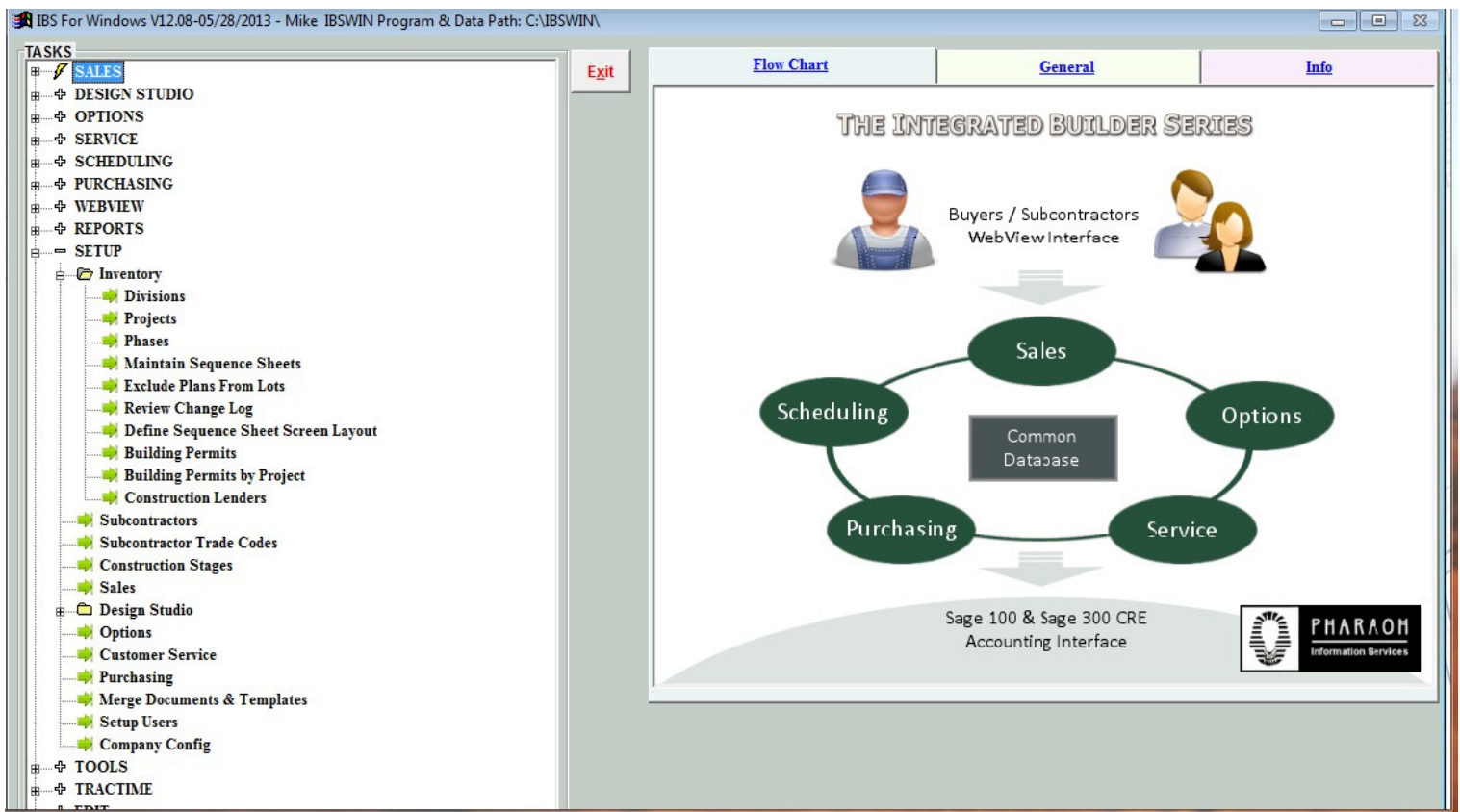


# *Purchasing Power* for *IBSWIN* (Version 12.XX)

## Expanded User Guide



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***IBSWIN – Purchasing Power Plus User Guide***

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Document No. IBS-8.7-061299-CS

Printed and bound in the United States of America

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## Introduction

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**Purchasing Power** provides your purchasing department with all the tools they need to fully automate contract bidding, awarding, and purchase order preparation including contract preparation and the printing of all necessary reports and documents. Since it links with the other IBSWIN modules, it shares the common subcontractor, project, phase, and lot information. It provides a simple electronic interface to your favorite construction accounting software to eliminate redundant data entry. Give your purchasing department the power!

### PURCHASING POWER FLOWCHART



### Subcontractor Information

---

Provides master database with all pertinent information on each of the subcontractors and suppliers that you order from.

### Specify the Subcontractors by Phase

---

Allows an easy way of specifying the subcontractors that will be used from the master list of a specific project/phase.

### Prepares off-site contracts

---

Simple entry of line by line off-site type contracts and change orders. Provides a simple one-screen history of all the contracts issued to each sub.

## **Automated on-site Type Contracts**

---

By entering the bid cost per plan from a specific subcontractor the system will automatically "spread" the cost to each lot and pay point. Saves time and errors.

Print contract turn-around documents with each lot and pay points.

## **Generate, Print, & Edit Option Purchase Orders**

---

Simple interface to Options Plus allows purchasing to view the option orders and generate necessary purchasing reports.

## **Create and Print other Purchase Orders**

---

Provides a very simple tool for purchasing to generate and print additional purchase orders.

## **Automatic Contract Merge with Microsoft Word**

---

Allows you to easily insert contract information with boilerplate documents prepared in Microsoft Word.

## **Available Commitment Reports**

---

Contracts, change orders, and purchase orders summarized by project/phase.

Purchase order detail by lot.

Commitment detail by subcontractor.

## **Automated Data Interface to Construction Accounting**

---

Currently IBSWIN has interfaces with BudgeTrac and Sage 300.

