amount column in the job cost subledger.

COPY BOTH TO SUBLEDGER
Type one of the following:

- S Single Contract
- M Multiple Contracts
- R Range of Contracts
- P Contracts that relate to a specific project
- H Help
- E Exit back to contract main menu

Type in the appropriate information and press Enter. Once this information is entered press S to start copying.

COST CODES

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                 30/06/91
                                                                  11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                          E Exit

                         E  Enter selection
```

To select *Cost codes* type [5] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                 30/06/91
                             Cost Codes Master                    09:23:24

                 1 Job cost codes
                 2 Job cost subledger
                 3 Copy cost codes to job cost subledger
                 4 Copy job scheduling to job cost subledger
                 5 Copy cost codes to budget master
                 6 Copy job cost subledger to lot
                 7 Duration master maintenance

                 E Exit

                 E Enter selection
```

JOB COST CODES

To select *Job cost codes* type [1] from the Cost Codes Master menu and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP010 1.11
HH                               Cost Codes                        30/06/91
                                                                   09:23:45
   Header Code ......:
   Sub-header Code ..:

 1 Cost Code ........:                                Last Update :
 2 Description ......:
   JOB SCHEDULING
 3 Sequence Code .............:
 4 Duration Code .............:
 5 Duration (number of days) .:
 6 Include in Job Scheduling .:
 7 Include in Walk Through ...:
   AUTHORIZATION AMOUNT CODES
 8 BUDGET flag ...............:
 9 CONTRACT flag .............:

[_] Select:   [A]-Add   [D]-Display   [L]-List   [ESC]-Exit
```

The options available are as follows:

- [A] Add cost code
- [D] Display cost code information
- [L] List all cost codes
- [E] Return to Cost Code main menu

To Add a Job Cost Code, type [A] and press [↵Enter]. Enter the information as follows:

HEADER CODE

Type the header code for this job. [F5] can be used to list the valid header codes. When you press [↵Enter] a description of the header code will appear to the right of the code.

SUB-HEADER CODE

Type the sub-header code for this job. To get a valid listing of sub-header codes press [F5]. A description will appear to the right of the sub-header code.

COST CODE

Type in the new cost code for this particular job. A listing of defined cost codes can be retrieved by pressing [F5].

DESCRIPTION

Type a description of the cost code.

JOB SCHEDULE SEQUENCE CODE

Type in the sequence code for this particular job. The sequence code is like the stage number.

JOB SCHEDULE DURATION

Type in the number of days it will take to complete this job.

Press [↵Enter], review the information on the screen and if everything is correct type [A] [↵Enter] to save the data. You can continue entering cost codes or press [Esc] to end.

JOB COST SUBLEDGER

To select *Job cost subledger* type [2] Cost Codes Master menu and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP020 1.23
HH                          Job Cost Subledger                      30/06/91
                                                                    09:24:59
   Project Number ...:
   Lot Number .......:
   Model/Elevation ..:
   Header Code ......:
   Sub-Header Code ..:
 1 Cost Code ........:
 2 Invoice Number ...:
 3 Supplier Number ..:
 4 Contract Number ..:                  5 Original Budget ......:
   Contract Amount ..:                    Authorized Amount ....:
   Change Orders ....:                    Invoiced to Date .....:
   Purchase Orders ..:                  6 Amount to Complete ADJ:
   Total ............:                    Amount to Complete ...:
   AUTHORIZATION AMOUNT CODES             Variance .............:
 7 BUDGET ..:                             Percent Complete .....:
 8 CONTRACT :                             Purchaser Extra - C.O.:
                                          Purchaser Extra - P.O.:
                                          Last Update ..........:

[_] Select:   [A]-Add   [D]-Display   [L]-List   [R]-Reset   [ESC]-Exit
```

The options available are as follows:

- [A] Add subledger
- [D] Display a subledger
- [L] List a subledger
- [E] Exit to Cost Code main menu

To add a Job Cost Subledger, type [A] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER

Type in the project number that this subledger is related to. To retrieve a listing of project numbers press [F5].

LOT NUMBER

Type in the lot number that is subledger relates to. To get a listing of valid lot numbers press [F5]. The model and elevation will automatically be entered by the system.

HEADER CODE

Type in the header code that relates to this subledger. [F5] can be used to list the header codes.

SUBHEADER CODE
Type in the sub-header code for this subledger.

COST CODE
Type in the cost code for this subledger. The description will automatically be entered by the system.

INVOICE NUMBER
This information is entered by the system.

CONTRACT NUMBER
This information is entered by the system.

SUPPLIER NUMBER
This information is entered by the system.

ORIGINAL BUDGET
This field will automatically get filled in by the system from the information in the contract master.

BUDGET CHANGES
This information is entered by the system.

BUDGET REVISIONS
This information is entered by the system.

AMOUNT TO COMPLETE
This information is entered by the system.

SEQUENCE CODE
This information is entered by the system.

DURATION
This information is entered by the system.

COPY COST CODES TO JOB COST SUBLEDGER

To select *Copy cost codes to job cost subledger* type [3] Cost Codes Master menu and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP012 1.14
HH                  Copy Cost Codes to Job Cost Subledger                 30/06/91
                                                                          09:25:32

Project Number :
Start LOT # ...:                        End LOT # .....:


Model/Elevation:
Header ........:
Sub-Header ....:
Cost Code .....:
-------------------------------------------------------------------------------




      [_] Select:   [S]-Single   [M]-Multiple   [R]-Range   [P]-Project
                    [F1]-Help   [ESC]-Exit
```

Type one of the following:

- [S] Single Cost Code
- [M] Multiple Cost Codes
- [R] Range of Cost Codes
- [P] Cost Codes that relate to a specific project
- [H] Help
- [E] Exit back to cost code main menu

After choosing one of these options you will be prompted to enter the project #, the start lot # and the end lot #. Type in the appropriate information and press [↵Enter]. Once this information is entered press [S] to start copying.

COPY JOB SCHEDULING TO JOB COST SUBLEDGER

To select *Copy job scheduling to job cost subledger* type [4] Cost Codes Master menu and press [↵Enter].

The screen will appear as follows:

```
HL3B                          Job  Costing                          TLJCP014 1.01
H3                 Copy Job Scheduling to Job Cost Subledger              31/10/96
                                                                          11:37:09

Project Number :
Start LOT # ...:                        End LOT # .....:


Model/Elevation:
Header ........:
Sub-Header ....:
-------------------------------------------------------------------------------



      [_] Select:   [S]-Single   [M]-Multiple   [R]-Range   [P]-Project
                    [F1]-Help   [ESC]-Exit
```

Type one of the following:

- [S] Copy job scheduling to a single lot
- [M] Copy to multiple lots. You can enter up to 10 lots.
- [R] Copy job scheduling to a range of lots
- [P] Copy job scheduling to all lots in a specific project
- [H] Help
- [E] Exit back to cost code main menu

After choosing one of these options you will be prompted to enter the project #, the start lot # and/or the end lot #. Type in the appropriate information and press [↵Enter]. Once this information is entered press [S] to start copying.

COPY COST CODES TO BUDGET MASTER

To select *Copy cost codes to budget master* type [5] Cost Codes Master menu and press [↵Enter].

The screen will appear as follows:

```
HL3B                         Job  Costing                   TLJCP092 1.00
H3                   Copy Cost Codes to Budget Master            31/10/96
                                                                 11:30:19

Project number :
Model/Elevation:


Header ........:
Sub-header ....:
.....................................................................





