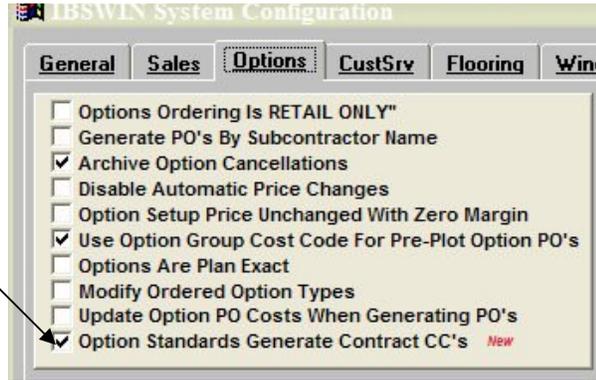
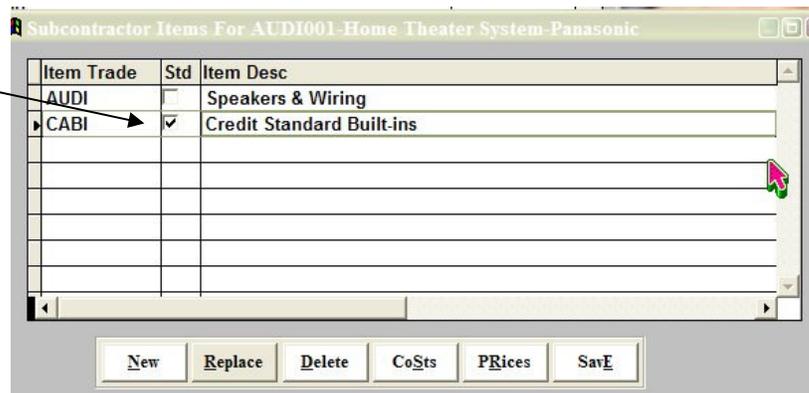


Change orders to standard contracts can be automatically generated from selected options when they are upgrades to standards offered by the home builder. There are 3 requirements to do this.

1. You must be using the 'Purchasing' module.
2. You must authorize the Options Module to perform this task. This is accomplished in Setup/Company Config/Options:



3. You must indicate which option items are potential changes to standard contracts. This is done in the options setup/Items screen by selecting the appropriate item that will create the change order to the standard contract:



IBSWIN will track contracts generated by users that are using the 'Purchasing' module, by subcontractor and trade. These contracts will be used to generate change orders when upgrade options are selected and PO's are generated.

When generating PO's for upgrade options with trade items designated as standard adjustments, a contract change order will be generated instead of a PO for those items and a separate 'Auto Change Order' report will be generated along with your PO's.

During PO generation, if it is found that another user is in the contracts for the subcontractor that potentially qualifies for this upgrade change order, a PO will be generated instead. This is because the next available change order number cannot be accurately determined. Obviously, if no contract has been generated, a PO will be issued instead.

Similarly, if an upgrade option is cancelled (an option whose PO's have previously be generated), reversing change orders will be generated for those option items in which changes orders had previously been generated. Again, if another user is in the subcontractors' contracts at the time of cancellation, no change order will be generated and the user will be given the opportunity to generate a report regarding this anomaly. This report can be used to go back to purchasing and make necessary adjustments to the standard contract.