## Purchasing Power Set-Up



The **Purchasing Power** module is designed to automate every aspect of your purchasing department.

By starting with entering your budgets, *IBSWIN* allows you to enter and compare subcontractor bids. It also provides a simple way of generating *Offsite Contracts* (non-lot specific), *Onsite Contracts* (lot specific), *Option Purchase Orders*, and other work orders. It has a simple link to

**Microsoft Word** allowing you to easily generate your *boilerplate* contract agreements without having to manually re-type the Agreements that you already have setup. In addition, **Purchasing Power** provides simple and concise commitment and purchase order reporting.

As with the other *IBSWIN* modules you will have to set-up your *Inventory* (Projects, Phases, and Sequence Sheets) and Subcontractor information before entering contracts. Refer to the appropriate section(s) in the *General Setup and Configuration User Guide* for assistance. Below you will find the additional set-up requirements for Purchasing Power.

### Indirect/Offsite Contract Categories

This screen, found under **Setup: Purchasing: Indirect/Offsite Contract Categories**, allows you to setup general descriptions for offsite contract types, such as *Curbs & Gutters*.

Since these type of contracts potentially have multiple line items assigned to various accounting cost codes, these categories allow you to group your contract line items together to be able to create your contract more easily.

Using the **Detail Items** button, as explained on the next page, will help you create a master budget, a bidding template for your subcontractors, and allow you to save a lot of data entry time when working with offsite contracts.

 A screenshot of the 'Indirect/Offsite Contract Categories' screen. It features a table with two columns: 'Code' and 'Description'. The table contains the following entries:
 

Code	Description
AGNFEE	AGENCY FEES-DETERMINED BY JOB
ANWCA	A NEW CATEGORY
BONDS	BONDS
CATV	CATV CHARGES
CDEMRL	CLEARING DEMO RELOCATION
CIVLEN	CIVIL ENGINEERING FEES
CNSTWA	CONSTRUCTION WATER
CURBGT	CURB AND GUTTER
ELEDEP	ELECTRIC DEPOSITS
EROCNT	EROSION AND DUST CONTROL
FLATLN	FLAT LANDSCAPING
GASDEP	GAS DEPOSIT
GRADNG	GRADING
INDALL	INDIRECT ALLOCATIONS
LANCSA	LANDSCAPING-Slopes CSA
LANGEN	LANDSCAPING-General Landscaping:Non HOA CSA
LANHOA	LANDSCAPING-Slopes HOA
OTCNLS	OTHER CONSULTANTS

 At the bottom of the screen, there are six buttons: Save, New, Delete, Detail Items, Print, and Exit.

### Adding detail items (creating bidding templates)

Using the **Detail Items** button, found in the indirect/offsite categories screen, allows you to create a predefined list of line items for that contract type. These will display as a dropdown list in the offsite section of **Purchasing Power** to help save data entry time and to also help with creating a budget and/or bidding template.

Begin by inputting all the detailed line items that are normally associated with that contract type. The items entered here should include anything that would normally be bid on in any given project. You are doing nothing more than creating a master list of items.

For each detail item, you can assign the **Trade** (or cost code), add the **Unit of Measurement**, the **Item Description**, and the **Unit Price** (which can be the average cost or regular of that item - *if applicable*). The **Notes** button allow you to input and extended description if the main description line is not long enough.

**Offsite Category Detail Items**

**Category:** CIVIL ENGINEERING FEES

Trade	Description	Unit of Measure	Item Description	Unit Price	Notes
CIVIL	CIVIL ENGINEERS	LS	PRELIMINARY PLANNING ALLOWANCE:	4.000	Notes
CIVIL	CIVIL ENGINEERS	DU	PRELIMINARY ENGINEERING	310.000	Notes
CIVIL	CIVIL ENGINEERS	DU	PRELIMINARY SUBDIVISION MAPS	35.000	Notes
CIVIL	CIVIL ENGINEERS	DU	CIVIL ENGINEERING ROUGH GRADING PLAN	400.000	Notes
CIVIL	CIVIL ENGINEERS	DU	FINAL ENGINEERING:Steel Storm Water Sewer	2.000	Notes
CIVIL	CIVIL ENGINEERS	DU	CONSTRUCTION SURVEYING (field only)	900.000	Notes
CIVIL	CIVIL ENGINEERS	EA	STAKING ADDENDUMS	300.000	Notes
CIVIL	CIVIL ENGINEERS	DU	PLOT AND PRECISE GRADING PLANS / EXHIBITS	475.000	Notes
CIVIL	CIVIL ENGINEERS	DU	LANDSCAPE ARCHITECT	300.000	Notes
CIVIL	CIVIL ENGINEERS	DU	ARCHITECTURAL REVIEW PLOT PLANS	100.000	Notes
CIVIL	CIVIL ENGINEERS	DU	SETTLEMENT MONITORING/REMEDIAL SURVEYS	100.000	Notes
CIVIL	CIVIL ENGINEERS	DU	DRY UTILITY DESIGN	75.000	Notes
CIVIL	CIVIL ENGINEERS	DU	SPECIAL DESIGNS	0.000	Notes
		DU	TRACT WALL DESIGN	0.550	Notes

**Please Note:** Each of these fields for each line can be changed at anytime within the **Purchasing Power** module. Inputting in this screen strictly serves to save you input time when creating your budgets, bidding templates, or contracts.

### Select Onsite/Offsite Trade Codes

Found under **Setup: Purchasing: Select Onsite/Offsite Trade Codes**, this screen allows you to tell IBSWIN which trades are onsite or offsite so that it can display a shortlist of trades in the applicable sections of **Purchasing Power**, including some of the **Budget** reports.