E Select:   Single   Multiple   Project   Help   Exit
```

Type one of the following:

- [S] Copy a single Cost Code
- [M] Copy multiple Cost Codes
- [P] Copy all Cost Codes that relate to a specific project
- [H] Help
- [E] Exit back to cost code main menu

After choosing one of these options you will be prompted to enter the project #, the various models you want to copy to and then the header and sub-header cost codes that you want to copy. Type in the appropriate information and press [↵Enter]. Once this information is entered press [S] to start the copy routine.

COPY JOB COST SUBLEDGER TO LOT

To select *Copy job cost subledger to lot* type [6] Cost Codes Master menu and press [↵Enter].

The screen will appear as follows:

```
HL3B                          Job  Costing                    TLJCP013 1.02
H3                      Copy Job Cost Subledger                  31/10/96
                                                                 11:52:51



From PROJECT :
        LOT :

  To PROJECT :
        LOT :

Enter :   [PROJECT NUMBER]   [F5]-LOOKUP   [ESC]-End
```

Enter the project and lot number you want to copy from then the project and lot number you want to copy to. Once this information has been entered, type [S] and press [↵Enter] to start the copy routine.

DURATION MASTER MAINTENANCE

To select *Duration master maintenance* type [7] Cost Codes Master menu and press [↵Enter].

The screen will appear as follows:

```
HL3B                          Job  Costing                          TLJCP180 1.01
H3                            Job Scheduling                 Tuesday  DEC 10,1996
                         Duration Master Maintenance                      11:57:06

  Duration Code     :
  Cost Code         :
  Duration (days)   :
  Description       :

  Creation Date     :
  Typist            :
  Last Update       :
  Typist            :

                                                  Find  duration
                                                  Add duration
                                                  Modify  duration
                                                  Delete  duration
                                                      Hide
                                                     Options

                                                  →/←:next/previous
                                                  Home/End:first/last
                                                   ↑  ↓  [ESC]:exit
```

The options available are as follows:

- [F] Find a duration
- [A] Add a duration
- [M] Modify a duration
- [D] Delete a duration
- [H] Hide the menu box
- [O] Two options are available:
  - [1] *Copy cost codes* will copy all cost codes with valid job sequence codes to the specified duration code.
  - [2] *Global deletion* will delete all duration records for the specified duration code.

To add a duration, type [A] and press [↵Enter]. Enter the information as follows:

DURATION CODE

Enter a three digit duration code.

COST CODE

Enter the cost code that is to be associated with this duration code. [F5] can be used to list all valid cost codes.

DURATION (DAYS)

Enter the number of days within the duration period.

DESCRIPTION

Enter a description of the duration.

MODEL MASTER

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                   30/06/91
                                                                    11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                              E Exit

                             E  Enter selection
```

To select *Model master* type [6] and press [↵ Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                      TLJCP050 1.06
HH                              Model Master                         30/06/91
                                                                     09:26:09
   Project Number ...:
   Model Type .......:
   Elevation ........:
.......................................................................................

 1 Model Description ........:
 2 Square Footage ...........:
 3 No. of bedrooms (Standard):
 4 No. of bedrooms (Actual) .:
 5 Model Price ..............:
 6 Lot Size (feet) ..........:
 7 House Width (feet) .......:
 8 Side Yard (feet) .........:
 9 Special Condition ........:



   Last Update ..............:

         [_] Select:   [A]-Add   [D]-Display   [L]-List   [ESC]-Exit
```

The options available are as follows:

- [A] Add a model
- [D] Display a model
- [L] List all models
- [E] Exit to Maintenance & Inquiry menu

To add a model, type [A] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER
Type the project number. A listing of available projects can be retrieved by pressing [F5].

MODEL TYPE
Type in a model number or name. Press [F5] to get a listing of model types.

ELEVATION
Type in the elevation for this model.

MODEL DESCRIPTION
Type in a description for the model.

SQUARE FOOTAGE
Type in the square footage of the model.

NUMBER OF BEDROOMS
Type in the number of bedrooms in this model.

MODEL PRICE
Type in the suggested selling price.

LOT SIZE
Type in the lot size in feet.

HOUSE WIDTH
Type in the house width in feet.

SIDE YARD
Type in the size of the side yard in feet.

SPECIAL CONDITION
Type in an asterisk [*] if a special condition applies to this model. Otherwise press [↵Enter] to bypass this field.

BUDGET MASTER

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                 30/06/91
                                                                  11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                          E Exit

                          E  Enter selection
```

To select *Budget master* type [7] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                 30/06/91
                               Budget Master                      09:26:45

                    1 Budget master maintenance
                    2 Copy budgets to job cost subledger
                    3 Copy budgets to models

                    E Exit

                    E Enter selection
```

BUDGET MASTER MAINTENANCE

Type [1] and press [↵Enter] from the Budget Master menu to select *Budget master maintenance.*

The screen will appears as follows:

```
HL3B                          Job  Costing                    TLJCP090 1.02
H3                      Budget Master Maintenance                  31/10/96
                                                                   13:19:27
   Project number ...:
   Model/elevation ..:


.......................................................................
 1 Cost code ........:
   Description ......:

 2 Original budget ..:
 3 Revision 1 .......:
 4 Revision 2 .......:
   Revised budget ...:
 5 Contract quotation:




   Last updated .....:                  Creation date ........:

E Select:   Add   Display   List   End
```

The options available are as follows:

- [A] Add a budget
- [D] Display an existing budget
- [L] List all budgets
- [E] Exit to Maintenance & Inquiry menu

To add a budget, type [A] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER

Type the project number that the model you are creating a budget for is in. [F5] can be used to list all valid projects.

MODEL / ELEVATIONS

Type the model number that you are assigning the budget to. [F5] can be used to list all valid models.

COST CODE

Type the cost code that you are assigning the budget to. [F5] can be used to list all valid cost codes. The description for the cost code will be displayed by the system.

ORIGINAL BUDGET

Enter the budget amount.

REVISION 1
Revisions are usually added at a later date. Bypass this field.

REVISION 2
Revisions are usually added at a later date. Bypass this field.

CONTRACT QUOTATION
Enter the contract amount that was originally quoted for this cost code.

Review all the information entered and then type [A] and press [↵Enter] to accept and save the data.

COPY BUDGETS TO JOB COST SUBLEDGER

Type [2] and press [↵Enter] from the Budget Master menu to select *Copy budgets to job cost subledger.*.

Type your password and press [↵Enter]. The screen will appears as follows:

```
HL3B                          Job  Costing                    TLJCP094 1.04
H3                  Copy Budgets to Job Cost Subledger            31/10/96
                                                                  13:19:51

Project # .....:
Model/Elevation:
Start Lot # ...:
End Lot # .....:

E Select:   Single   Multiple   Range   Project   Help   Exit
```

The following options are available:

- [S] Single lot - the system will prompt you for the project number and lot number
- [M] Multiple lots - the system will prompt you to enter up to ten lots.
- [R] Range of lots - the system will prompt you for the starting and ending lot numbers
- [P] Project - the system will prompt you for the project number.

PROJECT #

Type system will prompt you to enter the project number that contains the lot that you want to copy the budget to.

MODEL / ELEVATION

Enter the model type of the lot or range of lots you are copying to.

START / END LOT #

Enter the start lot number and end lot number (if required).

Type [S] and press [↵Enter] to start the copy process.

COPY BUDGETS TO MODELS

Type [3] and press [↵Enter] from the Budget Master menu to select *Copy budgets to models.*

Type your password and press [↵Enter]. The screen will appears as follows:

```
HL3B                          Job  Costing                    TLJCP096 1.00
H3                        Copy Budgets to Models                 31/10/96
                                                                 13:20:04

INPUT
Project # ..:
Model ......:
OUTPUT
Model ......:

Enter   [project number]   [F5]-Lookup   [ESC]-End
```

Enter the information as follows:

INPUT PROJECT #
Type the project number that contains the model that you want to copy the budget from.

MODEL / ELEVATION
Enter the model type that you want to copy from.

OUTPUT PROJECT #
Type the project number that contains the model that you want to copy the budget to.

Type [S] and press [↵Enter] to start the copy process.

CHANGE ORDER MASTER

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                          Maintenance and Inquiry                  30/06/91
                                                                     11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                              E Exit

                             E  Enter selection
```

To select *Change order master* type [8] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                      TLJCP800 1.14
HH                             Change  Orders                        30/06/91
                                                                     12:06:09
 1 Project # .....:
 2 Lot # .........:
 3 Change Order # :                   Previous Change Order #....:
 4 Contract # ....:                   Work Report # .............:
 5 Model Type ....:
   Elevation .....:
 6 Vendor # ......:
 7 Cost Code .....:
   Order Status ..:
   Total Entries .:                   Total Addition Amount .....:
   Total Invoiced :                   Total Deduction Amount ....:<          >
   Last Update ...:                   Total Amount ..............:
.................................................................. screen 1
 8 Change Date ...:                    9 Purchaser Extra ........:
10 Authorizor ....:
11 Auth. Date ....:


[_] Select:
[N]-New C.O.   [O]-Old C.O.   [S]-Submit C.O.   [P]-Print C.O.   [L]-List
[PgDn/↓/PgUp/↑]-Next/Previous C.O.   [Home/End]-First/Last C.O.   [ESC]-Exit
```

☞ **For more information on Change Orders refer to Chapter 5: Daily Processing.**

PURCHASE ORDER MASTER

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                   30/06/91
                                                                    11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                            E Exit

                           E  Enter selection
```

