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.


4. Complete and mail the Software Registration Form.
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 Y Y Y 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.
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TERMS: This agreement is in effect from the date of receipt of the software and lasts indefinitely unless cancelled by Polymathic for violation of the terms of the agreement.

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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.

<table>
<thead>
<tr>
<th>Package Name:</th>
<th>Purchase Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Number:</td>
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</tr>
<tr>
<td>Contact Name:</td>
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</tr>
<tr>
<td>Company:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
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<td>City:</td>
<td>Province</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Fax Number:</td>
<td></td>
</tr>
</tbody>
</table>

**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.
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Please refer to the Software License for limitations on use and reproduction of the software package.
POLYMATHIC COMPUTER CORPORATION

CONSTRUCTION ACCOUNTING SYSTEM

USER’S MANUAL
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<td>Comment Lines</td>
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<td>5-10</td>
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<tr>
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<tr>
<td>Supplier Invoice Number</td>
<td>5-11</td>
</tr>
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<td>Invoice Date</td>
<td>5-11</td>
</tr>
<tr>
<td>Payment Date/Terms</td>
<td>5-11</td>
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<tr>
<td>Total Invoice Amount</td>
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<tr>
<td>Description</td>
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<td>Line</td>
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<td>Report Date</td>
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<td>Draw Number</td>
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</table>
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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:

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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

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Accounts Receivable</th>
<th>Accounts Payable</th>
<th>Construction</th>
<th>General Ledger</th>
<th>Security</th>
<th>System Utilities</th>
<th>Backup</th>
<th>Monthly Closing</th>
<th>Print Reports</th>
<th>-- reserved --</th>
<th>Fixed Assets</th>
<th>Inventory / Order Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>NYVLTD</th>
<th>CONSTRUCTION ACCOUNTING</th>
<th>TLJC P001 1.51</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Main Menu</td>
<td>30/06/91</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:31:16</td>
</tr>
</tbody>
</table>

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

E Exit

2 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 ddmmmyy (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 Ctrl or (Esc) 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 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:

```
<table>
<thead>
<tr>
<th>Project number</th>
<th>Code</th>
<th>Project</th>
<th>Lot</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1028</td>
<td>101</td>
<td></td>
<td>Everard</td>
</tr>
<tr>
<td>2</td>
<td>1028</td>
<td>121</td>
<td></td>
<td>Desjardins</td>
</tr>
<tr>
<td>3</td>
<td>1028</td>
<td>120</td>
<td></td>
<td>Henry</td>
</tr>
<tr>
<td>4</td>
<td>1028</td>
<td>122</td>
<td></td>
<td>Chee</td>
</tr>
<tr>
<td>5</td>
<td>1028</td>
<td>123</td>
<td></td>
<td>Leung</td>
</tr>
<tr>
<td>6</td>
<td>1028</td>
<td>124</td>
<td></td>
<td>Rentulla</td>
</tr>
<tr>
<td>7</td>
<td>1028</td>
<td>125</td>
<td></td>
<td>Longo</td>
</tr>
<tr>
<td>8</td>
<td>1028</td>
<td>126</td>
<td></td>
<td>Dunbar</td>
</tr>
<tr>
<td>9</td>
<td>1028</td>
<td>127</td>
<td></td>
<td>Cooke</td>
</tr>
<tr>
<td>10</td>
<td>1028</td>
<td>128</td>
<td></td>
<td>McWilliam</td>
</tr>
</tbody>
</table>
```

The following options are available:

- Cursor upwards through the data
- Cursor downwards through the data
- Page up one screen of data
- Page down one screen of data
- Move to the top of the data
- Move to the bottom of the data
- Exit the lookup feature

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:

To search by supplier name, press [F3].

The screen will appear as follows:

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:

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:

- DDisplay a record's information
- LList all records
- GGet an old record
- SSubmit 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:

![Sample Screen](image)

**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 \( N \).

\( \text{Only authorized personnel should delete records!} \)

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.
GENERAL DATA ENTRY

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:

<table>
<thead>
<tr>
<th>Project</th>
<th>Lot</th>
<th>Purchaser</th>
<th>Project</th>
<th>Lot</th>
<th>Purchaser</th>
</tr>
</thead>
<tbody>
<tr>
<td>1038</td>
<td>115</td>
<td>Cheung</td>
<td>1038</td>
<td>151</td>
<td>Velela</td>
</tr>
<tr>
<td>1038</td>
<td>152</td>
<td>Dinopoulos</td>
<td>1038</td>
<td>158</td>
<td>Yagi</td>
</tr>
<tr>
<td>1038</td>
<td>159</td>
<td>Chiu</td>
<td>1038</td>
<td>165</td>
<td>William Shee</td>
</tr>
<tr>
<td>1038</td>
<td>166</td>
<td>Ing</td>
<td>1038</td>
<td>179</td>
<td>Brown</td>
</tr>
<tr>
<td>1038</td>
<td>119</td>
<td>Francis</td>
<td>1048</td>
<td>303</td>
<td>Sivendra</td>
</tr>
<tr>
<td>1048</td>
<td>301</td>
<td>Said</td>
<td>1048</td>
<td>312</td>
<td>Ho</td>
</tr>
<tr>
<td>1048</td>
<td>310</td>
<td>Zambri</td>
<td>1048</td>
<td>311</td>
<td>Chu</td>
</tr>
<tr>
<td>1048</td>
<td>315</td>
<td>Chu</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Enter selection</th>
<th>Master: 3.16</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN: 8</td>
<td>Date: Wed Mar 31/93</td>
</tr>
<tr>
<td>CRN: 8</td>
<td>Time: 13:25:52</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Enter selection</th>
<th>TLJCPS001: 1.51</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN: 8</td>
<td>Date: 30/06/91</td>
</tr>
<tr>
<td>CRN: 8</td>
<td>Time: 11:31:16</td>
</tr>
</tbody>
</table>

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

To select Daily processing type 1 and press Enter.

The screen will appear as follows:

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.

<table>
<thead>
<tr>
<th>ENYLT</th>
<th>CONSTRUCTION</th>
<th>ACCOUNTING</th>
<th>TLJCP801 1.51</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td>Daily Processing</td>
<td>30/06/91</td>
<td>12:05:45</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>ENYLT</th>
<th>Job Costing</th>
<th>TLJCP800 1.1a</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td>Change Orders</td>
<td>30/06/91</td>
</tr>
</tbody>
</table>

1 Project
2 Lot
3 Change Order
4 Contract
5 Model Type
6 Elevation
7 Cost Code
8 Order Status
9 Total Entries
10 Total Invoiced
11 Total Update

Previous Change Order
Work Report

Total Addition Amount
Total Deduction Amount
Total Amount

3 Purchaser Extra

[ ] Select:
[ ] New C.O.  [ ] Old C.O.  [ ] Submit C.O.  [ ] Print C.O.  [ ] List
[ ] Prev. C.O. [ ] Next/Previous C.O. [ ] Home | End | First/Last C.O. | [ ] Exit

5-2 ■ CHANGE ORDERS
The following options are available:

- Create a new change order
- Get an old change order
- Submit a change order. *A change order must be submitted before it is applied against the contract.*
- Print a change order
- List all change orders
- 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. **F5** can be used to retrieve a listing of project numbers.

**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. **F5** can be used to retrieve a listing of previous change orders.

**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. **F5** can be used to get a listing of all vendor numbers.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>1028</td>
</tr>
<tr>
<td>Model Type</td>
<td>292</td>
</tr>
<tr>
<td>Vendor Number</td>
<td>369</td>
</tr>
<tr>
<td>Change Order #</td>
<td>11862</td>
</tr>
<tr>
<td>Lot</td>
<td>124</td>
</tr>
<tr>
<td>Cost Code</td>
<td>89329</td>
</tr>
<tr>
<td>Lot Code</td>
<td>08328</td>
</tr>
<tr>
<td>Change Order #</td>
<td>11862</td>
</tr>
<tr>
<td>Description</td>
<td>CAMAC KITCHENS LIMITED</td>
</tr>
<tr>
<td>Invoice #</td>
<td>38/86/91</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>12:86:89</td>
</tr>
<tr>
<td>Cheque #</td>
<td>124</td>
</tr>
<tr>
<td>Cheque Date</td>
<td>12:86:89</td>
</tr>
<tr>
<td>Cheque Amount</td>
<td>957.80</td>
</tr>
<tr>
<td>Paid Amount</td>
<td>0</td>
</tr>
<tr>
<td>Total Amount</td>
<td>957.80</td>
</tr>
</tbody>
</table>
| Change Description Lines:
| Line Status       | 1                         |
| Invoice Amount    | 957.80                    |
| Addition Amount   | 957.80                    |
| Deduction Amount  | 0                         |
| Change Order #    | 11862                     |
| Rate              | 0                         |
| Draw Number       | 1                         |
| Description       | 38/86/91                  |
| Invoice Date      | 12:86:89                  |
| Cheque Date       | 12:86:89                  |
| Cheque Amount     | 957.80                    |
| Paid Amount       | 0                         |
| Total Amount      | 957.80                    |

**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.

<table>
<thead>
<tr>
<th>ANVLTD</th>
<th>CONSTRUCTION ACCOUNTING</th>
<th>TLJCP601 1.51</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td>Daily Processing</td>
<td>30/06/91</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:05:45</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>ANVLTD</th>
<th>Job Costing</th>
<th>TLJCP70 1.11</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td>Completion Slips</td>
<td>30/06/91</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:07:49</td>
</tr>
</tbody>
</table>

1. Project # ...
2. Lot # .......
3. Completion Slip # ...
4. P.O. # .......
5. Vendor # .......
6. Cost Code .......
7. Slip Status .......

Model Type .......
Last Update .......
8. Site Supervisor:
9. Work Completed:
10. Completed By ..:
11. Authorizer ...
12. Auth. Date ...
13. Description ..:
   Line 1 :
   Line 2 :
   Line 3 :
   Line 4 :
   Line 5 :

[1] Select:
   [1]-First/Last C.S.   [2]-Next/Previous C.S.   [3]-Home   [0]-Exit
The following options are available:

- N: Create a new completion slip
- D: Get an old completion slip
- G: 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

To select Purchase orders type 3 and press Enter.

The screen will appear as follows:

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

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:

<table>
<thead>
<tr>
<th>ENCLTD</th>
<th>Job Costing</th>
<th>TPLGC789 1 32</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td>Purchase Orders</td>
<td>38/06/91</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:09:43</td>
</tr>
</tbody>
</table>

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 ........

6 P.O. Date .........
7 Expected Date ....
8 Estimate ...........
9 Authorizer .........
10 Auth. Date ........
11 Ordered By .......
12 P.S.T. [ ] : G/L :
13 G.S.T. [ ] : G/L :

[ ] Select: [1]-New P.O. [2]-Old P.O. [3]-Submit P.O. [ESC]-Exit
[4]-Print P.O. [5]-Update P.O. [6]-List
[7]-Print/Update [8]-Previous P.O. [Home]-First/Last P.O.

The following options are available:

- Create a new purchase order
- Get an old purchase order
- Submit a purchase order
- Print a purchase order
- List all purchase orders
- 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.
DAILY PROCESSING

SUPPLIER INVOICES

To select Supplier invoices type 4 and press Enter.

The screen will appear as follows:

Enter [SUPPLIER N] [F3]-ADD supplier [F5]-LOOKUP [F7]-PRINT cheque [ESC]-End
Invoices entered Total
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**
Press Enter to accept the default system date shown on the screen or enter the desired date in the ddmmmyy format.

**Payment Date/Terms**
Press Enter to accept the default payment date shown on the screen or enter the desired date in the ddmmmyy format.

Press A 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.
DAILY PROCESSING

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 : M
3 Supplier invoice date: 28/02/95 8 Holdback - Invoices:
4 Payment date/terms : 28/02/95 Code : Rate: Terms:
5 Total invoice amount : 180.00 Amount: Due Date:
6 Description :

Line GL Code Description Amount Balance
1 100010 CONSTRUCTION IN PROGRESS 180.00 180.00

Project Number : Model Type :
Lot Number :
Cost Code :
Description :

Enter [PROJECT NUMBER] [F5]-LOOKUP [F4]-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 : M
3 Supplier invoice date: 28/02/95 8 Holdback - Invoices:
4 Payment date/terms : 28/02/95 Code : Rate: Terms:
5 Total invoice amount : 180.00 Amount: Due Date:
6 Description :

Line GL Code Description Amount Balance
1 100010 CONSTRUCTION IN PROGRESS 180.00 180.00

Project Number : 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 5 :
Work report #:
Draw 2 : Draw 6 :
Status :
Draw 3 : Draw 7 :
Draw 4 : Draw 8 :
Draw 5 :
Invoiced :

Enter [CONTRACT NUMBER] [F5]-LOOKUP [F4]-End
```
**DAILY PROCESSING**

**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 *Esc* 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:

```
ACCOUNTS PAYABLE

<table>
<thead>
<tr>
<th>GL Code</th>
<th>Description</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>180010</td>
<td>CONSTRUCTION IN PROGRESS</td>
<td>100.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

- **Project Number:**
- **Lot Number:**
- **Cost Code:**
- **Purchase order:**
- **Completion slip:**
- **P.O. status:**
- **Gross amount:**
- **PST amount:**
- **SUBTOTAL:**
- **GST amount:**
- **TOTAL:**

Enter [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:

![Supplier Invoices Screen]

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 ESC 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:

<table>
<thead>
<tr>
<th>Line</th>
<th>GL Code</th>
<th>Description</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>180010</td>
<td>CONSTRUCTION IN PROGRESS</td>
<td>100.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

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

The screen will then appear as follows:

<table>
<thead>
<tr>
<th>Line</th>
<th>GL Code</th>
<th>Description</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>180010</td>
<td>CONSTRUCTION IN PROGRESS</td>
<td>500.00</td>
<td>500.00</td>
</tr>
</tbody>
</table>

Enter [[PROJECT NUMBER]] [F5]-LOOKUP [ESC]-End
DAILY PROCESSING

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 \( \leftarrow \text{Enter} \) 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 \( \leftarrow \text{Enter} \), 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 \( \text{A} \) and press \( \leftarrow \text{Enter} \). If the information is not correct, type \( \text{C} \) 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 \( \text{E} \) to end and at this stage you can type in another invoice or press \( \text{Esc} \) 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:


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 \( \text{1} \), and press \( \leftarrow \text{Enter} \). The system will then display "Field No." Type the number of the field that is to be rekeyed and press \( \leftarrow \text{Enter} \). 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 \( \text{2} \) and press \( \leftarrow \text{Enter} \). 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 \( \text{3} \), and press \( \leftarrow \text{Enter} \). 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 \( \text{3} \), and press \( \leftarrow \text{Enter} \). The system will then display the message "Are you sure you want to cancel processing?" Type \( \text{Y} \) and press \( \leftarrow \text{Enter} \) to indicate Yes or type \( \text{N} \) and press \( \leftarrow \text{Enter} \) 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.

To select Work reports type 5 and press Enter.