It is important that your trade list is entered completely, and correctly, before using this screen to ensure that no trades or cost codes are missed. *For more information about set-up trade and cost codes, please refer to the General Set-up and Configuration User Guide.*

**Designate Onsite Budget/Offsite Trade Codes**

Trade Description	Code	Gen. Code	BaseH Code	Onsite Budget	Offsite
APPLIANCE-GE	APPGE	40136	840136	<input type="checkbox"/>	<input type="checkbox"/>
APPLIANCES	APPL	40135	840135	<input checked="" type="checkbox"/>	<input type="checkbox"/>
APPLIANCE CREDIT	APPLD	40133	840133	<input type="checkbox"/>	<input type="checkbox"/>
ARCHITECT	ARCH	30120	830120	<input type="checkbox"/>	<input type="checkbox"/>
AUDIO SYSTEMS	AUDI	40165	840165	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CABINETS	CABI	40210	840210	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CARPENTRY-FINISH	CARF	40115	840115	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CARPET UPGRADES	CARP	40235	840235	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CARPENTRY-ROUGH	CARR	40117	840117	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CERAMIC TILE	CERA	40238	840238	<input type="checkbox"/>	<input type="checkbox"/>
CIVIL ENGINEERS	CIVIL	30125	830125	<input type="checkbox"/>	<input type="checkbox"/>
CLEAN UP - FINAL	CLEA	40310	840310	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CLEAN UP - ROUGH FINISH	CLER	40155	840155	<input type="checkbox"/>	<input type="checkbox"/>
CLOSET SHELVING	CLOS	40120	840120	<input type="checkbox"/>	<input type="checkbox"/>
CONCRETE FOUNDATION/SLAB	CONC	40010	840010	<input checked="" type="checkbox"/>	<input type="checkbox"/>



The **Print** function allows you to print, or export to excel, a comprehensive list of all trades, there associated cost codes, and contract pay points (spread percentages and descriptions) sorted and filtered in various ways depending on the options you select.

## Preliminary Change Order Origins (PCO) (*Offsite*)

This is a simple screen that allows you to input where various **Offsite Change Orders** can come from (or originate). For instance: Architect, General Contractor, etc.

It simply becomes a drop down that can be selected in the offsite contracts section of Purchasing power and is used for tracking and categorization purposes for change orders.

(Please see page 17 for more information)

Origin	Description
AR	Architect
GC	General Contractor
HB	Homebuyer
OT	Other

New Delete Exit

## Subcontractor Pay Points/Contract Spread

There are two-ways of entering **Pay Points** or **Contract Spread** percentages and descriptions. One is at the **Cost Code/Trade** level, and the other is at the **Subcontractor** level. Generally, entering them at the trade level is adequate, but in some cases you may have negotiated a different payment spread with a specific subcontractor. In that case, any pay points entered at the subcontractor level, will always override the trade level.

To set-up your pay points, you will need to make sure that all the necessary trades are setup for the contracts you are issuing, along with the respective subcontractors entered in full. *For more information please refer to the General Setup & Configuration User Guide.*

Inactive	Taxable	Code	Description	Option Incentive	Option Cost Code	Base Cost Code	Other Cost Code	Pay Point 1
<input type="checkbox"/>	<input type="checkbox"/>	APPGE	APPLIANCE-GE	<input type="checkbox"/>	590	367		Install
<input type="checkbox"/>	<input type="checkbox"/>	APPL	APPLIANCE	<input type="checkbox"/>	O590	D590		Install
<input type="checkbox"/>	<input type="checkbox"/>	APPLD	APPLIANCE CREDIT	<input type="checkbox"/>	O591	591		
<input type="checkbox"/>	<input type="checkbox"/>	ARCH	ARCHITECT	<input type="checkbox"/>	140	140		Upon Comp
<input type="checkbox"/>	<input type="checkbox"/>	AUDI	AUDIO SYSTEMS	<input type="checkbox"/>	600	600		Pre-Wire
<input type="checkbox"/>	<input type="checkbox"/>	CABI	CABINETS	<input type="checkbox"/>	675	575		Install
<input type="checkbox"/>	<input type="checkbox"/>	CARF	CARPENTRY-FINISH	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	CARP	CARPET UPGRADES	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	CARR	CARPENTRY-ROUGH	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	CERA	CERAMIC TILE	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	CIVIL	CIVIL ENGINEERS	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	CLEA	CLEAN UP - FINAL	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	CLER	CLEAN UP - ROUGH FINISH	<input type="checkbox"/>				

Contract Spread Wrap Insurance New

	Percent	Description
Pay Point 1	90.00	Install
Pay Point 2	10.00	Retention
Pay Point 3	0.00	
Pay Point 4	0.00	
Pay Point 5	0.00	
Total %	100.0	

OK

\* Descriptions are limited to 25 characters. A 'space' in any of the characters 11 - 15 will create two lines on some reports. (Default reports only)

**Important:** Due to space restrictions in some reports pay point descriptions are limited to 25 characters. By entering a space in any of the characters 11-15 will create a line break so that they do not get cut off.

### Setting up general Trade specific Pay Points (Onsite Only)

If you go to **Setup: Subcontractor Trade Codes**, you are able to enter the pay points and descriptions via the **Contract Spread** button located on the bottom left of the screen (see picture on previous page). Then simply enter up to 5 percentage amounts totaling 100% and the applicable descriptions. These will be used to *spread* the contract amounts to each of the lots and *pay points*. There will be more detail on this subject later in the user guide.

### Setting up Subcontractor specific Pay Points (Onsite and Offsite)

In addition to inputting the basic information for a subcontractor, you are also able to add pay points with descriptions (for each trade code assigned to the subcontractor) which overrides the generic trade level pay points or contract spread. This is ideal if you have negotiated a unique pay structure with a specific subcontractor who works in a trade that usually has a generic pay structure associated with it.