To select *Purchase order master* type [9] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                      TLJCP700 1.39
HH                            Purchase  Orders                      30/06/91
                                                                    11:32:30
 1 Project # .....:
 2 Lot # .........:
 3 P.O. # ........:                    Completion Slip # ......:
 4 Vendor # ......:
 5 Cost Code .....:
   Order Status ..:                    Total Entries ..........:
   Total Invoiced :                    Total Amount ...........:
   Last Update ...:                    Total Quantity .........:
.................................................................. screen 1
 6 P.O. Date .....:
 7 Expected Date .:
 8 Estimate ......:
 9 Authorizor ....:
10 Auth. Date ....:
11 Ordered By ....:
12 P.S.T. [     ] :            G/L :
13 G.S.T. [     ] :            G/L :

[_] Select:   [N]-New P.O.   [O]-Old P.O.   [S]-Submit P.O.   [ESC]-Exit
              [P]-Print P.O.   [U]-Update P.O.   [L]-List
              [PgDn/↓/PgUp/↑]-Next/Previous P.O.   [Home/End]-First/Last P.O.
```

☞ **For more information on Purchase Orders refer to Chapter 5: Daily Processing.**

COMPLETION SLIP MASTER

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                         Maintenance and Inquiry                    30/06/91
                                                                      11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                              E Exit

                             E  Enter selection
```

To select *Completion slip master* type [1][0] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                      TLJCP720 1.14
HH                           Completion Slips                        30/06/91
                                                                     12:07:40
 1 Project # ......:
 2 Lot # ..........:                    Model Type .....:
 3 Completion Slip#:                  4 P.O. # .........:
 5 Vendor # .......:
 6 Cost Code ......:
   Slip Status ....:                    Last Update ....:
.......................................................................
 7 Entry Date ...:            8 Site Supervisor:
 9 Work Completed:           10 Completed By ..:
11 Authorizor ...:
12 Auth. Date ...:
13 Description ..:
   Line 1 :
   Line 2 :
   Line 3 :
   Line 4 :
   Line 5 :

[_] Select:
[N]-New C.S.   [O]-Old C.S.   [S]-Submit C.S.   [P]-Print C.S.   [L]-List
[PgDn/↓/PgUp/↑]-Next/Previous C.S.   [Home/End]-First/Last C.S.   [ESC]-Exit
```

☞ **For more information on Completion Slips refer to Chapter 5: Daily Processing.**

WORK REPORT MASTER

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                         Maintenance and Inquiry                    30/06/91
                                                                      11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                              E Exit

                             E  Enter selection
```

To select *Work report master* type [1][1] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                      TLJCP820 2.07
HH                             Work Reports                          30/06/91
                                                                     15:24:47
 1 Project # .....:
 2 Lot # .........:
 3 Work Report # .:                    4 Contract # .............:
 5 Vendor # ......:
 6 Cost Code .....:
   Report Status .:                      Last Update ............:
.......................................................................
 7 Report Date ...:                Draw 1 :              Draw 6 :
 8 Draw Number ...:                Draw 2 :              Draw 7 :
 9 Draw Amount ...:                Draw 3 :              Draw 8 :
   Total Amount ..:                Draw 4 :              Draw 9 :
   Total Invoiced :                Draw 5 :            CONTRACT :
   Invoice Number :             Date :              CHANGE ORDERS :
10 Authorizor ....:                                             ___________
11 Auth. Date ....:                                     REVISED :
12 Trade :                                             INVOICED :
13 Change Order # :                                             ___________
14 Preparer's Name:                                BALANCE TO GO :
[_] Select:   [N]-New W.R.   [O]-Old W.R.   [S]-Submit W.R.   [P]-Print W.R.
              [L]-List   [F3]-Financial Data   [ESC]-Exit
              [PgDn/↓/PgUp/↑]-Next/Previous W.R.   [Home/End]-First/Last W.R.
```

☞ **For more information on Work Reports refer to Chapter 5: Daily Processing.**

GIVEAWAYS

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                 30/06/91
                                                                  11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                              E Exit

                             E  Enter selection
```

To select *Giveaways* type [1][2] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP600 1.00
HH                            Purchaser  Giveaways                30/06/91
                                                                  09:32:06
 1 Project # .....:
 2 Giveaway # ....:                Typist :
   Status ........:
   Total entries .:                         Creation date .:
   Total amount ..:                         Last update ...:
..................................................................... screen 1
 3 Model/elevation:
 4 Cost code .....:
 5 Prev. Giveaway#:
 6 Reference # ...:
 7 Authorizor ....:
 8 Auth. date ....:
 9 Comment .......:

E Select:   New giveaway   Old giveaway   Print giveaway   List   Exit
```

The options available are as follows:

- [N] Create a new giveaway
- [O] Get an old giveaway
- [P] Print giveaways
- [L] List all giveaways
- [E] Exit to Maintenance & Inquiry menu

To create a New Giveaway, type [N] and press [↵Enter]. Enter the information as follows:

PROJECT NUMBER
Type in the project number that relates to this giveaway. [F5] can be used to list all projects.

GIVEAWAY NUMBER
Type in the new giveaway number. You can press [F5] to list all the previous giveaway numbers.

MODEL/ELEVATION
Type in the model that this giveaway is for. The system will include the elevation. Press [↵Enter] to continue.

COST CODE
Type in the cost code for the giveaway.

PREVIOUS GIVEAWAY NUMBER
If there is a previous giveaway that relates to the same type of giveaway, type in the number here, for reference material.

REFERENCE NUMBER
This field is for a reference number of your choice. You can press [↵Enter] to bypass this field.

AUTHORIZOR
Type in the name of the authorizor.

AUTHORIZATION DATE
Type in the date the giveaway was authorized in the form of *ddmmyyyy*.

COMMENT
Type in a comment about the giveaway.

Review the information on the screen and if everything is correct type [A] the press [↵Enter] to save the data. If you need to make modifications type [M].

Once you accept the data the second input screen will appear as follows:

```
ANYLTD                          Job  Costing                          TLJCP600 1.00
HH                            Purchaser  Giveaways                        30/06/91
add an entry..........                                                    09:32:38
 1 Project # .....:  1028        SADDLEBROOK
 2 Giveaway # ....:     2        Typist :
   Status ........:
   Total entries .:     0                 Creation date .:
   Total amount ..:          .00          Last update ...:
.................................................................... screen 2
   Entry # .......:     1                 Status ........:

 1 Amount ........:          .00
 2 Detail line 1 .:
 3 Detail line 2 .:
 4 Detail line 3 .:
 5 Detail line 4 .:

Enter [line amount] or [ESC] to end.
```

AMOUNT

Since giveaways are entered for an entire project you might want to break down the giveaways by lots. The system gives you the ability to enter more that one amount and description for this particular giveaway number. Type in the cost of one of the giveaways.

DETAIL LINES

You have 4 lines to write the details of the each giveaway.

Review the information on the screen and if everything is correct, type [A] [↵Enter] to accept the data. The system will then take you back to the amount field. If you have more giveaways (under this giveaway number) continue entering them otherwise press [Esc] to exit.

AGENT MASTER

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                      30/06/91
                                                                       11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                              E Exit

                             E  Enter selection
```

To select *Agent master* type [1][3] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP620 1.00
HH                              Agent Master                       30/06/91
                                                                   09:34:03

                              1 Setup Firm
                              2 Setup Agent

                              E Exit

                              E Enter selection
```

SETUP FIRM

To select *Setup firm* type [1] from the Agent Master menu and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP620 1.00
HH                              Agent Master                       30/06/91
                                                                   09:34:03
   Firm # ........:
Firms ............................................................ Screen 1
 1 Firm name .....:
 2 Address line 1 :
 3 Address line 2 :
 4 Address line 3 :
 5 Address line 4 :
 6 Telephone # ...:
 7 Contact name ..:
 8 Reference # ...:

 9 Commission rates
   Base price ....:
   Extras ........:
   Other .........:



   Last update ...:

E Select:   Add   Display   List   End
```

☞ **Firms must be entered before you can define the agents.**

The options available are as follows:

- [A] Add a firm
- [D] Display a firm
- [L] List all firms
- [E] Return to the Agent Master main menu

To add a firm, type [A] and press [↵Enter]. Enter the information as follows:

FIRM NUMBER

Type in a new number for the firm. [F5] can be used to list the firms that are already defined.

FIRM NAME

Type in the name of the firm.

ADDRESS LINES

There are four address lines for the firm's address.

TELEPHONE NUMBER

Type in the phone number including the area code for the firm.

CONTACT NAME

Type in the contact name.

REFERENCE NUMBER

The reference number can be used for what ever you want. It might be a good idea to come up with a coding system that tells you whether or not a firm is excellent, good, fair, or poor. You could enter that code here.

COMMISSION RATES

Here you enter the rates that the firm is going to receive once a house is sold. Enter the rate for the base selling price of the house, the rate for any extras that are sold and then a rate for other. Other might be used for bonuses.