The screen will appear as follows:

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

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project #</td>
</tr>
<tr>
<td>2</td>
<td>Lot #</td>
</tr>
<tr>
<td>3</td>
<td>Work Report #</td>
</tr>
<tr>
<td>4</td>
<td>Contract #</td>
</tr>
<tr>
<td>5</td>
<td>Vendor #</td>
</tr>
<tr>
<td>6</td>
<td>Cost Code</td>
</tr>
<tr>
<td>7</td>
<td>Report Date</td>
</tr>
<tr>
<td>8</td>
<td>Draw Number</td>
</tr>
<tr>
<td>9</td>
<td>Draw Amount</td>
</tr>
<tr>
<td>10</td>
<td>Total Amount</td>
</tr>
<tr>
<td>11</td>
<td>Invoice Number</td>
</tr>
<tr>
<td>12</td>
<td>Auth. Date</td>
</tr>
<tr>
<td>13</td>
<td>Trade</td>
</tr>
<tr>
<td>14</td>
<td>Change Order</td>
</tr>
</tbody>
</table>

The following options are available:

- **N**: Create a new work report
- **O**: Get an old work report
- **S**: Submit a work report
- **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.
This selection is not available at the present time.
CHAPTER 7: REPORTS

To select Reports type 3 and press Enter.

The screen will appear as follows:

| 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 Q and press Enter.

The screen will appear as follows:

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

The following options are available:

- G Start generating report
- M Modify report options
- E Exit to report menu

**REPORT TYPE**

The following reports types are available:

- G Cost Codes
- S Job Sequence Codes
- H Header Codes

**SORT SEQUENCE**

The following sort sequences are available:

- G Cost Code
- S Job Sequence Code
REPORTS

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:

```
  00001 00002 WORK IN PROCESS
          DIRECT CONSTRUCTION
          Permits
          Water meter
          SITE SERVICING
          Survey
          Hydro connection
          Excavation
          Bay window flashing
          Furring
          Structural steel
          Basement window
          Windows and frames
          Skylight
          Door
          Garage doors
          Rough lumber
          Miscellaneous lumber
          Louvres
          Trusses
          Rough carpentry - Frame
          Rough carpentry - roughing in
          Roofing
          MASONRY MATERIALS
          Masonry labour
          Fireplace facing
          Concrete and drain - Basement floor
          Concrete and drain - Porch
          Concrete and drain - Garage floor
          Stairs
          Plumbing - Roughing in
          Plumbing - Fixtures
          Heating - Roughing in
          Heating - Furnace & Ducts
          Electrical - Roughing in
          Electrical - Fixtures
          Electrical Fixtures - dome
          LIGHTING CREDIT
          Vacuum system
          SECURITY
          Intercom
          Drywall - insulation
          Drywall - Board
          Drywall - Tape
          Interior trim - material
          Interior trim - labour
          Interior trim - Hardware
          Aluminum siding
          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:

<table>
<thead>
<tr>
<th>Details of the various reports are listed below.</th>
</tr>
</thead>
</table>

1 List
2 By lots - CURRENT
3 By lots - 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

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:

A sample Job Cost Subledger Report By Lot follows.

**REPORTS**

**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:

- Type A to generate the report for all projects and lots.
- Type D to generate the report for a specific project. The system will prompt you for the project number.
- Type L to 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.
### REPORTS

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

**Job Cost Subledger By Cost Code Report**

<table>
<thead>
<tr>
<th>Project</th>
<th>Lot</th>
<th>Cost Code</th>
<th>Description</th>
<th>Amount to Date</th>
<th>Authorized</th>
<th>Invoiced</th>
<th>Project Billable</th>
<th>Billable</th>
<th>Committed</th>
<th>Cost Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:63</td>
<td></td>
<td>00000</td>
<td>EXAMPLE ORCHARD LIMITED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:63</td>
<td></td>
<td>00000</td>
<td>EXAMPLE ORCHARD LIMITED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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
  - *D* 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:

<table>
<thead>
<tr>
<th>Cost Code</th>
<th>Project/Lot</th>
<th>Supplier Number/Name</th>
<th>Contract Number</th>
<th>P.O. #</th>
<th>Invoice #</th>
<th>Invoice Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>00703</td>
<td>398/ 202</td>
<td>150 SUPPLIER NAME</td>
<td>398-349</td>
<td>100415</td>
<td>20 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>398/ 203</td>
<td></td>
<td>398-311</td>
<td>100414</td>
<td>23 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>398/ 204</td>
<td></td>
<td>398-395</td>
<td>100413</td>
<td>23 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,573.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G/L Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$475.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00223</td>
<td>398/ 205</td>
<td>150 SUPPLIER NAME</td>
<td>398-430</td>
<td>100412</td>
<td>11 OCT 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$475.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G/L Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$475.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00703</td>
<td>398/ 205</td>
<td>150 SUPPLIER NAME</td>
<td>398-421</td>
<td>100411</td>
<td>28 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>398/ 206</td>
<td></td>
<td>398-301</td>
<td>100410</td>
<td>20 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>398/ 207</td>
<td></td>
<td>398-264</td>
<td>100138</td>
<td>23 AUG 1996</td>
<td>$1,722.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>398/ 208</td>
<td></td>
<td>398-292</td>
<td>100137</td>
<td>20 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>398/ 209</td>
<td></td>
<td>398-293</td>
<td>100136</td>
<td>20 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>398/ 210</td>
<td></td>
<td>398-293</td>
<td>100136</td>
<td>20 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>398/ 215</td>
<td></td>
<td>398-293</td>
<td>100136</td>
<td>20 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>398/ 215</td>
<td></td>
<td>398-293</td>
<td>100136</td>
<td>20 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>398/ 220</td>
<td></td>
<td>398-293</td>
<td>100136</td>
<td>20 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>398/ 221</td>
<td></td>
<td>398-293</td>
<td>100136</td>
<td>20 AUG 1996</td>
<td>$2,191.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$21,913.20</td>
</tr>
<tr>
<td>G/L Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$21,913.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00223</td>
<td>398/ 222</td>
<td>150 SUPPLIER NAME</td>
<td>398-379</td>
<td>100168</td>
<td>5 SEP 1996</td>
<td>$297.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$297.00</td>
</tr>
<tr>
<td>G/L Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$297.00</td>
</tr>
</tbody>
</table>
**SUPPLIER INVOICE JOURNAL SUMMARY**

This report produces a supplier invoice summary sorted by cost code and supplier. To round the amounts type 4 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:

<table>
<thead>
<tr>
<th>Cost Code</th>
<th>Supplier Number/Name</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>00005</td>
<td>343 SUPPLIER NAME</td>
<td>$419,333.85</td>
</tr>
<tr>
<td></td>
<td>344 SUPPLIER NAME</td>
<td>$429,085.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$848,419.65</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total for Cost Code 00005</td>
</tr>
<tr>
<td>00010</td>
<td>342 SUPPLIER NAME</td>
<td>$43,065.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$52,780.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$95,845.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total for Cost Code 00010</td>
</tr>
<tr>
<td>00015</td>
<td>2499 SUPPLIER NAME</td>
<td>$22,185.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total for Cost Code 00015</td>
</tr>
<tr>
<td>00030</td>
<td>1749 SUPPLIER NAME</td>
<td>$5,040.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5,040.00</td>
</tr>
<tr>
<td>00050</td>
<td>1770 SUPPLIER NAME</td>
<td>$20,505.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total for Cost Code 00050</td>
</tr>
<tr>
<td>00070</td>
<td>1319 SUPPLIER NAME</td>
<td>$218,163.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$218,163.36</td>
</tr>
<tr>
<td>00073</td>
<td>1319 SUPPLIER NAME</td>
<td>$6,228.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$6,228.20</td>
</tr>
<tr>
<td>00077</td>
<td>314 SUPPLIER NAME</td>
<td>$11,760.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$11,760.00</td>
</tr>
<tr>
<td>00080</td>
<td>1305 SUPPLIER NAME</td>
<td>$55,195.10</td>
</tr>
<tr>
<td></td>
<td>1840 SUPPLIER NAME</td>
<td>$31.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$55,226.45</td>
</tr>
<tr>
<td>00083</td>
<td>490 SUPPLIER NAME</td>
<td>$712.00</td>
</tr>
<tr>
<td></td>
<td>1305 SUPPLIER NAME</td>
<td>$10,453.60</td>
</tr>
<tr>
<td></td>
<td>1319 SUPPLIER NAME</td>
<td>$4,921.60</td>
</tr>
</tbody>
</table>
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:

```
HH
HH

Project:

Select: All Project Exit
```

The following report options are available:

A Print report for all projects
B 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 --
```
REPORTS

LOTS

To select Lots from the Report Menu, type 0 and press [Enter].

The screen will appear as follows:

```
CONSTRUCTION ACCOUNTING

H3

Reports  16/08/96
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. [Enter] can be used to get a listing of projects.

A sample Lot List follows.

```
21 JUN 94
10:00
EXAMPLE COMPANY LIMITED
LOT LIST

<table>
<thead>
<tr>
<th>Project</th>
<th>Lot</th>
<th>Size</th>
<th>Model/elevation</th>
<th>Purchaser</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>101</td>
<td>50</td>
<td>371</td>
<td>A</td>
</tr>
<tr>
<td>1000</td>
<td>118</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>119</td>
<td>0</td>
<td>441</td>
<td>A</td>
</tr>
<tr>
<td>1000</td>
<td>120</td>
<td>55</td>
<td>292</td>
<td>A</td>
</tr>
<tr>
<td>1000</td>
<td>121</td>
<td>55</td>
<td>440</td>
<td>B</td>
</tr>
<tr>
<td>1000</td>
<td>122</td>
<td>55</td>
<td>292</td>
<td>B</td>
</tr>
<tr>
<td>1000</td>
<td>123</td>
<td>60</td>
<td>371</td>
<td>A</td>
</tr>
<tr>
<td>1000</td>
<td>124</td>
<td>55</td>
<td>292</td>
<td>B</td>
</tr>
<tr>
<td>1000</td>
<td>125</td>
<td>55</td>
<td>292</td>
<td>A</td>
</tr>
<tr>
<td>1000</td>
<td>126</td>
<td>60</td>
<td>371</td>
<td>A</td>
</tr>
<tr>
<td>1000</td>
<td>127</td>
<td>60</td>
<td>371</td>
<td>A</td>
</tr>
<tr>
<td>1000</td>
<td>128</td>
<td>60</td>
<td>371</td>
<td>B</td>
</tr>
<tr>
<td>1000</td>
<td>129</td>
<td>55</td>
<td>292</td>
<td>A</td>
</tr>
<tr>
<td>1000</td>
<td>130</td>
<td>50</td>
<td>069</td>
<td>A</td>
</tr>
</tbody>
</table>

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.

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.

LOTS ■ 7-13
**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. [FS] can be used to get a listing of projects.

A sample Construction Closing List report is as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Lot</th>
<th>Lot Closing Date</th>
<th>Lot Closing Status</th>
<th>Model Type</th>
<th>Size</th>
<th>CONSTRUCTION OFFER</th>
<th>LOT OFFER</th>
<th>CCP Purchaser's Name</th>
</tr>
</thead>
</table>
| 21 JUN 94 | EXAMPLE COMPANY LIMITED
13:57 | CONSTRUCTION | CLOSING LIST |

<table>
<thead>
<tr>
<th>Total Lots Released</th>
<th>Total Unreleased</th>
<th>Total Closed</th>
<th>Total Unsold</th>
<th>Total To Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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 **FB** for all projects or enter a project number. **FS** 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:

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Size</th>
<th>House Type</th>
<th>CCP</th>
<th>Purchaser's Name</th>
<th>Offer</th>
<th>Closing Date</th>
<th>Closing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>315</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>316</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>317</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>318</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>319</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>320</td>
<td>20</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>321</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>322</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>323</td>
<td>20</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>324</td>
<td>20</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>325</td>
<td>20</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>326</td>
<td>20</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>327</td>
<td>20</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>328</td>
<td>20</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>329</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>330</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>331</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>332</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>333</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>334</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>335</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>336</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>337</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>338</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>339</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>340</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>341</td>
<td>20</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6666</td>
<td>0</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7777</td>
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<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9999</td>
<td>0</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Size</th>
<th>House Type</th>
<th>CCP</th>
<th>Purchaser's Name</th>
<th>Offer</th>
<th>Closing Date</th>
<th>Closing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>21</td>
<td>17-1274 X</td>
<td>PURCHASER NAME</td>
<td>30-OCT-1996</td>
<td>Firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>309</td>
<td>17</td>
<td>17-1144 X</td>
<td>PURCHASER NAME</td>
<td>31-OCT-1996</td>
<td>Firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>310</td>
<td>20</td>
<td>17-1144 X</td>
<td>PURCHASER NAME</td>
<td>31-OCT-1996</td>
<td>Firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>311</td>
<td>20</td>
<td>17-1274 X</td>
<td>PURCHASER NAME</td>
<td>31-OCT-1996</td>
<td>Conditional</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 CLOSINGS for OCTOBER, 1996

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Size</th>
<th>House Type</th>
<th>CCP</th>
<th>Purchaser's Name</th>
<th>Offer</th>
<th>Closing Date</th>
<th>Closing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>312</td>
<td>20</td>
<td>17-1274 X</td>
<td>PURCHASER NAME</td>
<td>6-NOV-1996</td>
<td>Firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>302</td>
<td>17</td>
<td>17-1274 X</td>
<td>PURCHASER NAME</td>
<td>7-NOV-1996</td>
<td>Firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>304</td>
<td>20</td>
<td>17-1274 X</td>
<td>PURCHASER NAME</td>
<td>7-NOV-1996</td>
<td>Firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>305</td>
<td>30</td>
<td>17-1274 X</td>
<td>PURCHASER NAME</td>
<td>14-NOV-1996</td>
<td>Firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>306</td>
<td>29</td>
<td>17-1274 X</td>
<td>PURCHASER NAME</td>
<td>14-NOV-1996</td>
<td>Firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>307</td>
<td>20</td>
<td>17-1274 X</td>
<td>PURCHASER NAME</td>
<td>14-NOV-1996</td>
<td>Firm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
POSSIBLE SITINGS
The Possible Sitings report has the following options:

1. List sitings for 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:

<table>
<thead>
<tr>
<th>18 OCT 96</th>
<th>EXAMPLE COMPANY LIMITED</th>
<th>Page: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:34</td>
<td>POSSIBLE SITINGS REPORT</td>
<td>H3JCR145 1.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project #</th>
<th>Lot #</th>
<th>Possible Sitings</th>
</tr>
</thead>
<tbody>
<tr>
<td>398</td>
<td>213</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>214</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>215</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>216</td>
<td></td>
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<tr>
<td>398</td>
<td>217</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>218</td>
<td></td>
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<tr>
<td>398</td>
<td>219</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>220</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>221</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>222</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>223</td>
<td></td>
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<tr>
<td>398</td>
<td>224</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>225</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>226</td>
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</tr>
<tr>
<td>398</td>
<td>227</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>228</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>229</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>230</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>6666</td>
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</tr>
<tr>
<td>398</td>
<td>7777</td>
<td></td>
</tr>
<tr>
<td>398</td>
<td>9999</td>
<td></td>
</tr>
</tbody>
</table>

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  EXJCR044 1.05
14:01     SUMMARY

Total records processed: 0

-- end of report --

21/06/94  EXJCR045 1.05
14:01     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 EX M A PLE COMPANY LIMITED Page: 1
11:41 NEW HOME WARRANTY REPORT

PROJECT: 398 PHASE 3B

<table>
<thead>
<tr>
<th>Lot Number</th>
<th>Purchaser Code</th>
<th>Purchaser Name</th>
<th>Construction NHWP Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>213</td>
<td>233</td>
<td>PURCHASER NAME</td>
<td>18-JUL-1996 123456</td>
</tr>
<tr>
<td>217</td>
<td>234</td>
<td>PURCHASER NAME</td>
<td>18-JUL-1996 789012</td>
</tr>
<tr>
<td>218</td>
<td>235</td>
<td>PURCHASER NAME</td>
<td>18-JUL-1996 112345</td>
</tr>
<tr>
<td>238</td>
<td>236</td>
<td>PURCHASER NAME</td>
<td>18-JUL-1996 122345</td>
</tr>
<tr>
<td>239</td>
<td>229</td>
<td>PURCHASER NAME</td>
<td>25-JUL-1996 123658</td>
</tr>
<tr>
<td>242</td>
<td>230</td>
<td>PURCHASER NAME</td>
<td>25-JUL-1996 654981</td>
</tr>
<tr>
<td>6666</td>
<td>231</td>
<td>PURCHASER NAME</td>
<td>25-JUL-1996 354687</td>
</tr>
<tr>
<td>7777</td>
<td>232</td>
<td>PURCHASER NAME</td>
<td>25-JUL-1996 321357</td>
</tr>
</tbody>
</table>

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:

HAAKEURO HOMES LIMITED
LOT PROFIT SUMMARY by ACCEPTANCE DATE
ALL LOTS

START DATE : November 11, 1996

LOT DATE: November 30, 1996

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:

```
CONSTRUCTION ACCOUNTING
HH
Reports
Models
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
14:09
EXAMPLE COMPANY LIMITED
MODEL TYPE REPORT
EXJCR159 1.01 Page: 1

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

Total models for project 1008: 1
Total records processed: 1

-- end of report --
```
REPORTS

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 \textit{ddmmyyyy}.