Simply go to **Setup: Subcontractors** and select the **Contract Spread** button. When you do, it will open an window listing all the trades assigned to that Subcontractor. Just select the trade you wish to input the Pay Points for and it will override anything entered at the trade level.

**Please Note:** For offsite contracts our system will always default to 100% for payment spreads. If there is a case where you do need to input contract spread percentages for an offsite contract, you will need to do it at the subcontractor level. If all you have is a retention % then you are able to enter that in a separate field located below the **Contract Spread Descriptions** without needing to setup the main pay point.

## Bidding by Project - Creating a Bid Master Phase

Phases For San Juan Villas		
Bid Master	Phase No	Phase Nm
<input type="checkbox"/>	01	SanJuane-Phase01
<input type="checkbox"/>	02	SanJuane-Phase02
<input checked="" type="checkbox"/>	SJV00	SanJuane Bid Master

**IBSWIN** allows you to create what is known as a master phase for onsite budgeting and bidding. What this allows you to do is to enter your budget and bids for the entire project, rather than phase by phase, and for all plan elevation combinations and then copy them to each phase individually.

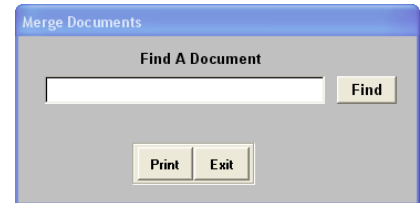
This is especially useful if your subcontractors bid for all plan elevation combinations which is usually the case. This will allow you award bids from the **Bid Master Phase** (which also has your **Master budget**) from one location to each phase as necessary, and to track any cost increases as well. (see page 12 for more information).

To create a **Bid Master Phase** you will need to follow the standard procedure for setting up normal construction phases under **Setup: Inventory: Phases**. The main difference is that when you setup a **Bid Master Phase** that this phase will be checked-off as a **Bid Master** and should be given a unique name to identify its purpose (as per picture).

## Creating Contract Merge Documents

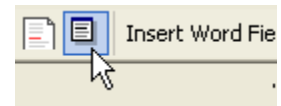
In *Purchasing Power* you can use your existing contract documents or subcontractor letters (that are created in Microsoft Word) to merge contact/subcontractor information from *IBSWIN* directly into them, with a click of a button. By simply inserting the relevant merge fields from within Word you can create a generic merge template for each type of document. Each time you print your template from within our system any personalized information (e.g. recipient name, contact details, contract amounts, etc) will be inserted automatically from *Purchasing Power*.

To create a merge (letter/contract) template you will need to have either an existing letter or document (created in Word). To insert the merge fields to be populated by *Purchasing Power* start by selecting **Setup: Merge Documents & Templates** and then select the type of document you are creating. Using the **Find** button, you will then browse and select the Word document you wish to modify (or want to insert merge fields into) and select **Print**. Word will then open twice.



The first instance of Word will open your letter as a template and the second will attempt to generate a customized document (called Form Letter 1). As we are not generating any letters, nothing noticeable will happen, and you can just ignore (or close) the form letter. However, when viewing your template (the first document that opened), you will see a new menu/toolbar that is now available to you in Word.

This toolbar will assist you in inserting your merge fields. Use the **Insert Merge Fields** button which, depending on your version of Word, will appear as either a small icon (see right), or a button visibly named **Insert Merge Fields**. Generally it will be located immediately to the left of the **Insert Word Fields** button which is used to insert default Word fields. For instance, if you wanted to insert the today's date you would use this button instead.



When you select the **Insert Merge Fields** button, a list of all the merge fields available (from *IBSWIN*) will appear ready to be inserted into your template document or letter. This is as simple as pointing your cursor to a specific location in your document where you would like your merge field to be inserted, press the **Insert Merge Fields** button, and select the field you want. A special place holder will be inserted into your document which will automatically be filled in with your data when you generate your document. Keep inserting as many merge fields as you need and then save this new merge document template for future use. (Examples of merge templates can be found directly in the *IBSWIN* folder).

The specific screens for generating your contract documents or letters are addressed later in this User Guide under the *Create a Contract* sections for either *Onsite* or *Offsite* contracts. Once you have selected your document to be generated, and selected print, similar to above when creating your template, Word will open twice. The first instance, is your merge document template, and the second will be your newly generated contract document or letter with all of your merge fields populated from *IBSWIN*. From Word you can then print your document or letter(s). If need be, you can edit or customize your letters or contract before printing, just like you would a normal document.

## Offsite Bidding & Contracts



These are non-lot specific contracts that are linear in nature. An example of an offsite type contract would be for either engineering or grading that is required to prepare the land for construction.

The Purchasing Power Offsite Contracts section of IBSWIN is broken down into 3 main sections: **Budgeting**, **Subcontractor Bid Entry**, and **Create a Contract**.

If you do not wish to do bidding, then you can easily just go straight to the contracting section (page 15).

However, if you are wanting to track, and create bidding templates, for your offsite or indirect contracts then you must first setup your budget, which will basically become your bidding template.

### Offsite Budgeting (*Creating a Bid Template*)

To do any form of offsite bidding you must first enter your **Budget Line Items**. The budget will not only provide a point of reference from which to compare bids with your budgetary requirements, but it will also serve to create a standardized bidding template for each of your subcontractors so that you can easily compare bids and line items costs.

There are two ways of accessing the budget screen. One is via the **Purchasing: Offsite Contracts: Budgeting**, or via the main **Subcontractor Bid Entry** screen using the **Budget** button (lower left corner).

If you go via the main menu, you will be given the option to **Import Budgets** using an **Excel Spreadsheet**. The formatting required will be displayed on the import screen. Otherwise, just select **Add/Update Budgets** to select your indirect/offsite phase to enter the main offsite budget screen (pictured right).