Once you have entered all the rates, review the information on the screen and save your data by typing [A] [↵Enter]. If you need to make any modifications type [M].

The system will then take you back up to the firm number field. You can continue entering firms or press [Esc] to exit.

SETUP AGENT

To select *Setup agent* type [2] from the Agent Master menu and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCP620 1.00
HH                              Agent Master                        30/06/91
                                                                    09:35:00
   Firm # ........:     3         RP SALES
Agents ............................................................ Screen 2
   Agent # .......:
 1 Agent name ....:
 2 Telephone # ...:
 3 Reference # ...:

 4 Commission rates                    5 Budget amount
   Base price ....:
   Extras ........:
   Other .........:






   Last update ...:

E Select:   Add   Display   List   End
```

The following options are available:

- [A] Add a agent
- [D] Display a agent
- [L] List all agents
- [E] Return to the Agent Master main menu

To add a agent, type [A] and press [↵Enter]. Enter the information as follows:

FIRM NUMBER

Type in the firm number that this agent works for. [F5] can be used to list all the firms.

AGENT NUMBER

Type in the agents number.

AGENT NAME

Type in the agent's name.

TELEPHONE NUMBER
Type in the phone number that this agent can be reached at. If the agent has the same phone number as the firm and also has a car phone number you might enter the car phone number instead.

REFERENCE NUMBER
This reference number field can be used to enter a number of your choice. You might use the same coding convention mentioned above under the Firm's reference number.

COMMISSION RATES
Under commission rates type the rate that the agent will receive on the base price of the house, on any extras and under other.

BUDGET AMOUNT
Type in the budgeted amount that can be made on the base price of the house, the selling of any extras and other.

HOLIDAY MASTER

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                         Maintenance and Inquiry                    30/06/91
                                                                      11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                              E Exit

                             E  Enter selection
```

To select *Holiday master* type [1][4] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                  TLHOP010 1.02
HH                                Holidays                       30/06/91
                                                                 09:36:34

                 1 Holiday Name ...:
                 2 Holiday type ...:

                 3 Day ............:
                 4 Month ..........:
                 5 Year ...........:

E Select:   Add   Display   List   End
```

The following options are available:

- [A] Add a holiday
- [D] Display a holiday
- [L] List all holidays
- [E] Return to the Maintenance & Inquiry menu

To add a holiday, type [A] and press [↵ Enter]. Enter the information as follows:

HOLIDAY NAME
Type in the name of the holiday.

HOLIDAY TYPE
Choose one of the following:

[P] Permanent
[T] Temporary

DAY
Type in the day that the holiday occurs on.

MONTH
Type in the month that the holiday occurs in.

YEAR
Type in the year that the holiday occurs in. If it is a permanent holiday the system will enter 2 asterisks (**) for the year.

Once you are finished, type [A] then press [↵ Enter] to save the holiday data.

SALES SELECTION

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                   30/06/91
                                                                    11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                          E Exit

                          E  Enter selection
```

To select *Sales selection* type [1][5] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                   30/06/91
                             Sales Selection                        09:36:56

                       1 Template
                       2 Lot data entry
                       3 Copy sales selections to lots

                       E Exit

                       E Enter selection
```

☞ **This section is not available at the present time.**

COMPLAINT MANAGEMENT

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                         Maintenance and Inquiry                    30/06/91
                                                                      11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                              E Exit

                             E  Enter selection
```

To select *Complaint management* type [1][8] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                    Complaint Management                  TLCLP01  3.03
HH                              Main Menu                           30/06/91

                     1 Complaint log master maintenance
                     2 Lot/Customer master maintenance
                     3 Subdivision table maintenance
                     4 Contractor table maintenance
                     5 Trade table maintenance
                     6 Location table maintenance
                     7 Problem table maintenance
                     8 Repairer table maintenance
                     9 Reports
                    10 Archive complaints

                     C Company information

                     E Exit

                    E  Enter selection
```

☞ **Please refer to the Complaint Management User Manual for details relating to the operation of this system.**

IMPORT UTILITIES

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                   30/06/91
                                                                    11:39:04

 1 Project master                    11 Work report master
 2 Lot master                        12 Giveaways
 3 Purchaser master                  13 Agents
 4 Contracts and subledger           14 Holiday master
 5 Cost codes and subledger          15 Sales selection
 6 Model master                      16 Holdback master
 7 Budget master                     17 Purge utilities
 8 Change order master               18 Complaint management
 9 Purchase order master             19 Import utilities
10 Completion slip master            20 PC Link
                          E Exit

                         E  Enter selection
```

☞ **This section is not available at the present time.**

PC LINK

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                        Maintenance and Inquiry                   30/06/91
                                                                    11:39:04

 1 Project master                      11 Work report master
 2 Lot master                          12 Giveaways
 3 Purchaser master                    13 Agents
 4 Contracts and subledger             14 Holiday master
 5 Cost codes and subledger            15 Sales selection
 6 Model master                        16 Holdback master
 7 Budget master                       17 Purge utilities
 8 Change order master                 18 Complaint management
 9 Purchase order master               19 Import utilities
10 Completion slip master              20 PC Link
                          E Exit

                          E  Enter selection
```

☞ This section is not available at the present time.

CHAPTER 9: DATA FILE STATUS

DATA FILE STATUS

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                              Main  Menu                          30/06/91
                                                                    11:31:16

                          1 Daily processing
                          2 Yearly processing
                          3 Reports
                          4 Maintenance and inquiry
                          5 Data file status
                          6 Company information

                          E Exit

                          E Enter selection
```

☞ This section is not available at the present time.

CHAPTER 10: COMPANY INFORMATION

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                    TLJCP001 1.51
HH                                Main  Menu                                30/06/91
                                                                            11:31:16

                          1 Daily processing
                          2 Yearly processing
                          3 Reports
                          4 Maintenance and inquiry
                          5 Data file status
                          6 Company information

                          E Exit

                          E Enter selection
```

To select *Company information* type (6) and press (↵Enter).

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                    TLJCP001 1.51
HH                          Company  Information                        30/06/91
                                                                            10:20:55

                         1 Company information

                         E Enter selection
```

This section is used to maintain information such as passwords and numbering systems for all the different master files.

The passwords are used to prevent unauthorized users from modifying or inquiring into any master file information. You are allowed five attempts at keying in the correct password. Failure to do so, results in limited or no access to a function and/or screen. Passwords may be blank.

GENERAL CONTROL INFORMATION

Type [1] and press [↵Enter] to select *Company information.*

The following screen will appear:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *General control information* type [1] and press [↵Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                              GENERAL  CONTROL
 1  Password ........................:
 2  Job cost G/L code ................: 1800
 3  Direct construction header code ..: 00001 WORK IN PROCESS
 4  Direct construction subheader code: 00002 DIRECT CONSTRUCTION
 5  Deferred costs control G/L code ..: 1850
 6  Contract payable control G/L code : 3850
 7  Default GST code .................:



    Last update by typist ............:  9
    Date/time of last update .........: JUL  6,94     10:21:51


[M] Select:   [M]-Modify   [ESC]-Exit
```

PASSWORD

This password is controlled by **Polymathic Computer Corporation.** Only **Polymathic** personnel have the authority to administer this security level.

JOB COST G/L CODE

Type in the job cost G/L control account. [F5] can be used to view all the G/L codes.

DIRECT CONSTRUCTION HEADER CODE

Type in the header code that is to be used in the direct construction section of Supplier Invoices. [F5] can be used to list all the header codes.

DIRECT CONSTRUCTION SUBHEADER CODE

Type in the subheader code for the direct construction section of Supplier Invoices. To retrieve a listing of subheader codes press [F5].

Once you have made all your modifications to this file you will have to type [A] [↵Enter] to save your changes.

At the bottom of the screen the system will display the typist number, date and time of the last change.

COST CODES TEMPLATE

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Cost codes template* type [2] and press [↵Enter].

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                              COST CODE TEMPLATE
 1  Password ........................:
    TRUE COSTS CONTROL CODES
 2  Net construction HEADER .........:
 3  Net construction SUBHEADER .......:
 4  Indirect construction HEADER .....:
 5  Indirect construction SUBHEADER ..:
 6  Other costs HEADER ...............:
 7  Other costs SUBHEADER ............:
 8  Profit HEADER ....................:
 9  Profit SUBHEADER .................:
    Last update by typist ............:  1
    Date/time of last update .........: JUL 23,90     09:37:29


[M] Select:   [M]-Modify   [ESC]-Exit
```

You can have a password to control who can modify any cost codes. Type [M] and press [↵Enter]. Type [1] to modify the password. The system will prompt you to enter the old password, then the new password.