Type \texttt{S} to start creating the report.

A sample report follows.

\begin{verbatim}
21 JUN 94 14:16 EXAMPLE COMPANY LIMITED EXJCR056 1.01
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

Total records processed: 2

Report options:
Records processed for ALL dates.

-- end of report --
\end{verbatim}

MODEL MASTER LOG
To create a Model Master Log report type (3), press \texttt{I*-1 Enter}! and then type (D to start the report.

A sample Model Master Log follows.

\begin{verbatim}
21 JUN 94 14:15 EXAMPLE COMPANY LIMITED EXJCR054 1.02
Model Master Audit Trail Log

Page: 1
Tylist: 3 - EMPLOYEE NAME

Type Date Time Project Model/Elevtn Description Sqft #Beds Price Lot H-wid 3-yard Spc Last update

MOD BEFORE JUN 14/89 14:02:30.40 1000 0110 A MODEL NAME 2264 3 270000 0 29 0 JUN 14/89

MOD AFTER JUN 14/89 14:02:30.40 1000 0110 A MODEL NAME 2264 3 270000 0 29 0 JUN 14/89

MOD BEFORE JUN 14/89 14:02:45.94 1000 0110 A MODEL NAME 2264 3 270000 0 29 0 JUN 14/89

MOD AFTER JUN 14/89 14:02:45.94 1000 0110 A MODEL NAME 2264 3 270000 0 29 0 JUN 14/89

-- end of report --
\end{verbatim}

---

MODEL TYPES ■ 7-21
PURCHASERS

To select Purchasers from the Report Menu, type 6 and press Enter.

The screen will appear as follows:

```
<table>
<thead>
<tr>
<th>CONSTRUCTION ACCOUNTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMVLTD</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Reports</td>
</tr>
<tr>
<td>Purchasers</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>1 Directory</td>
</tr>
<tr>
<td>2 Purchaser accounting</td>
</tr>
<tr>
<td>3 Purchaser name &amp; address</td>
</tr>
<tr>
<td>4 Deposit due list</td>
</tr>
<tr>
<td>5 Purchaser master log</td>
</tr>
<tr>
<td>E Exit</td>
</tr>
<tr>
<td>E Enter selection</td>
</tr>
</tbody>
</table>
```

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  1KQKL41 1.05
Page: 1

<table>
<thead>
<tr>
<th>Lot</th>
<th>Lot Ext</th>
<th>Offer</th>
<th>Purchaser A</th>
<th>Purchaser B</th>
<th>Purchaser C</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0169</td>
<td>Conditional Purchaser A</td>
<td>NAME</td>
<td>STREET ADDRESS</td>
<td>CITY, POSTAL CODE</td>
<td>905-738-4099</td>
<td>STREET ADDRESS</td>
</tr>
</tbody>
</table>

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.

**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. `FS` can be used to get a listing of all project numbers.

A sample Purchaser Name & Address report follows.
REPORTS

DEPOSIT DUE LIST
Type (S) to create a Deposit Due list.

A sample list follows:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Amount Due</th>
<th>Project / Lot</th>
<th>Purchaser(s)</th>
<th>Home Phone</th>
<th>Business Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 16/1990</td>
<td>$31,500</td>
<td>1048 - 311</td>
<td>PURCHASER NAME</td>
<td>905-738-4089</td>
<td>905-738-4089</td>
</tr>
</tbody>
</table>

-- 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.

-- end of report --

7-24 □ PURCHASERS
CONTRACTS

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

The screen will appear as follows:

<table>
<thead>
<tr>
<th>1</th>
<th>By lot - all contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>By lot - single contracts</td>
</tr>
<tr>
<td>3</td>
<td>By contract#</td>
</tr>
<tr>
<td>4</td>
<td>By model</td>
</tr>
<tr>
<td>5</td>
<td>By supplier#</td>
</tr>
<tr>
<td>6</td>
<td>By expiry date</td>
</tr>
<tr>
<td>7</td>
<td>reserved</td>
</tr>
<tr>
<td>8</td>
<td>reserved</td>
</tr>
<tr>
<td>9</td>
<td>reserved</td>
</tr>
<tr>
<td>10</td>
<td>History of quote changes</td>
</tr>
<tr>
<td>11</td>
<td>Contract subledger</td>
</tr>
<tr>
<td>12</td>
<td>reserved</td>
</tr>
<tr>
<td>13</td>
<td>reserved</td>
</tr>
<tr>
<td>14</td>
<td>reserved</td>
</tr>
<tr>
<td>15</td>
<td>reserved</td>
</tr>
<tr>
<td>16</td>
<td>reserved</td>
</tr>
<tr>
<td>17</td>
<td>reserved</td>
</tr>
<tr>
<td>18</td>
<td>reserved</td>
</tr>
<tr>
<td>19</td>
<td>Contract master log</td>
</tr>
<tr>
<td>20</td>
<td>Contract subledger log</td>
</tr>
</tbody>
</table>

**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
10:28
EXAMPLE COMPANY LIMITED
CONTRACT STATUS REPORT BY LOT
EXJCR160 1.02
Page: 1

Lot number: 101
Model: 371
Elevation: A

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>CONTRACT</th>
<th>BUDGET</th>
<th>ORIGINAL</th>
<th>REVISION</th>
<th>REVISED</th>
<th>ACTUAL</th>
<th>INVOICE NO SUPPLIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>WORK IN PROCESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00002</td>
<td>DIRECT CONSTRUCTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00010</td>
<td>Permits</td>
<td>X1987</td>
<td>1377</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00015</td>
<td>Water meter</td>
<td>X2013</td>
<td>134</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00020</td>
<td>SITE SERVICING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00030</td>
<td>Survey</td>
<td>301</td>
<td>275</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00040</td>
<td>Hydro connection</td>
<td>X2059</td>
<td>300</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00050</td>
<td>Excavation</td>
<td>355</td>
<td>1100</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00060</td>
<td>Bay window flashing</td>
<td>367</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00070</td>
<td>Formwork</td>
<td>379501</td>
<td>9435</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00080</td>
<td>Structural steel</td>
<td>368</td>
<td>1630</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00090</td>
<td>Basement window</td>
<td>330</td>
<td>272</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00100</td>
<td>Windows and frames</td>
<td>384</td>
<td>6950</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00110</td>
<td>Skylight</td>
<td>X2065</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00115</td>
<td>Patio doors</td>
<td>334</td>
<td>650</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>00119</td>
<td>Garage doors</td>
<td>333</td>
<td>500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal 24623 0 0 0 0

Total 24623 0 0 0 0

00799 NET CONSTRUCTION COSTS

00798 DIRECT OVERHEADS

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
10:28
EXAMPLE COMPANY LIMITED
CONTRACT STATUS REPORT BY LOT
EXJCR160 1.02
Page: 33

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 create 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.

--- Example Report ---

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Draw 1</th>
<th>Draw 2</th>
<th>Draw 3</th>
<th>Draw 4</th>
<th>Draw 5</th>
<th>Draw 6</th>
<th>Draw 7</th>
<th>Draw 8</th>
<th>Draw 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARPET VILLA LIMITED</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>630-1533</td>
<td>00360</td>
<td>440</td>
<td>B</td>
<td>.00</td>
<td>NO</td>
<td>.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

--- 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 5 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.

BY SUPPLIER NUMBER
A Contract Status report can also be created by supplier. Type Q 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.

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Code</th>
<th>Supplier name</th>
<th>Telephone</th>
<th>Cost</th>
<th>Model type</th>
<th>Elevation</th>
<th>Contract Price</th>
<th>Prime</th>
</tr>
</thead>
<tbody>
<tr>
<td>368</td>
<td>250</td>
<td>SUPPLIER NAME</td>
<td>905-738-4089</td>
<td>00000</td>
<td>0110</td>
<td>B</td>
<td>753.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>055</td>
<td>A</td>
<td>1104.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>067</td>
<td>A</td>
<td>911.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>A</td>
<td>1863.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1882.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>667.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>893.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1070.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1139.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>957.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>976.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>927.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1384.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1322.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1758.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1855.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1630.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1630.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1109.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1001.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1185.00</td>
<td>YES</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td></td>
<td></td>
<td>00000</td>
<td>068</td>
<td>B</td>
<td>1152.00</td>
<td>YES</td>
</tr>
</tbody>
</table>

Total contracts : 1
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.

<table>
<thead>
<tr>
<th>Expiry Date</th>
<th>Supplier Code</th>
<th>Supplier name</th>
<th>Telephone</th>
<th>Cost Code</th>
<th>Model type</th>
<th>Elevation</th>
<th>Contract Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>9400</td>
<td>1415</td>
<td>SUPPLIER NAME</td>
<td>905-738-4089</td>
<td>00687</td>
<td>C</td>
<td>2686.00</td>
<td></td>
</tr>
<tr>
<td>9369</td>
<td>9901</td>
<td>SUPPLIER NAME</td>
<td>905-738-4089</td>
<td>00010</td>
<td>A</td>
<td>1071.00</td>
<td></td>
</tr>
<tr>
<td>9370</td>
<td>9901</td>
<td>SUPPLIER NAME</td>
<td>905-738-4089</td>
<td>00010</td>
<td>A</td>
<td>1071.00</td>
<td></td>
</tr>
<tr>
<td>9371</td>
<td>9901</td>
<td>SUPPLIER NAME</td>
<td>905-738-4089</td>
<td>00010</td>
<td>B</td>
<td>1071.00</td>
<td></td>
</tr>
<tr>
<td>9372</td>
<td>9901</td>
<td>SUPPLIER NAME</td>
<td>905-738-4089</td>
<td>00010</td>
<td>C</td>
<td>1071.00</td>
<td></td>
</tr>
</tbody>
</table>

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 10 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.

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Cost code</th>
<th>Suppliers</th>
<th>Sub #</th>
<th>Orig/CD#</th>
<th>Date</th>
<th>Amount</th>
<th>Cost code total</th>
</tr>
</thead>
<tbody>
<tr>
<td>124</td>
<td>00010</td>
<td>9901</td>
<td>X1986</td>
<td>ORIGINAL</td>
<td></td>
<td>$1,133.00</td>
<td>$1,133.00</td>
</tr>
<tr>
<td>00015</td>
<td>Water meter</td>
<td>9902</td>
<td>X2012</td>
<td>ORIGINAL</td>
<td></td>
<td>$134.00</td>
<td>$134.00</td>
</tr>
<tr>
<td>00030</td>
<td>Survey</td>
<td>1945</td>
<td>301</td>
<td>ORIGINAL</td>
<td>19-MAR-87</td>
<td>$275.00</td>
<td>$275.00</td>
</tr>
<tr>
<td>00040</td>
<td>Hydra connection</td>
<td>9909</td>
<td>X2038</td>
<td>ORIGINAL</td>
<td>19-MAR-87</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>00050</td>
<td>Excavation</td>
<td>615</td>
<td>355</td>
<td>ORIGINAL</td>
<td>20-MAR-87</td>
<td>$1,100.00</td>
<td>$1,100.00</td>
</tr>
</tbody>
</table>

Total projects: 1
Total lots: 1
Total contracts: 5
Total change orders: 5
Total records: 5
Total contract amount: $2422.00
Total change order amount: $2422.00

---

REPORTS

7-30 ■ CONTRACTS
# REPORTS

## CONTRACT MASTER LOG

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

A sample Contract Master Log report follows.

<table>
<thead>
<tr>
<th>MOD BEFORE</th>
<th>MOD AFTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUN 19/89</td>
<td>JUN 19/89</td>
</tr>
</tbody>
</table>

### Type: Date  Time  Contract#  Project Model/Elevtn  Cost Code  Prime Supplier code & name

### Contract Expiry  Contract amount  Retainage  %  Increase  $ Increase  Reason description

<table>
<thead>
<tr>
<th>Draw 1</th>
<th>Draw 2</th>
<th>Draw 3</th>
<th>Draw 4</th>
<th>Draw 5</th>
<th>Draw 6</th>
<th>Draw 7</th>
<th>Draw 8</th>
<th>Draw 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Type: Date  Time  Contract#  Project Model/Elevtn  Cost Code  Prime Supplier code & name

### Contract Expiry  Contract amount  Retainage  %  Increase  $ Increase  Reason description

<table>
<thead>
<tr>
<th>Draw 1</th>
<th>Draw 2</th>
<th>Draw 3</th>
<th>Draw 4</th>
<th>Draw 5</th>
<th>Draw 6</th>
<th>Draw 7</th>
<th>Draw 8</th>
<th>Draw 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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 20 then S to start.

A sample Contract Subledger Log follows.

<table>
<thead>
<tr>
<th>MOD BEFORE</th>
<th>MOD AFTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUN 19/89</td>
<td>JUN 19/89</td>
</tr>
</tbody>
</table>

### Type: Date  Time  Contract#  Project Model/Elevtn  Cost Code  Prime Supplier code & name

### Contract Expiry  Contract amount  Retainage  %  Increase  $ Increase  Reason description

<table>
<thead>
<tr>
<th>Draw 1</th>
<th>Draw 2</th>
<th>Draw 3</th>
<th>Draw 4</th>
<th>Draw 5</th>
<th>Draw 6</th>
<th>Draw 7</th>
<th>Draw 8</th>
<th>Draw 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Start time: 08:41:53
End time: 08:41:53
Total records processed: 0

-- end of report --
CHANCE ORDERS

To select Change orders from the Report Menu, type Q and press Enter.