Select **New** to create a new budget entry. The **Budget Date** column will default to today's date, and can be overwritten. The **Budget Total** will appear as zero. Enter any **Comments/Descriptions** you desire. A **Notes** field is provided for any additional information you wish to enter. Select **Detail** to enter the detail screen where you will be able to enter the **Budget Line Items**.

The **Budget Detail Entry** screen is pictured below. Each line item contains the following specific information: **Item#**, **Trade Code**, **Cost Code** (linked to the trade code), **Quantity**, **Unit** (e.g. hrs, bags, boxes, lbs, etc.), **Item Description**, **Unit Cost**, **Total Cost** (automatically calculated), **Notes** (for more detailed explanation or description), **Item Date** (defaults to today's date but can be changed), and **Export Date** (which is automatically filled in after the contract is exported to an accounting system).

To enter each item, select **New** and then click on the **Item Description** column. If you have set-up your **Offsite Detail Line Items** (see page 8) correctly, a drop down will show listing the items in your pre-defined list, from which you can select the appropriate item. Then continue adding as many items as necessary to your budget for this particular contract.

**Indirect / Offsite Budget Detail**  
CIVIL ENGINEERING FEES

Div: 01 Pharaoh Homes - SoCal  
Project: S02 San Juan Villas  
Phase: SJV00 ASanJuan-Phase00-Offsites

Revision:

Total Items: 78,177.50

Item#	Trade	Cost_Cd	Quantity	Unit	Item Description	Unit Cost	Total Cost	Notes	Item Date	Export Date
001	CIVIL	130	25.000	DU	PRELIMINARY ENGINEERING	310.000	7,750.00		12/21/2006	/ /
002	CIVIL	130	10.000	DU	PRELIMINARY SUBDIVISION MAPS	35.000	350.00		12/21/2006	/ /
003	CIVIL	130	10.000	EA	STAKING ADDENDUMS	300.000	3,000.00		02/01/2007	/ /
004	CIVIL	130	50.000	DU	PRELIMINARY ENGINEERING	310.000	15,500.00		06/06/2007	/ /
005	CIVIL	130	100.000	EA	STAKING ADDENDUMS	300.000	30,000.00		07/18/2007	/ /
006	CIVIL	130	50.000	DU	TRACT WALL DESIGN	0.550	27.50		07/19/2007	/ /
007	CIVIL	130	1000.000	DU	STREET LIGHTS	0.850	850.00		11/01/2007	/ /
008	CIVIL	130	30.000	DU	PRELIMINARY ENGINEERING	310.000	9,300.00		12/04/2007	/ /
009	CIVIL	130	3.000	DU	CONSTRUCTION SURVEYING (field c	900.000	2,700.00		01/08/2008	/ /

Notes Mode New Delete Exit

**Please Note:** Any item that you select from the predefined list can be changed, updated, and modified in this screen and made unique to this budget or project. The predefined list is only there to help save time.

After the budget line items have been entered you can hit the **Save** button to exit.

The **Revision** button, in the main budget screen, will automatically duplicate the selected budget with zero cost. The **Rev#** column will reflect the next consecutive revision number for that budget. You will now be able to enter the additional costs for this new budget.

The Print button will allow you to print our one of three reports. The actual **Budget**, a **Bid Request** form, and a **Budget Comparison** report, each with their own filters and options, including exporting to excel.

The **Copy** function will allow you to copy your budget to other projects/phases.

## Subcontractor Bid Entry

After choosing **Purchasing: Offsite Contracts: Subcontractor Bid Entry**, you will be asked to select your offsite phase and the **Indirect/Offsite Contract Category** that you are entering your bids for.

Select the from the drop down menu, for the man budget screen pictured on the following page to appear. It displays the summary record for bids that were previously entered for each subcontractor. **Before you can enter any bids you must first enter a budget. See previous section for details)**

## Entering an Offsite Bid

Select **New** to enter a new bid. A new line item entry will be created. The **Bid Date** will automatically default to today's date, (which can be overwritten), and the **Total Bid** will be zero. Then select the **Subcontractor** from the dropdown list. You are now ready to enter the costs (as per the subcontractors bid). This is done in the **Budget Detail** screen (below), which you can access by selecting the **Detail** button.

A window will open listing your predefined **Budget Line Items**. Enter the cost details as per your subcontractors bid. All fields in this screen can be changed as desired, however, new line items *cannot* be added. This can only be done from within the **Budget** screen.

The **Detail** button allows you to see the detail line items supporting a bid, and allows you to make any changes if necessary to existing entries. If a bid has been **Awarded** then it will display in red in the main bid screen. An awarded bid will automatically create a contract record for that subcontractor.

After the costs have been entered select **Save** and exit this screen to return to the main **Bid Entry** screen.

*Definitions of the buttons from the Offsite Bid Entry screen are:*

<b>Save</b>	Save your entry and return to the main menu.
<b>New</b>	Select this to enter a new bid.
<b>Revision</b>	Enter a revision to an existing bid.
<b>Detail</b>	Allows you to enter the detail line item information for a specific bid.
<b>Award</b>	To award and finalize bid selection for a subcontractor. This automatically creates a contract record and will assign the next available contract number. You can override this with another contract number desired.
<b>Delete</b>	Deletes the selected or highlighted bid entry for a sub.
<b>Print</b>	Allows you to either display or print a Bid Comparison report for selected bids.
<b>Exit</b>	Exits the bid screen and returns you to the main menu without saving.



## Creating Offsite Contracts

Upon awarding a bid, you can proceed to **Purchasing: Offsite Contracts: Create a Contract** to finish the contract set-up and preparation. You will initially be asked to choose the **Subcontractor** that you would like to create the contract for and then the main **Offsite Contracts** screen will. Inside you will see it displaying a summary line for each contract and/or change order for this subcontractor.

**Please Note:** If a bid was awarded during the bidding process it will already appear in this screen with all the detailed line items so all you have to do is verify the amount and generate your contract documents.