COST CODES SUBLEDGER

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                   30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Cost codes subledger* type [3] and press [↵Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                   30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                              JOB COST SUBLEDGER
 1  Password ........................:






    Last update by typist ............:  1
    Date/time of last update .........: JUL 22,88     15:14:44


[M] Select:   [M]-Modify   [ESC]-Exit
```

☞ **This selection is not implemented at the present time.**

PROJECTS

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Projects* type [4] and press [↵Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                                  PROJECTS
 1  Password ........................:
 2  Legal description type ..........:     (Standard - free-form)






    Last update by typist ............:  1
    Date/time of last update .........: JUL 23,90     12:10:13


[M] Select:   [M]-Modify   [ESC]-Exit
```

PASSWORD

This password control users access to the modify function. No modifications will be permitted unless the correct password is given.

To assign a password to the Project Master file type [M] for Modify, then type [1] for Password. The system will request that you type in the old password and will then prompt you to type a new password, 3 to 5 characters in length. You will then be asked to verify if this password is correct. Type [Y] if it is correct or [N] if you would like to use a different password.

After you have assigned a password, type [A] then [↵ Enter] to save the password.

LEGAL DESCRIPTION TYPE

The legal description type field is used to set the default for the legal description found in the agreement of purchase and sale. Select one of the following as the default:

- [S] Standard, free format
- [T] THBA (Toronto Home Builders Association) format
- [A] Special format

LOTS

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                  30/06/91
                                                            Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Lots* type [5] and press [↵ Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                  30/06/91
                                                            Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
                                      LOTS
 1  Password .........................:

    Last update by typist ............:  1
    Date/time of last update .........: JAN 25,89     15:13:02

[M] Select:   [M]-Modify   [ESC]-Exit
```

PASSWORD

This password protects the Add and Modify functions. It also allows access to screen 5, True Costs and screen 6, Selling Information.

To assign a password to the Lot Master file type [M] for Modify, then type [1] for Password. The system will request that you type in the old password and will then prompt you to type a new password, 3 to 5 characters in length. You will then be asked to verify if this password is correct. Type [Y] if it is correct or [N] if you would like to use a different password.

After you have assigned a password, type [A] then [↵Enter] to save the password.

MODELS

```
ANYLTD                          Job  Costing                          TLJCPINT 1.21
CRT# 10                       System Information                          30/06/91
                                                                  Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                                 E Enter selection
```

To select *Models* type [6] and press [↵ Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                          TLJCPINT 1.21
CRT# 10                       System Information                          30/06/91
                                                                  Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                                       MODELS
 1  Password ........................:




    Last update by typist ............:  1
    Date/time of last update .........: JUL 22,88     15:14:44


[M] Select:   [M]-Modify   [ESC]-Exit
```

PASSWORD

The Model password protects the Model price and the Delete function.

To assign a password to the Model Master file type [M] for Modify, then type [1] for Password. The system will request that you type in the old password and will then prompt you to type a new password, 3 to 5 characters in length. You will then be asked to verify if this password is correct. Type [Y] if it is correct or [N] if you would like to use a different password.

After you have assigned a password, type [A] then [↵ Enter] to save the password.

PURCHASERS

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Purchasers* type [7] and press [↵ Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                                  PURCHASERS
 1  Password ........................:
 2  Purchaser number generation type .: AUTO     Starting number:     2

    Last update by typist ............:  1
    Date/time of last update .........: JUL 23,90     10:00:27

[M] Select:   [M]-Modify   [ESC]-Exit
```

PASSWORD

This password protects the Purchaser Master file from being modified.

To assign a password to the Purchaser Master file type [M] for Modify, then type [1] for Password. The system will request that you type in the old password and will then prompt you to type a new password, 3 to 5 characters in length. You will then be asked to verify if this password is correct. Type [Y] if it is correct or [N] if you would like to use a different password.

After you have assigned a password, type [A] then [↵Enter] to save the password.

PURCHASER NUMBER GENERATION TYPE

Purchaser numbers can be generated manually or automatically. If you want to modify this option, type [M], press [↵Enter] then type [2]. Type [A] for automatic number generation or [M] for manual entry.
If you select Automatic number generation, the system will prompt you to enter the starting number.

Once you have finished your modifications, type [A] then [↵Enter] to save the information.

CONTRACTS

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Contracts* type [8] and press [↵Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                         CONTRACT MASTER
 1  Password ........................:






    Last update by typist ............:  1
    Date/time of last update .........: JUL 22,88     15:14:44


[M] Select:   [M]-Modify   [ESC]-Exit
```

☞ **This selection is not implemented at the present time.**

CONTRACT SUBLEDGER

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Contract subledger* type [9] and press [↵Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                        CONTRACT SUBLEDGER
 1  Password ........................:






    Last update by typist ............:  1
    Date/time of last update .........: JUL 22,88     15:14:44


[M] Select:   [M]-Modify   [ESC]-Exit
```

☞ **This selection is not implemented at the present time.**

CHANGE ORDERS

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Change orders* type [1][0] and press [↵Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                                CHANGE  ORDERS
 1  Password ........................:
 2  Change order form type ..........: S   (Standard - plain paper)






    Last update by typist ............:  1
    Date/time of last update .........: JUL 23,90     10:11:22


[M] Select:   [M]-Modify   [ESC]-Exit
```

PASSWORD

Only users that know the password, will be able to create Change Orders.

To assign a password to the Change Order Master file type [M] for Modify, then type [1] for Password. The system will request that you type in the old password and will then prompt you to type a new password, 3 to 5 characters in length. You will then be asked to verify if this password is correct. Type [Y] if it is correct or [N] if you would like to use a different password.

After you have assigned a password, type [A] then [↵Enter] to save the password.

CHANGE ORDER FORM TYPE

The following form types are available:

- [S] standard plain paper
- [L] standard letterhead
- [P] standard preprinted paper
- [Q] special preprinted forms

To select one of the following, type [M] and type [2] for Change Order Form Type. Type the letter corresponding to the paper that you are going to use.

Once you have made your modifications, type [A] to save the information.

PURCHASE ORDERS

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Purchase orders* type [1][1] and press [↵Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                              PURCHASE  ORDERS
 1  Password ........................:
 2  Purchase order form type .........: S   (Standard - plain paper)






    Last update by typist ............:  1
    Date/time of last update .........: JUL 22,88     15:14:44

[M] Select:   [M]-Modify   [ESC]-Exit
```

PASSWORD

Only users that know the password, will be able to create Purchase Orders.

To assign a password to the Purchase Order Master file type [M] for Modify, then type [1] for Password. The system will request that you type in the old password and will then prompt you to type a new password, 3 to 5 characters in length. You will then be asked to verify if this password is correct. Type [Y] if it is correct or [N] if you would like to use a different password.

After you have assigned a password, type [A] then [↵ Enter] to save the password.

PURCHASE ORDER FORM TYPE

The following form types are available:

- [S] standard plain paper.
- [L] standard letterhead.
- [P] standard preprinted paper.
- [Q] special preprinted forms.

To select one of the following, type [M] and type [2] for Purchase Order Form Type. Type the letter corresponding to the paper that you are going to use.

Once you have made your modifications, type [A] to save the information.

WORK REPORTS

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                   30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Work reports* type [1][2] and press [↵Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                   30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                                WORK REPORTS
 1  Password ........................:
 2  Work report form type ...........: S   (Standard - plain paper)






    Last update by typist ...........:  1
    Date/time of last update ........: JUL 22,88     15:14:44

[M] Select:   [M]-Modify   [ESC]-Exit
```

PASSWORD

Only users that know the password, will be able to create Work Reports.

To assign a password to the Work Report Master file type [M] for Modify, then type [1] for Password. The system will request that you type in the old password and will then prompt you to type a new password, 3 to 5 characters in length. You will then be asked to verify if this password is correct. Type [Y] if it is correct or [N] if you would like to use a different password.

After you have assigned a password, type [A] then [↵ Enter] to save the password.

WORK REPORT FORM TYPE

The following form types are available:

- [S] standard plain paper
- [L] standard letterhead
- [P] standard preprinted paper
- [Q] special preprinted forms

To select one of the following, type [M] and type [2] for Work Report Form Type. Type the letter corresponding to the paper that you are going to use.

Once you have made your modifications, type [A] to save the information.

COMPLETION SLIPS

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                  30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                                 E Enter selection
```

To select *Completion slips* type [1][3] and press [↵Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                  30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                                 COMPLETION SLIPS
 1  Password ........................:
 2  Completion slip form type ........: S   (Standard - plain paper)

    Last update by typist ............:  1
    Date/time of last update .........: JUL 22,88     15:14:44

[M] Select:   [M]-Modify   [ESC]-Exit
```

PASSWORD

Only users that know the password, will be able to create Completion Slips.