The screen will appear as follows:

```
REPORTS
CHANGE ORDERS

To select Change orders from the Report Menu, type Q and press Enter.

The screen will appear as follows:

<table>
<thead>
<tr>
<th>ORDER FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
```
Once you have selected a project and/or lot, the following screen will appear:

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:

- Plain paper
- Letterhead
- Preprinted form
- 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate Deduction amount</th>
<th>Addition amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOD condition, 2 closets in bd rm 3, delete bathrm to guest</td>
<td>.00 &lt; 80.00&gt;</td>
<td>570.00</td>
</tr>
</tbody>
</table>

Total 490.00

Authorized by : JH/SA
Date : MAY 25, 1994

Subcontractor's signature : Date :

CHANGE ORDER
### SUMMARY REPORT

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

#### C.O. Type:
- **A** All change orders
- **O** All outstanding change orders
- **S** All submitted 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 authorizer'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:

<table>
<thead>
<tr>
<th>C.O.</th>
<th>Amount</th>
<th>Order Date</th>
<th>Project</th>
<th>Lot</th>
<th>Cost Contract</th>
<th>Supplier Name/ID</th>
<th>Purch Extra Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-06.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>202</td>
<td>20-1465</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>2</td>
<td>-05.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>202</td>
<td>20-1465</td>
<td>00310 333</td>
<td>1470 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-69.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>203</td>
<td>20-1465</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>2</td>
<td>-130.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>203</td>
<td>20-1465</td>
<td>00340 339</td>
<td>320 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-83.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>205</td>
<td>P-1427</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-478.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>207</td>
<td>17-1144</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>2</td>
<td>-28.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>207</td>
<td>17-1144</td>
<td>00340 339</td>
<td>320 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-233.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>207</td>
<td>17-1144</td>
<td>00269 331</td>
<td>1000 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-78.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>209</td>
<td>20-1468</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-303.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>212</td>
<td>20-1536</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-75.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>212</td>
<td>20-1536</td>
<td>00269 331</td>
<td>1000 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-300.00</td>
<td>Sep 23, 1996</td>
<td>398</td>
<td>214</td>
<td>20-1536</td>
<td>00220 325</td>
<td>1728 SUPPLIER NAME</td>
</tr>
<tr>
<td>3</td>
<td>-149.00</td>
<td>Sep 23, 1996</td>
<td>398</td>
<td>214</td>
<td>20-1536</td>
<td>00310 333</td>
<td>1470 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-912.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>219</td>
<td>20-1611</td>
<td>00360 339</td>
<td>320 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-332.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>219</td>
<td>20-1611</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-313.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>220</td>
<td>20-1708</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>2</td>
<td>-758.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>220</td>
<td>20-1708</td>
<td>00360 339</td>
<td>320 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-353.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>223</td>
<td>20-1465</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-99.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>228</td>
<td>20-1465</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-156.00</td>
<td>Sep 11, 1996</td>
<td>398</td>
<td>229</td>
<td>20-1465</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-299.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>231</td>
<td>20-1611</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-118.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>234</td>
<td>20-1536</td>
<td>00360 339</td>
<td>320 SUPPLIER NAME</td>
</tr>
<tr>
<td>2</td>
<td>-555.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>234</td>
<td>20-1536</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-313.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>237</td>
<td>20-1708</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>1</td>
<td>-358.00</td>
<td>Aug 2, 1996</td>
<td>398</td>
<td>238</td>
<td>20-1708</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>2</td>
<td>-32.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>244</td>
<td>20-1708</td>
<td>00320 334</td>
<td>310 SUPPLIER NAME</td>
</tr>
<tr>
<td>2</td>
<td>-206.00</td>
<td>Aug 1, 1996</td>
<td>398</td>
<td>244</td>
<td>20-1708</td>
<td>00360 339</td>
<td>320 SUPPLIER NAME</td>
</tr>
</tbody>
</table>
REPORTS

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 submitted 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:

<table>
<thead>
<tr>
<th>C.O. #</th>
<th>Entry #</th>
<th>C.O. Project Amount</th>
<th>Lot Number</th>
<th>Cost Code</th>
<th>Contract Draw Number</th>
<th>Supplier Number</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>-43.00 398 201</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>-65.00 398 202</td>
<td>00320 334</td>
<td>1</td>
<td>1470 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-69.00 398 203</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>-130.00 398 203</td>
<td>00360 339</td>
<td>1</td>
<td>320 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-83.00 398 205</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>-873.00 398 207</td>
<td>00360 339</td>
<td>1</td>
<td>320 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>-233.00 398 207</td>
<td>00269 331</td>
<td>1</td>
<td>1000 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-78.00 398 209</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-303.00 398 212</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>-75.00 398 212</td>
<td>00269 331</td>
<td>1</td>
<td>1000 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-300.00 398 214</td>
<td>00200 325</td>
<td>2</td>
<td>1728 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>-150.00 398 214</td>
<td>00310 333</td>
<td>1</td>
<td>1470 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>-45.00 398 214</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>-140.00 398 214</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>-30.00 398 214</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-912.00 398 219</td>
<td>00360 339</td>
<td>1</td>
<td>320 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>-332.00 398 219</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-312.00 398 220</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>-251.00 398 220</td>
<td>00360 339</td>
<td>1</td>
<td>320 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>-120.00 398 220</td>
<td>00360 339</td>
<td>1</td>
<td>320 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>-367.00 398 220</td>
<td>00360 339</td>
<td>1</td>
<td>320 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-353.00 398 223</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-99.00 398 228</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-156.00 398 229</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-299.00 398 231</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-118.00 398 234</td>
<td>00360 339</td>
<td>1</td>
<td>320 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>-224.00 398 234</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>-333.00 398 234</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-313.60 398 237</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-358.00 398 238</td>
<td>00320 334</td>
<td>1</td>
<td>310 Submitted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7-36 ■ CHANGE ORDERS
A sample Exception Report follows:

<table>
<thead>
<tr>
<th>C.O. Entry#</th>
<th>C.O. Cost</th>
<th>Proj#</th>
<th>Lot#</th>
<th>Code</th>
<th>Original</th>
<th>Invoiced</th>
<th>Status</th>
<th>Supplier Name</th>
<th>Number/Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-84.00</td>
<td>390</td>
<td>202</td>
<td>00320</td>
<td>334</td>
<td>2367.00</td>
<td>2283.00</td>
<td>SUPPLIER NAME</td>
<td>SUBMITTED</td>
<td>&quot;&lt;&lt; STATUS CHANGED TO [COMPLETELY INVOICED] &gt;&gt;&quot;</td>
</tr>
<tr>
<td>1</td>
<td>-69.00</td>
<td>390</td>
<td>203</td>
<td>00320</td>
<td>334</td>
<td>2367.00</td>
<td>2296.00</td>
<td>SUPPLIER NAME</td>
<td>SUBMITTED</td>
<td>&quot;&lt;&lt; STATUS CHANGED TO [COMPLETELY INVOICED] &gt;&gt;&quot;</td>
</tr>
</tbody>
</table>

--- End of Report ---
PURCHASE ORDERS

To select *Purchase orders* from the Report Menu, type 3 and press Enter.

The screen will appear as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Order forms</td>
</tr>
<tr>
<td>2</td>
<td>Summary report</td>
</tr>
<tr>
<td>3</td>
<td>Summary by Cost Code</td>
</tr>
<tr>
<td>4</td>
<td>Summary by Supplier</td>
</tr>
<tr>
<td>5</td>
<td>Outstanding credits</td>
</tr>
<tr>
<td>E</td>
<td>Exit</td>
</tr>
<tr>
<td>E</td>
<td>Enter selection</td>
</tr>
</tbody>
</table>

**ORDER FORMS**

This option is selected to print all purchase orders, a range of purchase orders or a specific purchase order. Type 3 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:

<table>
<thead>
<tr>
<th>MLT9D</th>
<th>1088</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td>Lot</td>
<td>2</td>
</tr>
<tr>
<td>Costing</td>
<td></td>
<td>Range</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td></td>
<td>3 List Orders</td>
</tr>
<tr>
<td>39/06/91</td>
<td></td>
<td>4 P.O. Form Type</td>
</tr>
<tr>
<td>15:28:49</td>
<td></td>
<td>[Standard - plain paper]</td>
</tr>
<tr>
<td>Project : 1088</td>
<td>Starting Order #:</td>
<td>Exit</td>
</tr>
<tr>
<td>Lot :</td>
<td>Ending Order #:</td>
<td>E Enter Selection</td>
</tr>
</tbody>
</table>

**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:

- 3 Plain paper
- 4 Letterhead
- 5 Preprinted form
- 6 Special preprinted form
A sample purchase order follows.

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

<table>
<thead>
<tr>
<th>To</th>
<th>Ship To</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPLIER NAME</td>
<td>Lot number : 201</td>
</tr>
<tr>
<td>SUPPLIER ADDRESS</td>
<td>Subdivision : 398</td>
</tr>
<tr>
<td>ADDRESS LINE 2</td>
<td>PHASE 3B</td>
</tr>
<tr>
<td>CITY, PROVINCE</td>
<td>POSTAL CODE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchase Order#</th>
<th>Status</th>
<th>Order Date</th>
<th>Date Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>396-317</td>
<td>Completely Invoiced</td>
<td>JUN 10, 1996</td>
<td>JUN 10, 1996</td>
</tr>
</tbody>
</table>

Cost code : 00703  
PURCHASER GIVEAWAYS

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.0000</td>
<td>R/I FOR GAS FIREPLACE</td>
<td>1050.00</td>
<td>1050.00</td>
</tr>
<tr>
<td>2</td>
<td>1.0000</td>
<td>FAN KIT FOR GAS FIREPLACE</td>
<td>175.00</td>
<td>175.00</td>
</tr>
</tbody>
</table>

Subtotal 1225.00  
G.S.T. 85.75  
P.S.T. .00  
Total 1310.75

Authorized by : AUTHORIZERS NAME  
Ordered by : NAME  
Date : JUN 11, 1996

-------------------------------------------------------------------
PURCHASE ORDER
SUMMARY REPORT
This option 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 submitted 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
- O Sort by cost code
- D Sort by purchase order date
- F 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:

<table>
<thead>
<tr>
<th>P.O. Number</th>
<th>P.O. Number/Name</th>
<th>Number/Entries</th>
<th>Ordered Amount</th>
<th>Auth. Amount</th>
<th>GST Amount</th>
<th>NET Amount</th>
<th>Invoiced Amount</th>
<th>Balance</th>
<th>Order Date</th>
<th>Date Status</th>
<th>Compl Project</th>
<th>Lot</th>
<th>Supplier Model</th>
<th>Type</th>
<th>Cost Purch</th>
<th>Code Extra Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>198-317</td>
<td>SUPPLIER NAME</td>
<td>2</td>
<td>1350.75</td>
<td>85.50</td>
<td>1225.00</td>
<td>1225.00</td>
<td>.00</td>
<td>JUN 13,1996</td>
<td>COMP INV</td>
<td>396</td>
<td>396</td>
<td>293</td>
<td>25-1465 X</td>
<td></td>
<td></td>
<td>1403</td>
</tr>
<tr>
<td>198-318</td>
<td>SUPPLIER NAME</td>
<td>1</td>
<td>401.25</td>
<td>26.25</td>
<td>375.00</td>
<td>375.00</td>
<td>.00</td>
<td>JUN 13,1996</td>
<td>COMP INV</td>
<td>401</td>
<td>396</td>
<td>293</td>
<td>25-1465 X</td>
<td></td>
<td></td>
<td>1403</td>
</tr>
<tr>
<td>198-319</td>
<td>SUPPLIER NAME</td>
<td>1</td>
<td>107.00</td>
<td>7.00</td>
<td>100.00</td>
<td>100.00</td>
<td>.00</td>
<td>JUN 13,1996</td>
<td>COMP INV</td>
<td>401</td>
<td>396</td>
<td>293</td>
<td>25-1465 X</td>
<td></td>
<td></td>
<td>1403</td>
</tr>
<tr>
<td>198-321</td>
<td>SUPPLIER NAME</td>
<td>1</td>
<td>133.75</td>
<td>8.75</td>
<td>125.00</td>
<td>125.00</td>
<td>.00</td>
<td>JUN 13,1996</td>
<td>Submitted</td>
<td>398</td>
<td>398</td>
<td>293</td>
<td>25-1465 X</td>
<td></td>
<td></td>
<td>1728</td>
</tr>
<tr>
<td>198-322</td>
<td>SUPPLIER NAME</td>
<td>1</td>
<td>133.75</td>
<td>8.75</td>
<td>125.00</td>
<td>125.00</td>
<td>.00</td>
<td>JUN 13,1996</td>
<td>Submitted</td>
<td>398</td>
<td>398</td>
<td>293</td>
<td>25-1465 X</td>
<td></td>
<td></td>
<td>1728</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>P.O.#</th>
<th>P.O. Amount</th>
<th>Order Date</th>
<th>Project #</th>
<th>Lot #</th>
<th>Model Type</th>
<th>Cost Code</th>
<th>Supplier Number/Name</th>
<th>Purch Extra Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>398-274</td>
<td>-123.05</td>
<td>JUN 7, 1996</td>
<td>398</td>
<td>207</td>
<td>17-1144 X</td>
<td>00703</td>
<td>2230 SUPPLIER NAME</td>
<td>YES SUBMITTED</td>
</tr>
<tr>
<td>398-813</td>
<td>-149.60</td>
<td>SEP 10, 1996</td>
<td>398</td>
<td>211</td>
<td>20-1536 X</td>
<td>00703</td>
<td>310 SUPPLIER NAME</td>
<td>YES OPEN</td>
</tr>
<tr>
<td>398-228</td>
<td>-32.10</td>
<td>JUN 4, 1996</td>
<td>398</td>
<td>226</td>
<td>P-1427 X</td>
<td>00703</td>
<td>1728 SUPPLIER NAME</td>
<td>YES SUBMITTED</td>
</tr>
<tr>
<td>398-150</td>
<td>-26.75</td>
<td>JUN 4, 1996</td>
<td>398</td>
<td>231</td>
<td>20-1611 X</td>
<td>00220</td>
<td>1476 SUPPLIER NAME</td>
<td>YES SUBMITTED</td>
</tr>
<tr>
<td>398-164</td>
<td>-128.40</td>
<td>JUN 4, 1996</td>
<td>398</td>
<td>232</td>
<td>20-1536 X</td>
<td>00703</td>
<td>310 SUPPLIER NAME</td>
<td>YES SUBMITTED</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>P.O.#</th>
<th>Order Date</th>
<th>Project #</th>
<th>Lot #</th>
<th>Model Type</th>
<th>Cost Code</th>
<th>Supplier Number/Name</th>
<th>Status</th>
<th>Auth</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>398-613</td>
<td>JUL 3,1996</td>
<td>398</td>
<td>231 20-1611 X</td>
<td>00703</td>
<td>310 SUPPLIER NAME</td>
<td>OPEN</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>398-36</td>
<td>MAY 6,1996</td>
<td>398</td>
<td>6666</td>
<td>06110</td>
<td>28522 SUPPLIER NAME</td>
<td>OPEN</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>398-779</td>
<td>SEP 4,1996</td>
<td>398</td>
<td>6666</td>
<td>06110</td>
<td>28522 SUPPLIER NAME</td>
<td>OPEN</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>398-828</td>
<td>SEP 12,1996</td>
<td>398</td>
<td>7777</td>
<td>01130</td>
<td>91 SUPPLIER NAME</td>
<td>OPEN</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>398-967</td>
<td>OCT 3,1996</td>
<td>398</td>
<td>7777</td>
<td>01065</td>
<td>500 SUPPLIER NAME</td>
<td>OPEN</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>398-916</td>
<td>OCT 8,1996</td>
<td>398</td>
<td>7777</td>
<td>06685</td>
<td>230 SUPPLIER NAME</td>
<td>OPEN</td>
<td>YES</td>
<td>OCT 8,1996</td>
<td></td>
</tr>
<tr>
<td>398-927</td>
<td>OCT 11,1996</td>
<td>398</td>
<td>7777</td>
<td>01058</td>
<td>1318 SUPPLIER NAME</td>
<td>OPEN</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>399-66</td>
<td>SEP 10,1996</td>
<td>399</td>
<td>306 17-1274 X</td>
<td>00320</td>
<td>310 SUPPLIER NAME</td>
<td>OPEN</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COMPLETION SLIPS

To select Completion slips from the Report Menu, type Q and press Enter.