### Creating a Contract without Bidding

Or, if you do not use the bidding system, you can simple create a new contract by selecting **New**. This will display small a window with the next sequential contract number in the system. If you already have a number assigned you can enter it here. Select the **Add** button to proceed.

When the new contract entry is created the **Date** column will default to today. This can be changed. Then select the **Phase** for this contract followed by the **Detail** button to open the **Offsite Contract** screen (below).

Retention %	Contract	Rev #	Phase	Date	Items	Contract Amount	Description / Comments	Notes	Category	Export Date
0.000	00000066		SJED2	08/02/2000	5	97,000.00		Notes		/ /
0.000	00000066	1	SJED2	08/07/2000	1	3,000.00		Notes	CURBGT	/ /
0.000	00000070	02		08/04/2000	1	30,000.00		Notes		/ /
0.000	00000113		01	04/05/2001	1	68,800.00		Notes		/ /
0.000	00000236		SJED1	08/08/2003	2	48,600.00		Notes		/ /
0.000	00000236	01	SJED1	08/20/2004	2	2,400.00		Notes	CURBGT	/ /
0.000	00000244		SJED0	10/02/2003	2	26,760.00		Notes		04/12/21
0.000	00000244	01	SJED0	02/07/2006	2	2,500.00		Notes	CURBGT	/ /
0.000	00000313		SJED0	04/07/2005	2	1,700.00		Notes	BONDS	04/12/21
0.000	OFF010		SJV00	02/20/2006	3	37,625.00		Notes	CIVLEN	/ /
0.000	OFF010	01	SJV00	12/01/2006	3	20,000.00		Notes	CIVLEN	/ /
0.000	SJED0000397		SJEMAST	12/07/2006	1	9,000.00		Notes	CIVLEN	/ /

To enter the line items select **New**. An **Item #** will automatically be assigned. As you select the **Trade** for each line item the **Cost Code** will automatically appear *if* cost codes have been setup. Then enter the **Quantity**, **Unit** (i.e., EA, hr, etc.), the **Item Description**, and **Unit Cost** for each line item.

The **Total Cost** will automatically be calculated. Use the **Notes** field to enter additional comments or descriptions. The **Item Date** will default to today's date and can be changed at this point if desired. A date will also appear in the **Export Date** field if this contract record has been exported to an accounting system.

Item #	Trade	Cost Code	Quantity	Unit	Item Description	Unit Cost	Total Cost	Notes	Item Date
001	CIVIL	130	1,000.000	EA	LAND CLEARING WATER WELL ABA	1.000	1,000.00	Notes	05/26/
002	CIVIL	130	1,000.000	LF	REMOVE EXISTING DOWN/TERACE	4.500	4,500.00	Notes	05/26/
003	CONS	145	2,000.000	LF	RELOCATE EXISTING WATERLINES	85.000	170,000.00	Notes	05/26/
004	CIVIL	130	190.000	AC	LAND CLEARING(INCLUDES TREE RI	200.000	38,000.00	Notes	05/26/
006	CIVIL	130	50.000	EA	LAND CLEARING WATER WELL ABA	1.000	50.00	Notes	05/26/
007	CONS	145	25.000	LF	RELOCATE EXISTING WATERLINES	120.000	3,000.00	Notes	05/26/
009	CIVIL	130	0.000	EA	LAND CLEARING WATER WELL ABA	0.000	0.00	Notes	11/06/

**Special Note:** By clearing the export date a contract record can be re-exported *if* required.

**Important:** If you set-up your default list of line items for the offsite contract category (see page 7-8 for details), then you will be able to select the item from a dropdown that will appear in the description column which will save you data entry time.

Use the **Save** button to save your changes and the **Delete** button to delete a specific line item. **Exit** will return you to the main *Offsite Contracts* summary screen.

## Preparing Contract Documents

After entering all the cost details you will be ready to **Print** your contract documents. The contract consists of the addendum or contract detail information and the contract *boilerplate* information.

Select **Contract Addendum** to print the detailed addendum information. This preformatted document can be *tailored* for your company. To create the contract *boilerplate* document you will need to merge the appropriate information from *Purchasing Power* with your contract merge document. You will first have to insert the merge fields into your contract document in order to use this feature (see page 11 for details).

## Revising a Contract

The **Revisions** button in the *Offsite Contracts* screen allows you create revisions or change orders to an original contract. After selecting **Revisions** the process of entering the revision information is identical to the original contract entry. The addendum document adds the revisions to the original contract amount for reporting purposes. You also have the ability to add a Description and/or Comments along with extensive **Notes** for each contract. This descriptive information will print on your contract addendum document.

**Note:** The **Export Date** is automatically updated when your contracts are exported to your accounting system. By clearing the export date a contract record can be re-exported if required.

## Contract Tracking

Pictured to the right, the Contract Tracking feature allows you to keep track of your contracts and various stages in-between. This allows you to manage your contracts more effectively. You can fill in the information as desired and a report can be **Printed** for all the contracts that have been issued.

**Please Note:** If any of the license expiration dates expire, *Purchasing Power* will notify you before you enter the *Create a Contract* screen



## Creating Contract Draw Schedules

**Purchasing Power** allows you to create contract **Draw Schedules** that allow you to inform your Subcontractors of what you will allow them to accept as a payment.

You can create multiple draws on any number of items per line item spread over whatever pay points you have setup for that **trade/cost code**.

To enter this screen simply select the **Draw Schedule** button from the main contract screen and the window above will open. You will notice that it will listing all the items for the contract that you had selected.

Before entering your **Draw Qty** make sure that the **Spread** percentages are accurate. If you need to change this for any particular line item you can by selecting the **Change Spread** button. Then you will enter the **This Draw Qty** amount. When you create additional draws, the **Qty Remaining** field will reflect the remaining quantity of each items that is left.