To assign a password to the Completion Slip Master file type [M] for Modify, then type [1] for Password. The system will request that you type in the old password and will then prompt you to type a new password, 3 to 5 characters in length. You will then be asked to verify if this password is correct. Type [Y] if it is correct or [N] if you would like to use a different password.

After you have assigned a password, type [A] then [↵Enter] to save the password.

COMPLETION SLIP FORM TYPE

The following form types are available:

- [S] standard plain paper
- [L] standard letterhead
- [P] standard preprinted paper
- [Q] special preprinted forms

To select one of the following, type [M] and type [2] for Completion Slip Form Type. Type the letter corresponding to the paper that you are going to use.

Once you have made your modifications, type [A] to save the information.

RELEASE FORMS

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                   30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

☞ This selection is not implemented at the present time.

SPECIAL REQUESTS

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                      System Information                    30/06/91
                                                          Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                ANY COMPANY LIMITED
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

☞ This selection is not implemented at the present time.

SUPPLIER INVOICES

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Supplier invoices* type [1][6] and press [↵ Enter]

The screen will appear as follows:

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                 ANY COMPANY LIMITED
-------------------------------------------------------------------------------
                              SUPPLIER  INVOICES
 1  Password ........................:
 2  Invoice form type ................: S   (Standard - plain paper)

    Last update by typist ............:  1
    Date/time of last update .........: JUL 22,88     15:14:44

[M] Select:   [M]-Modify   [ESC]-Exit
```

PASSWORD

Only users that know the password, will be able to create Supplier Invoices.

To assign a password to the Supplier Invoice Master file type [M] for Modify, then type [1] for Password. The system will request that you type in the old password and will then prompt you to type a new password, 3 to 5 characters in length. You will then be asked to verify if this password is correct. Type [Y] if it is correct or [N] if you would like to use a different password.

After you have assigned a password, type [A] then [↵ Enter] to save the password.

SUPPLIER INVOICE FORM TYPE

The following form types are available:

- [S] standard plain paper
- [L] standard letterhead
- [P] standard preprinted paper
- [Q] special preprinted forms

To select one of the following, type [M] and type [2] for Supplier Invoice Form Type. Type the letter corresponding to the paper that you are going to use.

Once you have made your modifications, type [A] to save the information.

PURGE CONTROL

```
ANYLTD                          Job  Costing                    TLJCPINT 1.21
CRT# 10                       System Information                    30/06/91
                                                              Booted drive: P
    GENERAL COMPANY INFORMATION
    Company initials .....:  HH
    Short Company name ...:  ANYLTD
    Long Company name ....:                ANY COMPANY LIMITED
 1 General control information          11 Purchase orders
 2 Cost codes template                 12 Work reports
 3 Job cost subledger                  13 Completion slips
 4 Projects                            14 Release forms
 5 Lots                                15 Special requests
 6 Models                              16 Supplier invoices
 7 Purchasers                          17 Purge control
 8 Contracts
 9 Contract subledger
10 Change orders
                              E Enter selection
```

To select *Purge Control* type [1][7] and press [↵Enter]

The screen will appear as follows:

```
HL3B                          Job  Costing                    TLJCPINT 1.25
CRT# 96                     System Information                    31/10/96
                                                          Booted drive: Q
    GENERAL COMPANY INFORMATION
    Company initials .....:  H3
    Short Company name ...:  HL3B
    Long Company name ....:   HEATHWOOD HOMES (LINDENVIEW) LIMITED - PHASE 3B
                                PURGE CONTROL
 1  Password .........................:






    Last update by typist ............:  1
    Date/time of last update .........: JUL 25,95     15:28:29

[M] Select:   [M]-Modify   [ESC]-Exit
```

PASSWORD

Only users that know the password, will be able to purge old data.

To assign a password to Purge Control file type [M] for Modify, then type [1] for Password. The system will request that you type in the old password and will then prompt you to type a new password, 3 to 5 characters in length. You will then be asked to verify if this password is correct. Type [Y] if it is correct or [N] if you would like to use a different password.

After you have assigned a password, type [A] then [↵Enter] to save the password.

CHAPTER 11: COMPANY SETUP

COMPANY INFORMATION

To set up a new company log on to the directory containing the POLYMATHIC CONSTRUCTION ACCOUNTING program files.

Type *POLYSYS* and press [↵Enter] to log on to the system.

The screen will appear as follows:

```
                    POLYMATHIC COMPUTER CORPORATION


                    1  Sign on to Existing Companies

                    2  Initialize a New Company

                    3  Exit to Operating System




        Use scroll keys ↑ ↓   [selection #]   [F3]-Help   [ESC]-exit
```

Type [2] to select Initialize a New Company.

The screen will appear as follows:

```
                    POLYMATHIC COMPUTER CORPORATION              INIT100  1.27
                     Company Setup and Information              Wed JUL 06,1994

                              ..................

 1 Company number          :
 2 Long Company name       :
 3 Short Company name      :
 4 Company initials        :
 5 Holding Company initials :
 6 Affiliated companies    :                  Division:
                           :                  Division:
                           :                  Division:
                           :                  Division:
                           :                  Division:
 7 Last month closed date  :
 8 GST registration number :
 9 Home directory          :
10 Export directory        :



        [_] Select:   [A]-Add   [D]-Display   [L]-List   [ESC]-Exit
```

The functions available are as follows:

- [A] Add a new company
- [D] Display a company's information
- [L] List all companies
- [E] Exit to logon screen

To add a new company, type [A] and press [↵Enter].

Enter the information as follows:

COMPANY NUMBER

The system will automatically assign a sequential number to all new companies.

LONG COMPANY NAME

Enter your company name as you wish it to appear on all report headings and press [↵Enter].

For example, type **ANY COMPANY LIMITED** and press [↵Enter].

SHORT COMPANY NAME

Enter a short name for your company as you wish it to appear on all screen headings and press [↵Enter].

For example, type *ANY* and press [↵Enter].

COMPANY INITIALS

Enter two initials for your company. The system uses these initials to identify the data files for your company.

For example type [A][C] and press [↵Enter].

HOLDING COMPANY INITIALS

If you wish to consolidate this company with another enter the two initials of the holding company to be used for consolidation purposes. The system uses these initials to identify holding company.

For example type [H][C] and press [↵Enter].

AFFILIATED COMPANIES

List any affiliated companies here. Type a two initials for the company and the division number.

LAST MONTH CLOSED DATE

Enter the company's last month closed in the form of *mmyy*.

NAME

Enter the company name, as you wish it to appear on collection letters, accounts receivable statements etc.

ADDRESS

Enter up to four lines for the company address, as you wish it to appear on collection letters, accounts receivable statements etc.

Review the information which you have just entered and if you are satisfied with it type [A] to save it.

Type [E] and press [↵ Enter] to exit from the Company Setup and Information Menu.

HOME DIRECTORY

Enter the directory that contains the Construction Accounting files. If you press [↵ Enter] the directory that you are in will be the default.

The following screen will appear:

```
POLYMATHIC COMPUTER CORPORATION

1  Sign on to Existing Companies
2  Initialize a New Company
3  Exit to Operating System

Use scroll keys ↑ ↓   [selection #]   [F3]-Help   [ESC]-exit
```

Type [1] to sign on to the company which you just set up.

The following screen will appear:

```
      P O L Y M A T H I C   C O M P U T E R   C O R P O R A T I O N   3.04
JUNE  9, 1994              SIGNON  PROCESSING                    Crt #  8
09:44:25
Typist #          :
Last signon date:                          Last month closed:
Company           :                        Last year end     :
Booted drive      : P:\DEMO\HH             Prior year status:

                    1 User Number     : __
                    2 Password        :
                    3 Company         :

                 Enter   [typist number]   [F3]-Help

          [F10]-Exit to operating system   [ESC]-Exit to menu
```

Log on to the system as follows:

Enter your typist number. The default value is 1.

Enter your password. The default is [↵Enter].

Enter the Company number or initials. The number should be [1].

The main menu will now appear.