The screen will appear as follows:

<table>
<thead>
<tr>
<th>Snyleo</th>
<th>Construction Accounting</th>
<th>TLJC001</th>
<th>15:29:34</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td>Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completion Slips</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Project</th>
<th>Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>

1. All
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:

- Plain paper
- Letterhead
- Preprinted form
- 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 submitted 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:

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Lot Number</th>
<th>Completion Slip Number</th>
<th>P.O. Number</th>
<th>Cost Code</th>
<th>Contractor Name</th>
<th>Status</th>
<th>Auth</th>
</tr>
</thead>
<tbody>
<tr>
<td>398</td>
<td>201</td>
<td>93</td>
<td>MAY 30, 1996</td>
<td>398-97</td>
<td>SUPPLIER NAME</td>
<td>CLOSED</td>
<td>YES</td>
</tr>
<tr>
<td>398</td>
<td>201</td>
<td>194</td>
<td>JUL 12, 1996</td>
<td>398-323</td>
<td>SUPPLIER NAME</td>
<td>SUBMITTED</td>
<td>YES</td>
</tr>
<tr>
<td>398</td>
<td>201</td>
<td>195</td>
<td>JUL 12, 1996</td>
<td>398-325</td>
<td>SUPPLIER NAME</td>
<td>CLOSED</td>
<td>YES</td>
</tr>
<tr>
<td>398</td>
<td>201</td>
<td>224</td>
<td>JUL 15, 1996</td>
<td>398-333</td>
<td>SUPPLIER NAME</td>
<td>UNKNOWN</td>
<td>YES</td>
</tr>
</tbody>
</table>
WORK REPORTS

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

The screen will appear as follows:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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:

- Plain paper
- Letterhead
- Preprinted form
- Special preprinted form
A sample Work report follows.

| Work report number | Date       | Project      | Contract number | Cost code | Work report total | Invoice number | Invoice total | Invoice date | Subcontractor | Supplier Name | Street Address | City, Province | Postal Code | Trade   | Lot | House type | Draw number | Draw amount | Draw percentage |
|--------------------|------------|--------------|-----------------|-----------|-------------------|----------------|---------------|--------------|---------------|---------------|----------------|----------------|---------------|------------|---------|-----------|-------------|-------------|-------------|----------------|
| 1                  | JUN 12, 1994 | 1000 PILLAR ROCK | 99             | 11010     | 1000.00           |                |               |              | 2010          | SUPPLIER NAME | STREET ADDRESS | CITY, PROVINCE | POSTAL CODE | TRADE NAME | 1      | EXECUTIVE A | 1            | 1000.00      | 10.00            |

Approved by: LJP  Date: JUN 12, 1994

WORK REPORT
SUMMARY REPORT
This option 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 submitted 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
- M 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:

TRADE WORK REPORT SUMMARY
Outstanding Work Reports

<table>
<thead>
<tr>
<th>Project#</th>
<th>Lot#</th>
<th>Model Type</th>
<th>W.R. #</th>
<th>W.R. Date</th>
<th>Code</th>
<th>W.R. Amount</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>398</td>
<td>244</td>
<td>20-1708 X</td>
<td>2568</td>
<td>OCT 15,1996</td>
<td>305</td>
<td>40.00</td>
<td>1319</td>
</tr>
</tbody>
</table>

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
- O 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 submitted work reports
- X Exclude all closed work reports

Project Selection: Enter the project number. FS 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 submitted 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 submitted 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 QX) and press [Enter].

The screen will appear as follows:

![Job Schedules Screen]

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 F5. When you are finished entering all the lot numbers, press F6. At this stage, type S to start creating the report.

A sample Job Schedule follows.

12/06/94

EXAMPLE COMPANY LIMITED

Job Schedule

<table>
<thead>
<tr>
<th>Project</th>
<th>Lot number</th>
<th>Model</th>
<th>Model Name</th>
<th>Closing date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>124</td>
<td>124</td>
<td>124</td>
<td>03/12/87</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>code</th>
<th>date</th>
<th>date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0020</td>
<td>30/06/87</td>
<td>02/07/87</td>
<td>Site servicing</td>
</tr>
<tr>
<td>0009</td>
<td>09/07/87</td>
<td>09/07/87</td>
<td>Water meter</td>
</tr>
<tr>
<td>0006</td>
<td>10/07/87</td>
<td>10/07/87</td>
<td>Excavation</td>
</tr>
<tr>
<td>0007</td>
<td>14/07/87</td>
<td>23/07/87</td>
<td>Formwork</td>
</tr>
<tr>
<td>0008</td>
<td>23/07/87</td>
<td>23/07/87</td>
<td>Structural steel</td>
</tr>
<tr>
<td>0012</td>
<td>23/07/87</td>
<td>23/07/87</td>
<td>Rough lumber</td>
</tr>
<tr>
<td>0014</td>
<td>13/07/87</td>
<td>13/07/87</td>
<td>Rough carpentry - Frame</td>
</tr>
<tr>
<td>0013</td>
<td>13/07/87</td>
<td>13/07/87</td>
<td>Trusses</td>
</tr>
<tr>
<td>0015</td>
<td>14/07/87</td>
<td>26/07/87</td>
<td>Roofing</td>
</tr>
<tr>
<td>0017</td>
<td>25/07/87</td>
<td>26/07/87</td>
<td>Heating - Roughing in</td>
</tr>
<tr>
<td>0020</td>
<td>25/07/87</td>
<td>26/07/87</td>
<td>Plumbing - Roughing in</td>
</tr>
<tr>
<td>0021</td>
<td>25/07/87</td>
<td>26/07/87</td>
<td>Future increases</td>
</tr>
<tr>
<td>0022</td>
<td>25/07/87</td>
<td>26/07/87</td>
<td>Purchase extras</td>
</tr>
<tr>
<td>0023</td>
<td>25/07/87</td>
<td>26/07/87</td>
<td>Extra recovery</td>
</tr>
</tbody>
</table>

Job Schedules □ 7-53
To select Giveaways from the Report Menu, type 3 and press Enter.

The screen will appear as follows:

```
Print giveaways......

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:

```
Project: 1988
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

---

<table>
<thead>
<tr>
<th>Giveaway #</th>
<th>Create Date</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AUG 17, 1990</td>
<td>AUG 17, 1990</td>
</tr>
</tbody>
</table>

Cost code: 00010 Permits

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE MAPLE TREE</td>
<td>250.00</td>
</tr>
<tr>
<td>TWO SHRUBS</td>
<td></td>
</tr>
</tbody>
</table>

---

**Subdivision: 1028**

**SUBDIVISION NAME**

---

Total 250.00

---

Authorized by: SLA Date: 

Description: FREE TREES AND SHRUBS FOR FRONT

GIVEAWAY
**BUDGET MASTER**

To select *Budget Master* type **14** and press **Enter**.

The screen will appear as follows:

```
SMWLD 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

```

A sample Budget Master report follows:

```
JUN 23, 1994
14:05
EXAMPLE COMPANY LIMITED
DIRECT CONSTRUCTION BUDGET
PROJECT: 1099
UNIONVILLE

CODE  DESCRIPTION       4009

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
```

7-56 ■ BUDGET MASTER
CHAPTER 8: MAINTENANCE & INQUIRY

To select Maintenance & inquiry type 4 and press Enter.

The screen will appear as follows:

<table>
<thead>
<tr>
<th>1 Project master</th>
<th>11 Work report master</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Lot master</td>
<td>12 Giveaways</td>
</tr>
<tr>
<td>3 Purchaser master</td>
<td>13 Agents</td>
</tr>
<tr>
<td>4 Contracts and subledger</td>
<td>14 Holiday master</td>
</tr>
<tr>
<td>5 Cost codes and subledger</td>
<td>15 Sales selection</td>
</tr>
<tr>
<td>6 Model master</td>
<td>16 Holdback master</td>
</tr>
<tr>
<td>7 Budget master</td>
<td>17 Purge utilities</td>
</tr>
<tr>
<td>8 Change order master</td>
<td>18 Complaint management</td>
</tr>
<tr>
<td>9 Purchase order master</td>
<td>19 Important utilities</td>
</tr>
<tr>
<td>10 Completion slip master</td>
<td>20 PC Link</td>
</tr>
</tbody>
</table>
E Exit
E Enter selection
### PROJECT MASTER

To select Project master type **1** and press **Enter**.

The screen will appear as follows:

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project master</td>
</tr>
<tr>
<td>2</td>
<td>Lot master</td>
</tr>
<tr>
<td>3</td>
<td>Purchaser master</td>
</tr>
<tr>
<td>4</td>
<td>Contracts and subledger</td>
</tr>
<tr>
<td>5</td>
<td>Cost codes and subledger</td>
</tr>
<tr>
<td>6</td>
<td>Model master</td>
</tr>
<tr>
<td>7</td>
<td>Budget master</td>
</tr>
<tr>
<td>8</td>
<td>Change order master</td>
</tr>
<tr>
<td>9</td>
<td>Purchase order master</td>
</tr>
<tr>
<td>10</td>
<td>Completion slip master</td>
</tr>
<tr>
<td>11</td>
<td>Work report master</td>
</tr>
<tr>
<td>12</td>
<td>Giveaways</td>
</tr>
<tr>
<td>13</td>
<td>Agents</td>
</tr>
<tr>
<td>14</td>
<td>Holiday master</td>
</tr>
<tr>
<td>15</td>
<td>Sales selection</td>
</tr>
<tr>
<td>16</td>
<td>Holdback master</td>
</tr>
<tr>
<td>17</td>
<td>Purge utilities</td>
</tr>
<tr>
<td>18</td>
<td>Complaint management</td>
</tr>
<tr>
<td>19</td>
<td>Import utilities</td>
</tr>
<tr>
<td>20</td>
<td>PC Link</td>
</tr>
</tbody>
</table>

**E** Exit

**E** Enter selection

---

**Project Number**: 

**Project Category**: 

**Last Update**: 

---

**INTEREST ADJUSTMENT**

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Start Date</td>
</tr>
<tr>
<td>15</td>
<td>End Date</td>
</tr>
<tr>
<td>16</td>
<td>Land Int. % / month</td>
</tr>
<tr>
<td>17</td>
<td>Land Adj. Int. Rate</td>
</tr>
<tr>
<td>18</td>
<td>For Year (yyyy)</td>
</tr>
<tr>
<td>19</td>
<td>% Land Int. for Adj.'s</td>
</tr>
</tbody>
</table>

**Special Condition 1**: 

**Standard Amount 1**: 

**Special Condition 2**: 

**Standard Amount 2**: 

(Select: **[A]**-Add  **[D]**-Display  **[L]**-List  **[ESC]**-End)
The options available are as follows:

- Add a project
- Display a project
- List all projects
- 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 \(<\to\>\) 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 \(<\to\>\) Enter to bypass this field.

LAND ADJUSTMENT INTEREST RATE
Enter the land adjustment interest rate or press \(<\to\>\) Enter to continue to the next line.

LAND ADJUSTMENT INTEREST RATE YEAR
Enter the year for the land adjustment interest rate or press \(<\to\>\) Enter to bypass this field.

PERCENTAGE LAND INTEREST FOR ADJUSTMENTS
Enter the percentage of land interest for adjustments or press \(<\to\>\) 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:

```
  MMULTD   Job Costing    TLJCP030 1.10
     HH   Project Master        30/06/91
DISPLAY mode...
   Project Number ......: 1088 UNIONVILLE
   Project Category ....: 1828
   Last Update .........: JUN 27.1994

.......................................................... Screen 2

1 GST Rebate Method ...

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

[4/5] Next/Previous Record [F6/F7/F8/F9] Next/Previous Screen
```
GST Rebate Method
The following options are available:

1. GST Application 190E
2. Fair Market Value
   Help: Select this to review the two GST housing methods that are available
   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:

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

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

The screen will appear as follows:

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

The screen will appear as follows:
To select Maintenance type [1] and press [Enter].

The screen will appear as follows:

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Lot Number</th>
<th>Purchaser's Name</th>
<th>Home Phone</th>
<th>Status of Closing</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td>Lot Master</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
**MAINTENANCE & INQUIRY**

**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:

<table>
<thead>
<tr>
<th>Lot Address Line 1:</th>
<th>Lot Address Line 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**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.

- **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.

- **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.

- **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:

<table>
<thead>
<tr>
<th>AMULTD</th>
<th>Job Costing</th>
<th>TLJCP040 1.17</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Lot Master</td>
<td>30/06/91</td>
</tr>
<tr>
<td>ADD mode...</td>
<td>1000</td>
<td>UNIONVILLE</td>
</tr>
<tr>
<td>Project Number...</td>
<td>6179</td>
<td>Model type...</td>
</tr>
<tr>
<td>Lot Number...</td>
<td>Home Phone #...</td>
<td>Status of Closing :</td>
</tr>
<tr>
<td>Purchaser's Name...</td>
<td></td>
<td>Closing Date :</td>
</tr>
<tr>
<td>Purchaser 1 Bus#...</td>
<td></td>
<td>Screen 4</td>
</tr>
</tbody>
</table>

**STATUS**

1 CCP ..........................: [ ]
2 Master Key ..................: [ ]
Stage of Release Dates
3 Release for Sale ............: [ ]
4 Release to Constr: .............: [ ]
5 Building Permit ............: [ ]
6 Sub-floor Stage .............: [ ]
7 Drywall Stage ..............: [ ]
8 Completion .................: [ ]
9 Released Lot ...............: [ ]

[ ] - pre-delivery inspection completed  [ ] - signed by purchaser
[ ] - default

**CCP STATUS**
The available choices are:

<Enter> to bypass

1 indicates that the pre-delivery inspection has been completed
2 indicates that the pre-delivery inspection has been signed by the homeowner

**MASTER KEY**
The available choices are:

<Enter> to bypass

1 indicates that a master key exists
2 indicates that a key exists and the house has been demastered
3 indicates that we do not have access to the house
4 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:

```

<table>
<thead>
<tr>
<th>Premium</th>
<th>Condition Applicable</th>
<th>Budget Amount</th>
<th>Actual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Lot (width)</td>
<td></td>
<td>Actual Lot: 50 Base Lot: 50 Rate: .00</td>
<td></td>
</tr>
<tr>
<td>2 Lot (other 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Lot (other 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 UOD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 UOB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 OTHER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

**LOT WIDTH**

Enter one of the following:

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

**LOT (OTHER 1)**

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

**LOT (OTHER 2)**

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

**WALK OUT DECK**

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

**WALK OUT BASEMENT**

A: Available - the system will prompt you to fill in the budgeted amount and description.
M: Must be included - the system will prompt you to fill in the budgeted amount and description.
N: Not available
MAINTENANCE & INQUIRY

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:

LOT SUMMARY

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:

```
<table>
<thead>
<tr>
<th>SELLING INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Selling Firm ......</td>
</tr>
<tr>
<td>Selling Agent .......</td>
</tr>
<tr>
<td>Commissions Rate Budget Amount Amount Paid</td>
</tr>
<tr>
<td>2 Base Price .........</td>
</tr>
<tr>
<td>3 Extras .............</td>
</tr>
<tr>
<td>4 Other ..............</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
```

**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 A 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

Type \(2\) and press \(<\text{Enter}>\) to select Copy indirect costs and land costs.

The screen will appear as follows:

```
H3
Project Number :
Start LOT # ...:
End LOT # ...