The **Print** button will allow you to print you draw schedule to send to your subcontractor. **Exit** will prompt you to **Save** and return you to the main contract screen. Next time you enter the **Draw Schedule** screen it will automatically increment to the next draw, starting off with the balance remaining from the previous draw/s.

**Please Note:** To view or re-print a previous draw that you have created, just enter the draw number in the **This Draw** field and the screen will automatically show you the draw number you entered.

## PCO (Preliminary Change Orders)

This screen allows you create and track **Preliminary Offsite Change Orders** for the subcontractor.

By clicking **Add PCO** you can add an change order, select its **Origin**, and track if it is **Approved** or **Rejected**. Any approved PCO automatically becomes a regular change order.

The **PCO Detail** button allows you to enter your detailed line items. (For more information regarding entering change order details please refer to page 9)

## Onsite Bidding & Contracts



Onsite budgets, bids, and contracts are considered *lot specific*, where your costs are typically entered by plan/elevation. An example of an onsite contract would be cabinets, where the bids are made for each of your plan types.

We recommend that you begin by entering your **Original Onsite Budget** first (to have something to compare your bids or actual costs to), and then moving onto either **Subcontractor Bid Entry** or **Create a Contract** depending on your needs or requirement.

### Creating an Onsite Budget

The purpose of creating a Budget is to have a point of reference from which to compare subcontractor bids with your budget requirements. The budgeting function will allow you to print a detailed **Bid Comparison Report** which can assist you in deciding which subcontractor should be awarded the contract.

To begin entering your **Original Budget** buy going to **Purchasing: Onsite Contracts: Original Onsite Budgeting**. This screen will display the list of trades used in the construction process of each plan according to the trades selected in the **Select Onsite/Offsite Trade Codes** screen (see page 8).

It is recommended, that you use your **Bid Master Phase** (see page 10), which should have all your plan elevation combinations in it for the entire project, to input your master budget. Doing so will allow you to copy your budget from this **Master Budget**, to each phase, without missing any plane/elevation combinations, which may or may not exist in the individual construction phases.

Onsite Budget For SJEMAST-ESTATES -MASTER

Trade Description	Code	Cost Code	Pln 10 A	Pln 10 B	Pln 10 C
APPLIANCE	APPL	B590	900.00	900.00	900.00
AUDIO SYSTEMS	AUDI	600	1200.00	1200.00	1200.00
CABINETS	CABI	575	4500.00	4500.00	4500.00
CARPENTRY-FINISH	CARF	577	1200.00	1200.00	1200.00
CARPENTRY-ROUGH	CARR	578	3400.00	3400.00	3400.00
CARPET UPGRADES	CARP	585	500.00	500.00	500.00
CLEAN UP- FINAL	CLEA	650	300.00	300.00	300.00
CONCRETE FOUNDATION	CONC	240	5600.00	5600.00	5600.00
CONCRETE PRECAST	CONP	242	800.00	800.00	800.00
COUNTERTOPS	COUN	584	1600.00	1600.00	1600.00
DRYWALL	DRYW	610	8000.00	8000.00	8000.00
ELEC FIXTURES	ELEF	530	450.00	450.00	450.00
ELECTRIC WIRING	ELEC	530	900.00	900.00	900.00
FENCING, MASONRY	FENM	265	800.00	800.00	800.00
FIREPLACES	FIREPL	505	1400.00	1400.00	1400.00
FLOORING	FLRG	585	400.00	400.00	400.00

Buttons: Zero Suppress, Notes, Delete, Copy, Print, Exit, Dup Budget

Simply enter the budget amount for each trade/plan elevation combination. The **Dup Budget** button will allow you to copy the budget amount to any field to the right of the selected field. This can be helpful to maintain plans and trades.

Onsite Budget Reporting

Choose An Onsite Budget Report

☒ Direct Construction Budget  
☐ Budget Notes

☐ Sort On Cost Code

☒ Use An Alternate Mix

☐ Print Suppress Zero Budgets

☐ Only Display Plan/Elev's In Actual Sequence Sheet Mix

[ Signature Block ]

any additional information per trade, and the **Zero Suppress** button will suppress any trades that have a zero budget (across all the plan types). A similar filter is offered in the print screen.

Run Time Report Mix

Plan	Quantity
10A	2
10B	2
10C	3
20A	3
20B	3
20C	2
30A	1
30B	3
30C	2
40A	1
40B	2
40C	3

## Adding Your Project mix to the Budget Report

Since you are using your Bid Maser phase, which is a fake phase that represents the entire project, it does not actually have the correct mix of plan/elevation combinations for the entire project. When using the **Print** option you can select *Use an Alternate Mix* to input the project mix to print your Original Budget representing the entire project accurately.

To revise your original budget, and to be able to track the revision, it is recommended that you do in the budget by trade screen.