```
ANYLTD                          MAIN  MENU                    MASTER   3.16
HH                                                          Sun JUN 30/91
CRT # 12                                                         11:30:52

                    1 Payroll
                    2 Accounts Receivable
                    3 Accounts Payable
                    4 Construction
                    5 General Ledger
                    6 Security
                    7 System Utilities
                    8 Backup
                    9 Monthly Closing
                   10 Print Reports
                   11 -- reserved --
                   12 Fixed Assets
                   13 Inventory / Order Entry

                    Q Query
                    S Status
                    E Exit

                   E  Enter selection
```

Select *Construction Accounting*, by typing [4] and pressing [↵Enter].

The screen will appear as follows:

```
ANYLTD                    CONSTRUCTION  ACCOUNTING                TLJCP001 1.51
HH                          Company  Information                   30/06/91
                                                                    10:20:55

                        1 Company information

                        E Enter selection
```

☞ **Please refer to Chapter 10: Company Information for further details.**

CHAPTER 12: PRINT REPORTS

PRINTING SPOOLED REPORTS

Polymathic application software generates reports by **spooling** to disk files. This means that when you wish to produce a report such as the Chart of Accounts, the report is not printed directly to the printer, but is saved or spooled on your hard disk for printing at some later time. Spooling reports rather than printing them directly has several advantages, some of which are as follows:

1. Reports are produced faster, since writing to disk is faster than printing directly to a printer.
2. All reports which have been spooled to the disk may be printed at one time instead of waiting for the printer to finish printing one report before printing the second report.
3. You can print multiple copies of the same report without having to recreate and reprint the report.
4. You can start printing at any page number.

After you have spooled one or more reports using the programs outlined in **Chapter 7** you can print them by selecting *Print Reports* from the Main Menu.

```
P.C.P.L                          MAIN  MENU                          MASTER   3.16
RM                                                                  Sun FEB 28/93
CRT #  7                                                                14:01:27

                        1 Payroll
                        2 Accounts Receivable
                        3 Accounts Payable
                        4 Sales Analysis
                        5 General Ledger
                        6 Security
                        7 System Utilities
                        8 Daily Closing
                        9 Monthly Closing
                       10 Print Reports
                       11 Time Accounting
                       12 Fixed Assets
                       13 Inventory / Order Entry
                       14 Vertical Markets

                        Q Query
                        S Status
                        E Exit
                       E  Enter selection
```

To select *Print Reports* type [1][0], and press [↵Enter].

The screen will appear as follows:

```
P.C.P.L                          MAIN  MENU                          MASTER   3.16
RM                                                                   Wed MAR 31/93
CRT #  8                                                                  11:42:01

                        1 Payroll
                        2 Accounts Receivable
                        3 Accounts Payable
                        4 Sales Analysis
                        5 General Ledger
                        6 Security
                        7 System Utilities
                        8 Daily Closing
                        9 Monthly Closing
                       10 Print Reports
                       11 Time Accounting
                       12 Fixed Assets
                       13 Inventory / Order Entry
                       14 Vertical Markets

                        Q Query                  PRINT Reports
                        S Status                  FAX Reports
                        E Exit
                       10 Enter selection        ↑  ↓  [ESC]-exit
```

To print a report press [↵Enter].

Please call Polymathic if you want to be able to Fax out reports.

The print screen will appear as follows:

```
P.C.P.L                  POLYMATHIC COMPUTER CORPORATION                PCPRINT  2.33
Typist: 06  Port: 06              Print Reports                    Wed  MAR 09,1994
LPT1:                                                                      11:19:44
                                                  Start | ............ Status ...........
  ........ Report name ......... copy D/K  page | Copy Page Messages
  HP-LJ2 SMALL PRINT
  CHEQUE PRINT SETUP (HP LASER)
  CHEQUE PRINT SETUP CODES EPSON
  HP-LJ2 66 LINES/PAGE
  PURCHASE JOURNAL
  PURCHASE JOURNAL - GST   -Llet
  CASH DISBURSEMENTS
  A/P CHEQUE LINEUP
  CHEQUES
  ACCOUNTS PAYABLE PURGE
  A/P OPEN ITEMS - NARROW
  A/P AGED TRIAL BALANCE
  A/P DETAILED AGED T/B
  A/P DEBIT AGED LIST
  FUTURE DATED CHEQUES
  FUTURE DATED PAID INVOICES
  CUSTOMER FAX NUMBER EXCEPTIONS
  SALES JOURNAL

P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓→-scroll  esc-exit
```

PRINT SCREEN FIELDS

The print screen is made up of seven columns. The function of each column is as follows:

Report name: This is an identification label assigned to the various reports which may be spooled. Each individual report is assigned a unique name by the system.

cpy: This column is used to indicate the number of copies of the individual report which are to be printed.

D/K: This column is used to indicate whether the spooled report should be deleted from or kept on the disk after it has been printed.

Start page: This column is used to indicate the page number on which you wish to start printing each report. This would normally be page one.

Status: The next three columns labeled Copy, Page and Messages are used by the system during printing to display the current copy and page being printed and other status messages.

The system will automatically scan the disk for spooled print reports when you select print reports from the main menu. This may take several minutes. The system will then display the names of the reports which it has found. To print an individual report proceed as follows:

1. If you do not wish to print the first report highlighted in reverse video move the cursor down to the desired report using the [F1] key. If you wish to print the first report do not move the cursor at all.
2. Type [P] on the highlighted report which you wish to print. If you wish to accept the system to defaults of [1] for number of copies, [D] for delete report after printing, and [1] for start printing on page one simply move the highlight to the next report which you wish to print. If you wish change any of the defaults for these three fields press [↵Enter].
   a. The cursor will now move to the "cpy" field. Type the number of copies that you wish to print and press [↵Enter] or simply press [↵Enter] to accept the system default of [1].
   b. The cursor now moves to the "D/K" field. Indicate whether you wish the report to be the deleted or kept after printing. To delete the report after printing press [↵Enter] to accept system default. To keep the report after printing type [K] and press [↵Enter].
   c. The cursor will proceed to the "page" field. Type the number of the page that you wish to start printing on and press [↵Enter] or press [↵Enter] to accept the system default of [1].
3. Press [S] to start printing the desired reports.

A sample print screen follows:

```
P.C.P.L                POLYMATHIC COMPUTER CORPORATION                PCPRINT  2.33
Typist: 06  Port: 06              Print Reports                  Wed  MAR 09,1994
LPT1:                                                                   11:20:22
                                                  Start | ............ Status ...........
  ........ Report name ......... copy D/K  page | Copy Page Messages
p HP-LJ2 SMALL PRINT                1   D     1 |
p CHEQUE PRINT SETUP (HP LASER)     1   D     1 |
p CHEQUE PRINT SETUP CODES EPSON    1   D     1 |
  HP-LJ2 66 LINES/PAGE                          |
  PURCHASE JOURNAL                              |
  PURCHASE JOURNAL - GST   -Llet                |
  CASH DISBURSEMENTS                            |
  A/P CHEQUE LINEUP                             |
  CHEQUES                                       |
  ACCOUNTS PAYABLE PURGE                        |
  A/P OPEN ITEMS - NARROW                       |
  A/P AGED TRIAL BALANCE                        |
  A/P DETAILED AGED T/B                         |
  A/P DEBIT AGED LIST                           |
  FUTURE DATED CHEQUES                          |
  FUTURE DATED PAID INVOICES                    |
  CUSTOMER FAX NUMBER EXCEPTIONS                |
  SALES JOURNAL                                 |

P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓→-scroll  esc-exit
```

FUNCTION KEYS AND PRINT COMMANDS

- [P] marks a report for printing
- [D] marks a report for deleting
- [S] start printing or deleting the selected reports
- [Z] view the details of the report on the screen. Press [F5] to view the actual report.
- [F4] change the printer defaults
- [↑] moves highlight up one line allowing you to scroll through the reports
- [↓] moves highlight down one line allowing you to scroll through the reports
- [Esc] exit the print reports screen without printing anything

ZOOMING A REPORT

The zoom utility allows you to display a report to the screen. To zoom a report, highlight the report and type [Z] You can use the arrow keys to move through the report. [Home] will take you to the beginning of the report and [End] will take you to the end of the report. When you have finished viewing the report, type [Esc] to exit.

FUNCTIONS

The functions command allows you to change the printer you are going to print to or change the settings for the printer you are printing to.

Press (F4) and the screen will appear as follows:

```
P.C.P.L                POLYMATHIC COMPUTER CORPORATION              PCPRINT  2.33
Typist: 06  Port: 08              Print Reports                  Mon  MAR 14,1994
LPT1:                                                                  11:42:18
                                                Start | ............ Status ...........
  ........ Report name ......... copy D/K  page | Copy Page Messages
  HP-LJ2 SMALL PRINT

          PRINTER SELECTION

  Print Device [LPT1]
  Printer      [DOT MATRIX]
  Status       [NOT AVAILABLE  ]