Model/Elevation:
LOT Criteria : C CLOSED LOTS
COPY Criteria : I Copy INDIRECTS only

[\_\_ Select: [\(\text{S}\)]-Single [\(\text{M}\)]-Multiple [\(\text{R}\)]-Range [\(\text{P}\)]-Project
[\(\text{ESQ}\)]-Exit
```
MAINTENANCE & INQUIRY

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

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:

- [ ] Original owner
- [ ] Occupant
- [ ] 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:

- 0 Conditional
- 1 Firm
- 2 Buyback
- 3 Signback
- 4 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.
**MAINTENANCE & INQUIRY**

**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 

Review the information on the screen and if everything is correct press (a) 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).

Once you press (a) the second input screen will be displayed.

The deposit's screen will then appear as follows:

```
<table>
<thead>
<tr>
<th>REG DEPOSIT 1</th>
<th>REG DEPOSIT 2</th>
<th>REG DEPOSIT 3</th>
<th>REG DEPOSIT 4</th>
<th>REG DEPOSIT 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 REG DEPOSIT 1</td>
<td>2 REG DEPOSIT 2</td>
<td>3 REG DEPOSIT 3</td>
<td>4 REG DEPOSIT 4</td>
<td>5 REG DEPOSIT 5</td>
</tr>
<tr>
<td>6 EXTRA DEPOSIT 1</td>
<td>7 EXTRA DEPOSIT 2</td>
<td>8 EXTRA DEPOSIT 3</td>
<td>9 EXTRA DEPOSIT 4</td>
<td>10 EXTRA DEPOSIT 5</td>
</tr>
</tbody>
</table>
```

**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 (a) and type the due date of the deposit in the form of *ddmmyyyy*. Press (a) again and enter the date that the deposit was received in the form of *ddmmyyyy*. Once you press (a) 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 (a) 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 Enter to accept the data. If you have modifications to make type 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 Enter.

The system will then proceed to the third input screen.

The screen will appear as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Base price (offer)</td>
</tr>
<tr>
<td>2</td>
<td>Model price (sugg)</td>
</tr>
<tr>
<td>3</td>
<td>Lot premium width</td>
</tr>
<tr>
<td>4</td>
<td>Lot premium other 1</td>
</tr>
<tr>
<td>5</td>
<td>Water meter fee</td>
</tr>
<tr>
<td>6</td>
<td>UDD</td>
</tr>
<tr>
<td>7</td>
<td>UDB</td>
</tr>
<tr>
<td>8</td>
<td>Other</td>
</tr>
<tr>
<td>9</td>
<td>Total extras</td>
</tr>
<tr>
<td>10</td>
<td>Less giveaways</td>
</tr>
<tr>
<td>11</td>
<td>Selling price</td>
</tr>
</tbody>
</table>

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:

---

FIRST MORTGAGE  
To bypass the mortgage information press [F10]. If there is a mortgage, type in the amount of the 1st mortgage.

Press (F1-Enter) and type the rate that the mortgage was received at.
Press (F2-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 (F3-Enter).
Enter any terms that pertain to the mortgage.
Press (F4-Enter) and type the name of the company that is holding the mortgage.

---

8-22 ■ PURCHASER MASTER
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:

<table>
<thead>
<tr>
<th>LH</th>
<th>Job Costing</th>
<th>Purchaser Master</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1020 SADDLEBROOK</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>143 Model: 242</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>143 143 GARY WONG</td>
<td></td>
</tr>
</tbody>
</table>

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 .........
8 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

To select Contracts type 4 and press Enter.

The screen will appear as follows:

1 Contract master
2 Contract subledger
3 Copy contracts to subledgers

E Exit

E Enter selection
**MAINTENANCE & INQUIRY**

**CONTRACT MASTER**

To select *Contract master* type **1** from the Contracts menu and press **<Enter>**.

The screen will appear as follows:

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Number</td>
<td></td>
<td>2</td>
<td>Cost Code</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Contract Number</td>
<td></td>
<td>5</td>
<td>Vendor Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone ............
G/L Code ..........
Terms ............
YTD Purchases ....

[ ] 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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>1040</td>
</tr>
<tr>
<td>Cost Code</td>
<td>00019</td>
</tr>
<tr>
<td>Model Type</td>
<td>060</td>
</tr>
<tr>
<td>Elevation</td>
<td>A</td>
</tr>
<tr>
<td>Contract Number</td>
<td>129</td>
</tr>
<tr>
<td>Vendor Number</td>
<td>280</td>
</tr>
<tr>
<td>Contract Master</td>
<td>SADDLEBROOK III</td>
</tr>
<tr>
<td>Permits</td>
<td>Springmount</td>
</tr>
<tr>
<td>Retainage Amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Retainage Percentage</td>
<td>0.00</td>
</tr>
<tr>
<td>Percentage Increase</td>
<td>0.00</td>
</tr>
<tr>
<td>Dollar Increase</td>
<td>0.00</td>
</tr>
<tr>
<td>Revised Amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Last Update</td>
<td></td>
</tr>
</tbody>
</table>

**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*.

**RETAIAGE 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.

**RETAIAGE 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. A can be typed if you have any modifications to make.

The next input screen will appear as follows:

<table>
<thead>
<tr>
<th>Draw</th>
<th>Amount</th>
<th>% Cumulative Amount</th>
<th>Cumulative %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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:

```
1 Project number :
2 Lot number ....:
3 Cost code ....:
4 Model type ....:
Elevation ....:
Square footage :
5 Contract number:
6 Vendor number :

Phone ..........:
G/L code ........:
Terms ..........:
YTD purchases :
7 Type ..........:
8 Revision number:

[ ] Select: [A]-Add [D]-Display [L]-List [ESC]-Exit

screen 1
```

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. (F6) 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:

```
HH
Job Costing
Copy Contracts to Subledgers
1 Copy to CONTRACT subledger
2 Copy to JOB COST subledger
3 BOTH
E Exit
2 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     | Credit
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred costs</td>
<td>Contracts payable</td>
</tr>
</tbody>
</table>
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

To select Cost codes type 5 and press Enter.

The screen will appear as follows:

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:

The options available are as follows:

A Add cost code
D Display cost code information
L List all cost codes
R 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.
MAINTENANCE & INQUIRY

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 SUBLDERGER

To select Job cost subledger type 2 Cost Codes Master menu and press ←Enter.

The screen will appear as follows:

<table>
<thead>
<tr>
<th>成本代码</th>
<th>订单号</th>
<th>成本表</th>
<th>原始预算</th>
<th>已授权金额</th>
<th>已开票金额</th>
<th>剩余金额</th>
<th>差异</th>
<th>百分比完成</th>
</tr>
</thead>
<tbody>
<tr>
<td>科目的总和</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>产品编号</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>批号</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>模型/层高</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>头目代码</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 this subledger is related 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:

```
   HH
   Project Number: 
   Start LOT #: ....
   End LOT #: ....
   Model/Elevation:
   Header: ........
   Sub-Header: ....
   Cost Code: ....

[ _ ] Select: [ ] Single [ ] Multiple [ ] Range [ ] Project
               [ ] Help [ ] 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 Cost Codes Master menu and press Enter.

The screen will appear as follows:

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Start LOT #</th>
<th>End LOT #</th>
</tr>
</thead>
<tbody>
<tr>
<td>H3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy Job Scheduling to Job Cost Subledger</td>
<td>31/10/96</td>
<td>11:37:09</td>
</tr>
</tbody>
</table>

Model/Elevation:

Header ............
Sub-Header ........

[ ] Help  [ESC] Exit

Type one of the following:

3 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 3 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:

```
| Project number : |
| Model/Elevation : |
| Header .......... : |
| Sub-header .... : |
```

Type one of the following:

- 5 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 5 to start the copy routine.
COPY JOB COST SUBLEDGER TO LOT

To select *Copy job cost subledger to lot* type [S] Cost Codes Master menu and press <Enter>.

The screen will appear as follows:

```
<table>
<thead>
<tr>
<th>From PROJECT:</th>
<th>To PROJECT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT:</td>
<td>LOT:</td>
</tr>
</tbody>
</table>
```

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:

<table>
<thead>
<tr>
<th>Duration Code</th>
<th>Cost Code</th>
<th>Duration (days)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a model</td>
<td>a</td>
</tr>
<tr>
<td>Display a model</td>
<td>b</td>
</tr>
<tr>
<td>List all models</td>
<td>c</td>
</tr>
<tr>
<td>Exit to Maintenance &amp; Inquiry menu</td>
<td>d</td>
</tr>
</tbody>
</table>

#### MAINTENANCE & INQUIRY

To select Model master type 5 and press Enter.

The screen will appear as follows:

<table>
<thead>
<tr>
<th>Action</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a model</td>
<td>a</td>
</tr>
<tr>
<td>Display a model</td>
<td>b</td>
</tr>
<tr>
<td>List all models</td>
<td>c</td>
</tr>
<tr>
<td>Exit to Maintenance &amp; Inquiry menu</td>
<td>d</td>
</tr>
</tbody>
</table>
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 CONDITON**
Type in an asterisk (*) if a special condition applies to this model. Otherwise press (← Enter) to bypass this field.
To select Budget master type 7 and press Enter.

The screen will appear as follows:

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 appear as follows:

```
Project number . . . .:
Model/elevation . . . .:

1 Cost code . . . . . .:
   Description . . . . .:

2 Original budget . . .:
3 Revision 1 . . . . . .:
4 Revision 2 . . . . . .:
5 Revised budget . . . .:
6 Contract quotation:

Last updated . . . . . .:
Creation date . . . . . .:

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.
MAINTENANCE & INQUIRY

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 appear as follows:

<table>
<thead>
<tr>
<th>HL30B</th>
<th>Project #</th>
<th>Mode/Model</th>
<th>Start Lot</th>
<th>End Lot</th>
<th>Copy Budgets to Job Cost Subledger</th>
<th>TLJCP0994 1.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>H3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 appear as follows:

![Copy Budgets To Models Screen](image)
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

To select Change order master type Q and press Enter.

The screen will appear as follows:

[Table]

For more information on Change Orders refer to Chapter 5: Daily Processing.
## PURCHASE ORDER MASTER

<table>
<thead>
<tr>
<th>MYLTD</th>
<th>CONSTRUCTION</th>
<th>ACCOUNTING</th>
<th>TLJCP001 1.51</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td>Maintenance and Inquiry</td>
<td>30/06/91</td>
<td>11:39:04</td>
</tr>
</tbody>
</table>

1. Project master
2. Lot master
3. Purchaser master
4. Contracts and subledger
5. Cost codes and subledger
6. Model master
7. Budget master
8. Change order master
9. Purchase order master
10. Completion slip master

11. Work report master
12. Giveaways
13. Agents
14. Holiday master
15. Sales selection
16. Holdback master
17. Purge utilities
18. Complaint management
19. Import utilities
20. PC Link

**E Exit**

**E Enter selection**

---

To select `Purchase order master` type `[9]` and press `<Enter>`.

The screen will appear as follows:

```
<table>
<thead>
<tr>
<th>MYLTD</th>
<th>Job Costing</th>
<th>Purchase Orders</th>
<th>TLJCP001 1.39</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td></td>
<td></td>
<td>30/06/91</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:32:30</td>
</tr>
</tbody>
</table>

1. Project # ......:
2. Lot # ...........:
3. P.O. # ...........:
4. Vendor # ...........:
5. Cost Code ......:
6. Order Status ...:
7. Total Entries ...........:
8. Total Invoiced :  
9. Total Amount :  
10. Last Update .......:
11. Total Quantity .......:

------------------------------------------------------------------ screen 1

6. P.O. Date .......
7. Expected Date .
8. Estimate ........
9. Authorize .......
10. Auth. Date .......
11. Ordered By .......
12. F.S.T. [ ] : G/L :
13. G.S.T. [ ] : G/L :

[ ] Select: [1]-New P.O. [2]-Old P.O. [3]-Submit P.O. [4]-Exit
[5]-Print P.O. [6]-Update P.O. [7]-List
[8]-First/Previous P.O. [9]-Next/Previous P.O. [0]-Home/End

* For more information on Purchase Orders refer to Chapter 5: Daily Processing.
COMPLETION SLIP MASTER

**To select Completion slip master type 10 and press Enter.**

The screen will appear as follows:

```
1 Project # ........: Model Type ........:
2 Lot # ............: 4 F.O. # ............:
3 Completion Slip#: 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 :
```


For more information on Completion Slips refer to Chapter 5: Daily Processing.
## WORK REPORT MASTER


The screen will appear as follows:

```
1 Project master
2 Lot master
3 Purchaser master
4 Contracts and subledger
5 Cost codes and subledger
6 Model master
7 Budget master
8 Change order master
9 Purchase order master
10 Completion slip master

E Exit
E Enter selection
```

<table>
<thead>
<tr>
<th>RMVLTD</th>
<th>CONSTRUCTION</th>
<th>ACCOUNTING</th>
<th>TLJCPB2D</th>
<th>2.07</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td>Maintenance and Inquiry</td>
<td>Maintenance and Inquiry</td>
<td>30-06-81</td>
<td>11:39:04</td>
</tr>
</tbody>
</table>

1 Project # .......
2 Lot # .........
3 Work Report # :
4 Contract # ............
5 Vendor # .......
6 Cost Code .......
7 Report Date .......
8 Draw Number .......
9 Draw Amount .......
10 Authorizor .......
11 Auth. Date .......
12 Trade : ....
13 Change Order # :
14 Preparer's Name :

( )-List ( )-Financial Data ( )-Exit
( )-Next/Previous W.R. [Home]-First/Last W.R.

For more information on Work Reports refer to Chapter 5: Daily Processing.
To select *Giveaways* type 12 and press ← Enter.

The options available are as follows:

- Create a new giveaway
- Get an old giveaway
- Print giveaways
- List all giveaways
- 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:

<table>
<thead>
<tr>
<th>TNLTD</th>
<th>Job Costing</th>
<th>TLJCP600 1.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td>Purchaser</td>
<td>Giveaways</td>
</tr>
<tr>
<td>add an entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Project #:</td>
<td>1028</td>
<td>SADDLEBROOK</td>
</tr>
<tr>
<td>2 Giveaway #:</td>
<td>1</td>
<td>Type:</td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total entries:</td>
<td>0</td>
<td>Creation date:</td>
</tr>
<tr>
<td>Total amount:</td>
<td>.60</td>
<td>Last update:</td>
</tr>
</tbody>
</table>

Entry #: 1  Status:

1 Amount: .60
2 Detail line 1:
3 Detail line 2:
4 Detail line 3:
5 Detail line 4:

---

**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 than 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 each giveaway.

Review the information on the screen and if everything is correct, type [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.
To select Agent master type QH and press Enter.

The screen will appear as follows:

```
To select Agent master type QH and press Enter.