              DOT MATRIX
                 LASER

  ↑ ↓  F1:functions  F2:change device
              ESC:exit

  FUTURE DATED CHEQUES
  FUTURE DATED PAID INVOICES
  CUSTOMER FAX NUMBER EXCEPTIONS
  SALES JOURNAL

P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓→-scroll  esc-exit
```

The printer selection area lets you switch between dot matrix and laser printers, send commands to your printer and change the output device.

F1 FUNCTIONS

To switch between dot matrix and laser printers use one of the cursor keys to highlight the correct printer type and press (↵Enter). Once you have selected a printer you can send commands to the printer by pressing (F1).

If you have a Dot Matrix printer selected, the following screen will appear:

```
P.C.P.L                POLYMATHIC COMPUTER CORPORATION              PCPRINT  2.33
Typist: 06  Port: 08              Print Reports                  Mon  MAR 14,1994
LPT1:                                                                  11:42:18
                                                Start | ............ Status ...........
  ........ Report name ......... copy D/K  page | Copy Page Messages
  HP-LJ2 SMALL PRINT

          PRINTER SELECTION                      DOT MATRIX PRINTER FUNCTIONS

  Print Device [LPT1]                            Reset Printer
  Printer      [DOT MATRIX]                      Condensed Print
  Status       [NOT AVAILABLE  ]                 Cancel Condensed Print
                                                 Setup 8-1/2" Cheques - EPSON
              DOT MATRIX                         Form Feed
                 LASER                           ↑ ↓  ↵:send to printer
  ↑ ↓  F1:functions  F2:change device                  ESC:exit
              ESC:exit

  FUTURE DATED CHEQUES
  FUTURE DATED PAID INVOICES
  CUSTOMER FAX NUMBER EXCEPTIONS
  SALES JOURNAL

P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓→-scroll  esc-exit
```

If you a Laser printer selected, the following screen will appear:

```
P.C.P.L                POLYMATHIC COMPUTER CORPORATION                PCPRINT 2.33
Typist: 06  Port: 08              Print Reports                      Mon  MAR 14,1994
LPT1:                                                                          11:42:18
                                                   Start | ............ Status ...........
  ........ Report name ......... copy D/K  page | Copy Page Messages
  HP-LJ2 SMALL PRINT
                                                 | LASER PRINTER FUNCTIONS
          PRINTER SELECTION                      |
                                                 | Reset Printer
 Print Device [LPT1]                             | Landscape 16.66 - LETTER
 Printer      [LASER     ]                       | Landscape 16.66 - LEGAL
 Status       [NOT AVAILABLE  ]                  | Landscape TMS RMN 6 point
                                                 | Portrait - small print
              DOT MATRIX                         | Landscape - small print
                 LASER                           | Portrait - large print
                                                 | Form Feed
  ↑  ↓  F1:functions  F2:change device           |
              ESC:exit                           |  ↑  ↓  ↵:send to printer
                                                 |            ESC:exit
  FUTURE DATED CHEQUES
  FUTURE DATED PAID INVOICES
  CUSTOMER FAX NUMBER EXCEPTIONS
  SALES JOURNAL
P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓→-scroll  esc-exit
```

To send the command to the printer use one of the cursor keys to highlight the command and press [↵Enter].

F2 CHANGE DEVICE

To change the printer port press [F2] and the following screen will appear:

```
P.C.P.L                POLYMATHIC COMPUTER CORPORATION                PCPRINT 2.33
Typist: 06  Port: 08              Print Reports                      Mon  MAR 14,1994
LPT1:                                                                          13:14:42
                                                   Start | ............ Status ...........
  ........ Report name ......... copy D/K  page | Copy Page Messages
  HP-LJ2 SMALL PRINT
                                                 |
          PRINTER SELECTION                      |
                                                 |          PRINTER DEVICES
 Print Device [LPT1]                             |
 Printer      [LASER     ]                       |          LPT1
 Status       [NOT AVAILABLE  ]                  |          LPT2
                                                 |          LPT3
              DOT MATRIX                         |
                 LASER                           |          ↑  ↓  ESC:end
                                                 |
  ↑  ↓  F1:functions  F2:change device           |
              ESC:exit                           |
  FUTURE DATED CHEQUES
  FUTURE DATED PAID INVOICES
  CUSTOMER FAX NUMBER EXCEPTIONS
  SALES JOURNAL
P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓→-scroll  esc-exit
```

Highlight the correct printer device and press [↵Enter].

CHAPTER 13: DAILY STARTUP

ONE LOGICAL DRIVE

At the operating system prompt type "POLYSYS" and press [Enter].

The following screen will appear:

```
POLYMATHIC COMPUTER CORPORATION

1  Sign on to Existing Companies

2  Initialize a New Company

3  Exit to Operating System

Use scroll keys ↑ ↓   [selection #]   [F3]-Help   [ESC]-exit
```

Type [1] to sign on to an existing company.

The following screen will appear:

```
     P O L Y M A T H I C   C O M P U T E R   C O R P O R A T I O N   3.04
JUNE  9, 1994              SIGNON  PROCESSING                    Crt #  8
09:44:25
Typist #          :
Last signon date:                          Last month closed:
Company           :                        Last year end     :
Booted drive      : P:\DEMO\HH             Prior year status:

1 User Number     : __
2 Password        :
3 Company         :

Enter   [typist number]   [F3]-Help

[F10]-Exit to operating system   [ESC]-Exit to menu
```

LOG ON INSTRUCTIONS

Log on to the system as follows:

1. Enter your typist number. The default value is [1].
2. Enter your password. The default is [↵Enter].
3. Enter the Company number.

The screen will appear as follows:

```
      P O L Y M A T H I C   C O M P U T E R   C O R P O R A T I O N    3.04
JUNE  9, 1994                SIGNON  PROCESSING                      Crt #  8
09:53:28
Typist #          :  9  SHAWNA REDMOND
Last signon date: JUN 30/91                 Last month closed:     MAY/91
Company           : ANYLTD      (HH: #  1)  Last year end     : DEC 31/89
Booted drive      : P:\DEMO\HH              Prior year status: CLOSED

              AAAAAA  N    N  Y    Y  LLL     TTTTTT  DDDDD
              A    A  NN   N  Y    Y   L      T TT T  D    D
              A    A  N N  N   Y  Y    L        TT    D    D
              AAAAAA  N N  N    YY     L        TT    D    D
              A    A  N  N N    YY     L        TT    D    D
              A    A  N  N N    YY     L        TT    D    D
              A    A  N   NN    YY     LLLLL    TT    DDDDD

                 PROCESSING DATE  : 30/06/91 [JUN 30/91]

            S Select:   Start   Modify   Cancel   Exit   D/S
```

☞ **Change the processing date so it is not more than one month later than the date of last month.**

Type [S] and press [↵Enter].

The screen will now appear as follows:

```
ANYLTD                          MAIN  MENU                          MASTER  3.16
HH                                                                  Sun JUN 30/91
CRT # 12                                                               11:30:52

                        1 Payroll
                        2 Accounts Receivable
                        3 Accounts Payable
                        4 Construction
                        5 General Ledger
                        6 Security
                        7 System Utilities
                        8 Backup
                        9 Monthly Closing
                       10 Print Reports
                       11 -- reserved --
                       12 Fixed Assets
                       13 Inventory / Order Entry

                        Q Query
                        S Status
                        E Exit

                       E  Enter selection
```

Type [4] and press [↵Enter] to select **Construction Accounting.**

TWO OR MORE LOGICAL DRIVES

1. At the operating system prompt, log on to the drive and directory/subdirectory on which the data files are contained for the company that you wish to work on. The drive letter that you wish to log on to will be the one that you indicated to the system following the procedures outlined under "COMPANY SETUP - CHAPTER 11"

   For instance type D: and press [↵Enter].

   Next type cd\EXAMPLE and press [↵Enter].

   These instructions would allow you to log on to the subdirectory called **EXAMPLE** on drive D. This subdirectory could be used to store the data files for **EXAMPLE COMPANY LIMITED.**

2. Instruct the operating system to use the master programs which you installed following the **INSTALLATION PROCEDURES** under "COPYING THE PROGRAMS TO HARD DISK". To do this type C:POLYSYS C:ANSWER and press [↵Enter]. Make sure that you are still in the data file directory logged on to in step 1 before typing in these instructions. This example assumes that the master programs were installed on drive C. If the master programs were installed on another drive replace the letter C with the letter of the drive on which the master programs were installed.

   ☞ If you have two or more logical drives set up on your hard disk you **must** always log on to the drive containing the **data files** for the company on which you are working and instruct the operating system to use the master programs from the drive on which you installed them **before** spooling any reports.

3. Follow the **DAILY STARTUP** instructions outlined for **ONE LOGICAL DRIVE** on the preceding pages.

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