The screen will appear as follows:

| 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
```
**SETUP FIRM**

To select *Setup firm* type 1 from the Agent Master menu and press <Enter.

The screen will appear as follows:

```
<table>
<thead>
<tr>
<th>Firms</th>
<th>Screen 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Firm name</td>
<td></td>
</tr>
<tr>
<td>2 Address line 1</td>
<td></td>
</tr>
<tr>
<td>3 Address line 2</td>
<td></td>
</tr>
<tr>
<td>4 Address line 3</td>
<td></td>
</tr>
<tr>
<td>5 Address line 4</td>
<td></td>
</tr>
<tr>
<td>6 Telephone #</td>
<td></td>
</tr>
<tr>
<td>7 Contact name</td>
<td></td>
</tr>
<tr>
<td>8 Reference #</td>
<td></td>
</tr>
<tr>
<td>9 Commission rates</td>
<td></td>
</tr>
<tr>
<td>Base price</td>
<td></td>
</tr>
<tr>
<td>Extras</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Last update ...
```

Firms must be entered before you can define the agents.

The options available are as follows:

- **Add a firm**
- **Display a firm**
- **List all firms**
- **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 whatever 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 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

The following options are available:

- Add a holiday
- Display a holiday
- List all holidays
- 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:

- Permanent
- 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.
MAINTENANCE & INQUIRY

SALES SELECTION

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

E Exit

E Enter selection

To select Sales selection type [15] and press [Enter].

The screen will appear as follows:

<table>
<thead>
<tr>
<th>ANV LTD</th>
<th>CONSTRUCTION</th>
<th>ACCOUNTING</th>
<th>TLJCF001 1.5.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH</td>
<td>Maintenance and Inquiry</td>
<td>30/06/91</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sales Selection</td>
<td>09:36:56</td>
<td></td>
</tr>
</tbody>
</table>

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

| 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 **15** and press **Enter**.

The screen will appear as follows:

| 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

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Project master</td>
<td></td>
</tr>
<tr>
<td>2 Lot master</td>
<td></td>
</tr>
<tr>
<td>3 Purchaser master</td>
<td></td>
</tr>
<tr>
<td>4 Contracts and subledger</td>
<td></td>
</tr>
<tr>
<td>5 Cost codes and subledger</td>
<td></td>
</tr>
<tr>
<td>6 Model master</td>
<td></td>
</tr>
<tr>
<td>7 Budget master</td>
<td></td>
</tr>
<tr>
<td>8 Change order master</td>
<td></td>
</tr>
<tr>
<td>9 Purchase order master</td>
<td></td>
</tr>
<tr>
<td>10 Completion slip master</td>
<td></td>
</tr>
<tr>
<td>11 Work report master</td>
<td></td>
</tr>
<tr>
<td>12 Giveaways</td>
<td></td>
</tr>
<tr>
<td>13 Agents</td>
<td></td>
</tr>
<tr>
<td>14 Holiday master</td>
<td></td>
</tr>
<tr>
<td>15 Sales selection</td>
<td></td>
</tr>
<tr>
<td>16 Holdback master</td>
<td></td>
</tr>
<tr>
<td>17 Purge utilities</td>
<td></td>
</tr>
<tr>
<td>18 Complaint management</td>
<td></td>
</tr>
<tr>
<td>19 Import utilities</td>
<td></td>
</tr>
<tr>
<td>20 PC Link</td>
<td></td>
</tr>
</tbody>
</table>

**E Exit**

**E Enter selection**

*This section is not available at the present time.*
### PC LINK

<table>
<thead>
<tr>
<th>Action Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project master</td>
</tr>
<tr>
<td>2</td>
<td>Lot master</td>
</tr>
<tr>
<td>3</td>
<td>Purchaser master</td>
</tr>
<tr>
<td>4</td>
<td>Contracts and subledger</td>
</tr>
<tr>
<td>5</td>
<td>Cost codes and subledger</td>
</tr>
<tr>
<td>6</td>
<td>Model master</td>
</tr>
<tr>
<td>7</td>
<td>Budget master</td>
</tr>
<tr>
<td>8</td>
<td>Change order master</td>
</tr>
<tr>
<td>9</td>
<td>Purchase order master</td>
</tr>
<tr>
<td>10</td>
<td>Completion slip master</td>
</tr>
<tr>
<td>11</td>
<td>Work report master</td>
</tr>
<tr>
<td>12</td>
<td>Giveaways</td>
</tr>
<tr>
<td>13</td>
<td>Agents</td>
</tr>
<tr>
<td>14</td>
<td>Holiday master</td>
</tr>
<tr>
<td>15</td>
<td>Sales selection</td>
</tr>
<tr>
<td>16</td>
<td>Holdback master</td>
</tr>
<tr>
<td>17</td>
<td>Purge utilities</td>
</tr>
<tr>
<td>18</td>
<td>Complaint management</td>
</tr>
<tr>
<td>19</td>
<td>Import utilities</td>
</tr>
<tr>
<td>20</td>
<td>PC Link</td>
</tr>
</tbody>
</table>

- **E Exit**
- **E Enter selection**

*This section is not available at the present time.*
This section is not available at the present time.
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
CRT# 10
Job Costing 30/06/91

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 ....: HH
3 Job cost subledger .....: ANYLTD
4 Projects ..............: ANY COMPANY LIMITED
5 Lots ..................: 14 Release forms
6 Models ...............: 15 Special requests
7 Purchasers ..........: 16 Supplier invoices
8 Contracts ..........: 17 Furge control
9 Contract subledger : 18 Purchase orders
10 Change orders 

Enter selection
```

To select General control information type 1 and press Enter

The screen will appear as follows:

```
ANYLTD
CRT# 10
Job Costing 30/06/91

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 : 1000
3 Direct construction header code: 00001 WORK IN PROCESS
4 Direct construction subheader code: 00002 DIRECT CONSTRUCTION
5 Deferred costs control G/L code : 1050
6 Contract payable control G/L code : 3050
7 Default GST code

Last update by typist : 9
Date/time of last update : JUL 6,94 10:21:51

Select: [F] [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

<table>
<thead>
<tr>
<th>AnyLTD</th>
<th>Job Costing</th>
<th>TLJCPINT 1.21</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTS 10</td>
<td>System Information</td>
<td>30/06/91</td>
</tr>
</tbody>
</table>

Booted drive: P

GENERAL COMPANY INFORMATION
Company initials .....: HH
Short Company name ....: ANVLTD
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

To select Cost codes template type 2 and press ← Enter.

The screen will appear as follows:

<table>
<thead>
<tr>
<th>AnyLTD</th>
<th>Job Costing</th>
<th>TLJCPINT 1.21</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTS 10</td>
<td>System Information</td>
<td>30/06/91</td>
</tr>
</tbody>
</table>

Booted drive: P

GENERAL COMPANY INFORMATION
Company initials .....: HH
Short Company name ....: ANVLTD
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


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

<table>
<thead>
<tr>
<th>ANVLTD</th>
<th>Job Costing</th>
<th>TLJCPINT 1.21</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTS 10</td>
<td>System Information</td>
<td>39/06/91</td>
</tr>
</tbody>
</table>

**Booted drive: P**

**GENERAL COMPANY INFORMATION**

| Company initials .......: HH |
| Short Company name ....: ANVLTD |
| 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             |                    |

**Enter selection**

To select Cost codes subledger type (3) and press Enter

The screen will appear as follows:

<table>
<thead>
<tr>
<th>ANVLTD</th>
<th>Job Costing</th>
<th>TLJCPINT 1.21</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTS 10</td>
<td>System Information</td>
<td>39/06/91</td>
</tr>
</tbody>
</table>

**Booted drive: P**

**GENERAL COMPANY INFORMATION**

| Company initials .......: HH |
| Short Company name ....: ANVLTD |
| 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

**Select: Ctrl-Modify Del-Exit**

*This selection is not implemented at the present time.*
COMPANY INFORMATION

PROJECTS

To select Projects type 4 and press Enter.

The screen will appear as follows:

10-6 ■ PROJECTS
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 \( \text{M} \) for Modify, then type \( \text{T} \) 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 \( \text{Y} \) if it is correct or \( \text{N} \) if you would like to use a different password.

After you have assigned a password, type \( \text{A} \) then \( \text{Enter} \) 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:

- Standard, free format
- THBA (Toronto Home Builders Association) format
- Special format
LOTS

To select Lots type 5 and press Enter.

The screen will appear as follows:

```
COMPANY INFORMATION

LOTS

1 Password

Last update by typist ..............: 1
Date/time of last update ..........: JAN 25, 89  15:13:02

[?] Select: [?] - 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 I 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.
**COMPANY INFORMATION**

**MODELS**

<table>
<thead>
<tr>
<th>ANVLTD</th>
<th>Job Costing</th>
<th>TLJCPINT 1.21</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRT#10</td>
<td>System Information</td>
<td>30/06/91</td>
</tr>
</tbody>
</table>

**Booted drive: P**

**GENERAL COMPANY INFORMATION**

- **Company initials**: HH
- **Short Company name**: ANVLTD
- **Long Company name**: ANY COMPANY LIMITED

<table>
<thead>
<tr>
<th>1 General control information</th>
<th>11 Purchase orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Cost codes template</td>
<td>12 Work reports</td>
</tr>
<tr>
<td>3 Job cost subledger</td>
<td>13 Completion slips</td>
</tr>
<tr>
<td>4 Projects</td>
<td>14 Release forms</td>
</tr>
<tr>
<td>5 Lots</td>
<td>15 Special requests</td>
</tr>
<tr>
<td>6 Models</td>
<td>16 Supplier invoices</td>
</tr>
<tr>
<td>7 Purchasers</td>
<td>17 Purge control</td>
</tr>
<tr>
<td>8 Contracts</td>
<td></td>
</tr>
<tr>
<td>9 Contract subledger</td>
<td></td>
</tr>
<tr>
<td>10 Change orders</td>
<td></td>
</tr>
</tbody>
</table>

**Enter selection**

To select *Models* type **6** and press **Enter**

The screen will appear as follows:

<table>
<thead>
<tr>
<th>ANVLTD</th>
<th>Job Costing</th>
<th>TLJCPINT 1.21</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRT#10</td>
<td>System Information</td>
<td>30/06/91</td>
</tr>
</tbody>
</table>

**Booted drive: P**

**GENERAL COMPANY INFORMATION**

- **Company initials**: HH
- **Short Company name**: ANVLTD
- **Long Company name**: ANY COMPANY LIMITED

**MODELS**

<table>
<thead>
<tr>
<th>1 Password</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last update by typist</td>
<td>1</td>
</tr>
<tr>
<td>Date/time of last update</td>
<td>JUL 22, 88 15:14:44</td>
</tr>
</tbody>
</table>

**Select:** **[M]**-Modify  **[ESC]**-Exit

---

10-10  ■  MODELS
**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

To select Purchasers type 7 and press Enter.

The screen will appear as follows:

```
1 Password:
2 Purchaser number generation type.: AUTO Starting number: 2

Last update by typist:...
Date/time of last update:...
```

[Select: [F3]-Modify [ESQ]-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 (I) 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

To select Contracts type (a) and press Enter

The screen will appear as follows:

Contract Master

Last update by typist: 1
Date/time of last update: JUL 22, 91 15:14:44

This selection is not implemented at the present time.
CONTRACT SUBLEDGER

To select Contract subledger type 9 and press ← Enter

The screen will appear as follows:

To select Contract subledger type 9 and press ← Enter

This selection is not implemented at the present time.
## COMPANY INFORMATION

### CHANGE ORDERS

<table>
<thead>
<tr>
<th>ANV LTD</th>
<th>Job Costing</th>
<th>TLJCPINT 1.21</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRT# 10</td>
<td>System Information</td>
<td>30/06/91</td>
</tr>
</tbody>
</table>

**GENERAL COMPANY INFORMATION**
- Company initials: HH
- Short Company name: ANVLTD
- Long Company name: ANV COMPANY LIMITED

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General control information</td>
</tr>
<tr>
<td>2</td>
<td>Cost codes template</td>
</tr>
<tr>
<td>3</td>
<td>Job cost subledger</td>
</tr>
<tr>
<td>4</td>
<td>Projects</td>
</tr>
<tr>
<td>5</td>
<td>Lots</td>
</tr>
<tr>
<td>6</td>
<td>Models</td>
</tr>
<tr>
<td>7</td>
<td>Purchasers</td>
</tr>
<tr>
<td>8</td>
<td>Contracts</td>
</tr>
<tr>
<td>9</td>
<td>Contract subledger</td>
</tr>
<tr>
<td>10</td>
<td>Change orders</td>
</tr>
</tbody>
</table>

To select Change orders type `10` and press `Enter`.

The screen will appear as follows:

<table>
<thead>
<tr>
<th>ANV LTD</th>
<th>Job Costing</th>
<th>TLJCPINT 1.21</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRT# 10</td>
<td>System Information</td>
<td>30/06/91</td>
</tr>
</tbody>
</table>

**GENERAL COMPANY INFORMATION**
- Company initials: HH
- Short Company name: ANVLTD
- Long Company name: ANV COMPANY LIMITED

**CHANGE ORDERS**
- Password: 
- Change order form type: S (Standard – plain paper)

Last update by typist: 1
Date/time of last update: JUL 23, 90 10:11:22

Select: [F1]-Modify  [F5]-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 \texttt{M} for Modify, then type \texttt{I} 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 \texttt{Y} if it is correct or \texttt{N} if you would like to use a different password.

After you have assigned a password, type \texttt{A} then \texttt{Enter} to save the password.

CHANGE ORDER FORM TYPE
The following form types are available:

- standard plain paper
- standard letterhead
- standard preprinted paper
- special preprinted forms

To select one of the following, type \texttt{M} and type \texttt{D} 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 \texttt{A} to save the information.
PURCHASE ORDERS

To select Purchase orders type \[1\] and press \[<-* Enter \]

The screen will appear as follows:

1 Password:  
2 Purchase order form type: S (Standard - plain paper)

Last update by typist: 1  
Date/time of last update: JUL 22, SB 15:14:44

[\[] Select: \[1\]-Modify \[ESQ\]-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.
O  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

#### General Company Information
- **Company initials:** HH
- **Short Company name:** ANYLTD
- **Long Company name:** ANY COMPANY LIMITED

#### Work Reports

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General control information</td>
</tr>
<tr>
<td>2</td>
<td>Cost codes template</td>
</tr>
<tr>
<td>3</td>
<td>Job cost subledger</td>
</tr>
<tr>
<td>4</td>
<td>Projects</td>
</tr>
<tr>
<td>5</td>
<td>Lots</td>
</tr>
<tr>
<td>6</td>
<td>Models</td>
</tr>
<tr>
<td>7</td>
<td>Purchasers</td>
</tr>
<tr>
<td>8</td>
<td>Contracts</td>
</tr>
<tr>
<td>9</td>
<td>Contract subledger</td>
</tr>
<tr>
<td>10</td>
<td>Change orders</td>
</tr>
<tr>
<td>11</td>
<td>Purchase orders</td>
</tr>
<tr>
<td>12</td>
<td>Work reports</td>
</tr>
<tr>
<td>13</td>
<td>Completion slips</td>
</tr>
<tr>
<td>14</td>
<td>Release forms</td>
</tr>
<tr>
<td>15</td>
<td>Special requests</td>
</tr>
<tr>
<td>16</td>
<td>Supplier invoices</td>
</tr>
<tr>
<td>17</td>
<td>Purge control</td>
</tr>
</tbody>
</table>

To select *Work reports* type **12** and press **Enter**

The screen will appear as follows:

#### Work Reports

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Form Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Password</td>
<td>S</td>
</tr>
<tr>
<td>2</td>
<td>Work report form type</td>
<td>S (Standard - plain paper)</td>
</tr>
</tbody>
</table>

Last update by typist: 1
Date/time of last update: JUL 22, 88 15:14:44

([Enter] Select: [Esc]-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:

- G 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.
COMPANY INFORMATION

COMPONENT SLIPS

<table>
<thead>
<tr>
<th>Any LTD</th>
<th>Job Costing</th>
<th>T/JCPINT 1.21</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTS 10</td>
<td>System Information</td>
<td>30/06/91</td>
</tr>
<tr>
<td>Booted drive: P</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GENERAL COMPANY INFORMATION

Company initials: HH
Short Company name: ANVLTD
Long Company name: ANY COMPANY LIMITED

1 General control information
2 Cost codes template
3 Job cost subledger
4 Projects
5 Lots
6 Models
7 Purchasers
8 Contracts
9 Contract subledger
10 Change orders

Enter selection

To select Completion slips type 13 and press Enter

The screen will appear as follows:

<table>
<thead>
<tr>
<th>Any LTD</th>
<th>Job Costing</th>
<th>T/JCPINT 1.21</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTS 10</td>
<td>System Information</td>
<td>30/06/91</td>
</tr>
<tr>
<td>Booted drive: P</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GENERAL COMPANY INFORMATION

Company initials: HH
Short Company name: ANVLTD
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, 15:14:44

**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 T 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.
## COMPANY INFORMATION

### GENERAL COMPANY INFORMATION

**Company initials**: HH

**Short Company name**: ANVLTD

**Long Company name**: ANY COMPANY LIMITED

<table>
<thead>
<tr>
<th>Selection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General control information</td>
</tr>
<tr>
<td>2</td>
<td>Cost codes template</td>
</tr>
<tr>
<td>3</td>
<td>Job cost subledger</td>
</tr>
<tr>
<td>4</td>
<td>Projects</td>
</tr>
<tr>
<td>5</td>
<td>Lots</td>
</tr>
<tr>
<td>6</td>
<td>Models</td>
</tr>
<tr>
<td>7</td>
<td>Purchasers</td>
</tr>
<tr>
<td>8</td>
<td>Contracts</td>
</tr>
<tr>
<td>9</td>
<td>Contract subledger</td>
</tr>
<tr>
<td>10</td>
<td>Change orders</td>
</tr>
<tr>
<td>11</td>
<td>Purchase orders</td>
</tr>
<tr>
<td>12</td>
<td>Work reports</td>
</tr>
<tr>
<td>13</td>
<td>Completion slips</td>
</tr>
<tr>
<td>14</td>
<td>Release forms</td>
</tr>
<tr>
<td>15</td>
<td>Special requests</td>
</tr>
<tr>
<td>16</td>
<td>Supplier invoices</td>
</tr>
<tr>
<td>17</td>
<td>Purge control</td>
</tr>
</tbody>
</table>

This selection is not implemented at the present time.
## SPECIAL REQUESTS

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General control information</td>
<td>11</td>
</tr>
<tr>
<td>2</td>
<td>Cost codes template</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>Job cost subledger</td>
<td>13</td>
</tr>
<tr>
<td>4</td>
<td>Projects</td>
<td>14</td>
</tr>
<tr>
<td>5</td>
<td>Lots</td>
<td>15</td>
</tr>
<tr>
<td>6</td>
<td>Models</td>
<td>16</td>
</tr>
<tr>
<td>7</td>
<td>Purchasers</td>
<td>17</td>
</tr>
<tr>
<td>8</td>
<td>Contracts</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Contract subledger</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Change orders</td>
<td></td>
</tr>
</tbody>
</table>

*This selection is not implemented at the present time.*
**SUPPLIER INVOICES**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General control info</td>
</tr>
<tr>
<td>2</td>
<td>Cost codes template</td>
</tr>
<tr>
<td>3</td>
<td>Job cost subledger</td>
</tr>
<tr>
<td>4</td>
<td>Projects</td>
</tr>
<tr>
<td>5</td>
<td>Lots</td>
</tr>
<tr>
<td>6</td>
<td>Models</td>
</tr>
<tr>
<td>7</td>
<td>Purchasers</td>
</tr>
<tr>
<td>8</td>
<td>Contracts</td>
</tr>
<tr>
<td>9</td>
<td>Contract subledger</td>
</tr>
<tr>
<td>10</td>
<td>Change orders</td>
</tr>
</tbody>
</table>

To select Supplier invoices type **6** and press **Enter**

The screen will appear as follows:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Password</td>
</tr>
<tr>
<td>2</td>
<td>Invoice form type</td>
</tr>
</tbody>
</table>

Last update by typist: 1
Date/time of last update: JUL 22, 88  15:14:44

[Q] Select: [M]odify  [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

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General control information</td>
<td>11 Purchase orders</td>
</tr>
<tr>
<td>2 Cost codes template</td>
<td>12 Work reports</td>
</tr>
<tr>
<td>3 Job cost subledger</td>
<td>13 Completion slips</td>
</tr>
<tr>
<td>4 Projects</td>
<td>14 Release forms</td>
</tr>
<tr>
<td>5 Lots</td>
<td>15 Special requests</td>
</tr>
<tr>
<td>6 Models</td>
<td>16 Supplier invoices</td>
</tr>
<tr>
<td>7 Purchasers</td>
<td>17 Purge control</td>
</tr>
<tr>
<td>8 Contracts</td>
<td></td>
</tr>
<tr>
<td>9 Contract subledger</td>
<td></td>
</tr>
<tr>
<td>10 Change orders</td>
<td></td>
</tr>
</tbody>
</table>

To select Purge Control type [17] and press [Enter]

The screen will appear as follows:
PURGE CONTROL

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 P 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.
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:

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:

1 Company number:
2 Long Company name:
3 Short Company name:
4 Company initials:
5 Holding Company initials:
6 Affiliated companies:
7 Last month closed date:
8 GST registration number:
9 Home directory:
10 Export directory:

[ ] Select: [F1]-Add [F2]-Display [F4]-List [F5]-Exit
COMPANY SETUP

The functions available are as follows:

- Add a new company
- Display a company's information
- List all companies
- 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 AB 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 HC 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 I-Enter to exit from the Company Setup and Information Menu.

**HOME DIRECTORY**
Enter the directory that contains the Construction Accounting files. If you press I-Enter the directory that you are in will be the default.

The following screen will appear:

```
  FOLLYHATIC COMPUTER CORPORATION

  1: Sign on to Existing Companies
  2: Initialize a New Company
  3: Exit to Operating System

Use scroll keys [Selection] [Help] [ESC]-exit

Type 1 to sign on to the company which you just set up.
```
The following screen will appear:

```
POLYMATHIC COMPUTER CORPORATION 3.04
JUNE 9, 1994  SIGNON PROCESSING  Crt # 0
09:44:25
Typist # :
Last signon date: Last month closed:
Company :
Last year end :
Booted drive: P:\DEMO\HH Prior year status:
```

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.

```
MANUAL MENU
MASTER 3.16
Sun JUN 30/91 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:

```
GNY LTD  CONSTRUCTION ACCOUNTING  TLJCP001  1.5
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.

To select Print Reports type 10, and press Enter.
The screen will appear as follows:

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

Q Query | S Status | E 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:

<table>
<thead>
<tr>
<th>Report name</th>
<th>copy D/R page</th>
<th>Start</th>
<th>Status</th>
<th>Copy Page Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEQUE PRINT SETUP (HP LASER)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEQUE PRINT SETUP CODES EPSOM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP-LJ2 66 LINES/PAGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PURCHASE JOURNAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PURCHASE JOURNAL - GST -Let</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASH DISBURSEMENTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/P CHEQUE LINEUP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/P OPEN ITEMS - NARROW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/P AGED TRIAL BALANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/P DETAILED AGED T/B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/P DEBIT AGED LIST</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FUTURE DATED CHEQUES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FUTURE DATED PAID INVOICES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUSTOMER FAX NUMBER EXCEPTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALES JOURNAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

F-print D-delete S-start printing Z-zoom F-functions T-scroll E-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 Q on the highlighted report which you wish to print. If you wish to accept the system to defaults of Q for number of copies, 0 for delete report after printing, and Q 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 deleted or kept after printing. To delete the report after printing press Enter to accept system default. To keep the report after printing type X 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 D to start printing the desired reports.
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
- **T** moves highlight up one line allowing you to scroll through the reports
- **B** 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:

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:

The printer selection area lets you switch between dot matrix and laser printers, send commands to your printer and change the output device.

FUNCTION KEYS AND PRINT COMMANDS 12-5
If you a Laser printer selected, the following screen will appear:

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>copy D/K page</th>
<th>Status</th>
<th>Copy Page Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1P-LJ2 SMALL PRINT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRINTER SELECTION**

<table>
<thead>
<tr>
<th>Print Device</th>
<th>Printer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPT1</td>
<td>LASER</td>
<td>NOT AVAILABLE</td>
</tr>
</tbody>
</table>

**FUNCTION KEYS AND PRINT COMMANDS**

<table>
<thead>
<tr>
<th>F2 Change Device</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>copy D/K page</th>
<th>Status</th>
<th>Copy Page Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1P-LJ2 SMALL PRINT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRINTER SELECTION**

<table>
<thead>
<tr>
<th>Print Device</th>
<th>Printer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPT1</td>
<td>LASER</td>
<td>NOT AVAILABLE</td>
</tr>
</tbody>
</table>

**FUNCTION KEYS AND PRINT COMMANDS**

<table>
<thead>
<tr>
<th>F2 Change Device</th>
</tr>
</thead>
</table>

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:

```
1  Sign on to Existing Companies
2  Initialize a New Company
3  Exit to Operating System
```

Use scroll keys ↑ ↓  Selection  Help  Exit

Type 1 to sign on to an existing company.

The following screen will appear:

```
POLYMATHIC COMPUTER CORPORATION

1  User Number : 
2  Password : 
3  Company : 
```

Enter  [Typist number]  Help  Exit to operating system  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:

```
POLYMATHIC COMPUTER CORPORATION 3.04
June 9, 1994 SIGNON PROCESSING Crt # 0
9:53:28
Typist #: 9 SHAUNA REDMOND
Last signon date: JUN 30/91 Last month closed: MAY/91
Company: ANVLTD (HH: #1) Last year end: DEC 31/89
Booted drive: F:\DEMDEV
Prior year status: CLOSED
```

```
AAAAAA N M N Y L LLL TTTTT DDDDD
A A NN N Y L L L TTT T D D
A A NN N Y L L L TTT T D D
AAAAAA N N N Y L L L TTT T D D
A A NN N Y L L L TTT T D D
A A NN N Y L L L TTT T D D
A A NN N Y L L L TTT T D D
```

```
PROCESSING DATE : 30/6/91 (JUN 30/91)
```

Select: Start Modify Cancel Exit \$/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:

```
CNYLTD MAIN MENU MASTER 3.15

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 1 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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  Company information ................................. 10-6
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Purchase Order Master
<table>
<thead>
<tr>
<th>Feature</th>
<th>Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance and inquiry</td>
<td>8-51</td>
</tr>
<tr>
<td>Purchase Order Number</td>
<td>5-8</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td></td>
</tr>
<tr>
<td>Company information</td>
<td>10-18</td>
</tr>
<tr>
<td>Daily processing</td>
<td>5-7</td>
</tr>
<tr>
<td>Reports</td>
<td>7-38</td>
</tr>
<tr>
<td>Purchaser Accounting</td>
<td></td>
</tr>
<tr>
<td>Purchaser reports</td>
<td>7-22</td>
</tr>
<tr>
<td>Purchaser Address</td>
<td></td>
</tr>
<tr>
<td>Add purchaser</td>
<td>8-18</td>
</tr>
<tr>
<td>Purchaser Code</td>
<td></td>
</tr>
<tr>
<td>Add purchaser</td>
<td>8-18</td>
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<tr>
<td>Purchaser Master Log</td>
<td></td>
</tr>
<tr>
<td>Purchaser reports</td>
<td>7-24</td>
</tr>
<tr>
<td>Purchaser Name And Address</td>
<td></td>
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<tr>
<td>Purchaser reports</td>
<td>7-23</td>
</tr>
<tr>
<td>Purchaser Order Date</td>
<td></td>
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<tr>
<td>New purchase order</td>
<td>5-8</td>
</tr>
<tr>
<td>Purchaser's Home Phone Number</td>
<td></td>
</tr>
<tr>
<td>Add purchaser</td>
<td>8-19</td>
</tr>
<tr>
<td>Purchasers</td>
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<tr>
<td>Company information</td>
<td>10-12</td>
</tr>
<tr>
<td>Reports</td>
<td>7-22</td>
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<tr>
<td>Purge Control</td>
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<tr>
<td>Company information</td>
<td>10-28</td>
</tr>
<tr>
<td>Record Selection</td>
<td></td>
</tr>
<tr>
<td>Job cost codes</td>
<td>7-3</td>
</tr>
<tr>
<td>Registered Plan Number</td>
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<tr>
<td>Add lot 8-8</td>
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<tr>
<td>Regular Deposits</td>
<td></td>
</tr>
<tr>
<td>Add purchaser</td>
<td>8-20</td>
</tr>
<tr>
<td>Release For Sale Date</td>
<td></td>
</tr>
<tr>
<td>Add lot 8-10</td>
<td></td>
</tr>
<tr>
<td>Release Forms</td>
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<tr>
<td>Company information</td>
<td>10-24</td>
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<td>Report Type</td>
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<tr>
<td>Job cost codes</td>
<td>7-2</td>
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<td>Reports</td>
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<tr>
<td>Construction accounting</td>
<td>7-1</td>
</tr>
<tr>
<td>Retainage Amount</td>
<td></td>
</tr>
<tr>
<td>Contract master</td>
<td>8-28</td>
</tr>
<tr>
<td>Retainage Percent</td>
<td></td>
</tr>
<tr>
<td>Contract master</td>
<td>8-28</td>
</tr>
<tr>
<td>Revised Amount</td>
<td></td>
</tr>
<tr>
<td>Contract master</td>
<td>8-28</td>
</tr>
<tr>
<td>Revision 1</td>
<td></td>
</tr>
<tr>
<td>Budger master</td>
<td>8-47</td>
</tr>
<tr>
<td>Revision 2</td>
<td></td>
</tr>
<tr>
<td>Budger master</td>
<td>8-47</td>
</tr>
<tr>
<td>Revision Number</td>
<td></td>
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</tbody>
</table>
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