### Direct Construction Budget For - ESTATES -MASTER - SJEMAST

Generated On: 08/09/12

Page: 1

Acct No.	Plan Elev Mix Sq.Ft.	Plan 10 A 2 1890	Plan 10 B 2 1890	Plan 10 C 3 1890	Plan 20 A 3 2100	Plan 20 B 3 2100	Plan 20 C 2 2100	Plan 30 A 1 2350	Plan 30 B 3 2350	Plan 30 C 2 2350	Plan 40 A 1 2400	Plan 40 B 2 2400	Plan 40 C 3 2400	Lot Specific Costs 0	TOTAL PHASE 27 98,330	AVG. / UNIT 2167	AVG. / SQFT ACTUAL
656	APPLIANCE	900	900	900	900	900	900	900	900	900	900	900	900	0	24300	900	0.41
668	AUDIO SYSTEMS	1200	1200	1200	1300	1300	1300	1350	1350	1350	1350	1350	1350	0	35000	1296	0.59
675	CABINETS	4700	4700	4799	4500	4500	4500	4500	4500	4500	4500	4500	4500	0	123995	4592	2.11
677	CARPENTRY-FINISH	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	0	32400	1200	0.55
678	CARPENTRY-ROUGH	3400	3400	3400	3600	3600	3600	3700	3700	3700	3700	3700	3700	0	97000	3592	1.65
669	CLEAN UP-FINAL	300	300	300	300	300	300	300	300	300	300	300	300	0	8100	300	0.13
240	CONCRETE FOUNDATION/SLAB	5600	5600	5600	5850	5850	5850	5950	5950	5950	5950	5950	5950	0	157400	5829	2.68
242	CONCRETE PRECAST	800	800	800	800	800	800	800	800	800	800	800	800	0	21600	800	0.36
654	COUNTERTOPS	1600	1600	1600	1750	1750	1750	1900	1900	1900	1900	1900	1900	0	48000	1777	0.82
676	DRYWALL	8000	8000	8000	9000	9000	9000	9400	9400	9400	9400	9400	9400	0	240800	8918	4.11
679	ELECTRIC WIRING	900	900	900	900	900	900	900	900	900	900	900	900	0	24300	900	0.41
630	ELEC PICTURES	450	450	450	600	600	600	750	750	750	750	750	750	0	16950	627	0.28
255	FENCING, MASONRY	800	800	800	800	800	800	800	800	800	800	800	800	0	21600	800	0.36
695	FIREPLACES	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	0	37800	1400	0.64
635	FLOORING	400	400	400	400	400	400	400	400	400	400	400	400	0	10800	400	0.18
340	FRAMING	12500	12500	12500	13600	13600	13600	14550	14550	14550	14550	14550	14550	0	370900	13737	6.33
668	G. D. AND OPENERS	500	500	500	500	500	500	500	500	500	500	500	500	0	13500	500	0.23
676	HEATING/AIRC CONDITIONING	3000	3000	3000	3500	3500	3500	4500	4500	4500	4500	4500	4500	0	103000	3814	1.75
476	INSULATION	2400	2400	2400	2800	2800	2800	3200	3200	3200	3200	3200	3200	0	77600	2874	1.32
665	LANDSCAPING	750	750	750	750	750	750	750	750	750	750	750	750	0	20250	750	0.34
430	MASONRY WALL	300	300	300	400	400	400	600	600	600	600	600	600	3000	15500	574	0.26
625	MIRROR REWARD ROSE	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	0	32400	1200	0.55
438	PAINTING	2000	2000	2000	2300	2300	2300	2500	2500	2500	2500	2500	2500	0	62400	2311	1.06
3610	PLUMBING	5000	5000	5000	5300	5300	5300	5500	5500	5500	5500	5500	5500	0	143400	5311	2.45

## Budget by Trade

To revise your original budget, or to enter your budget by trade go to **Purchasing: Onsite Contracts: Budget by Trade**. Here you can easily manage and track the budget for the selected trade in greater detail than via the Original Budget screen.

If you did not set-up an **Original Budget**, then you can select **New** to add the budget entry. The **Budget Date** column will default to today's date (which can be changed), and the **Budget Total** will appear as zero. Enter any **Comments/Descriptions** you desire. A **Notes** field is provided for any additional information you wish to enter. Select **Costs** to enter the budget amount per plan.

**Onsite Budget**

Project: S01 San Juan Estates

Project: SJEMAST ESTATES -MASTER

Trade: CABI CABINETS Budget Total: 123,197.00

Rev #	Budget Date	Budget Total	Comments / Description	Notes	Expd
1	07/13/2007	1697.00	Updated hinges		/ /

**Onsite Budget Detail Plan Mix**

Project: S01 San Juan Estates

Project: SJEMAST ESTATES -MASTER

Trade: CABI CABINETS

Plan	Quantity	Budget Per Unit	Total Budget
10A	2	4500.00	9000.00
10B	2	4500.00	9000.00
10C	3	4500.00	13500.00
20A	3	4500.00	13500.00
20B	3	4500.00	13500.00
20C	2	4500.00	9000.00
30A	1	4500.00	4500.00
30B	3	4500.00	13500.00
30C	2	4500.00	9000.00

Budget Total: 121,500.00

Dup Bid Save Exit

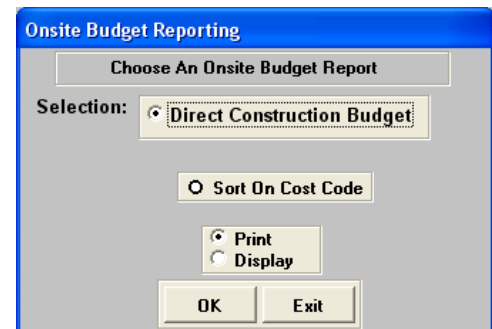
The **Onsite Budget Detail** screen (right) displays each plan and elevation combination for the phase along with the number of lots (**Quantity**) that will have that particular plan constructed. This mix is derived from the information entered in the Sequence Sheet.

Enter the cost details for each plan in the **Budget Per Unit** field. Enter all amounts for each plan. The **Total Budget** field will be automatically calculated as you enter each bid amount. Once completed, press **Save** and exit the screen.

After the budget line items have been entered you can hit the **Save** button to exit and return to the main **Budget Entry** screen.

The **Revision** button will automatically duplicate the selected budget with zero cost. The **Rev#** column will reflect the next consecutive revision number for that budget. You will now be able to enter the costs for this new budget.

The **Copy** function will allow you to copy your budget to other phases. **Print** allows you to print a **Direct Construction Budget** report. This will show all the budget information per plan and trade as setup in the **Original Onsite Budgeting** (see page 18).



**Onsite Budget Reporting**

Choose An Onsite Budget Report

Selection: ☒ Direct Construction Budget

☐ Sort On Cost Code

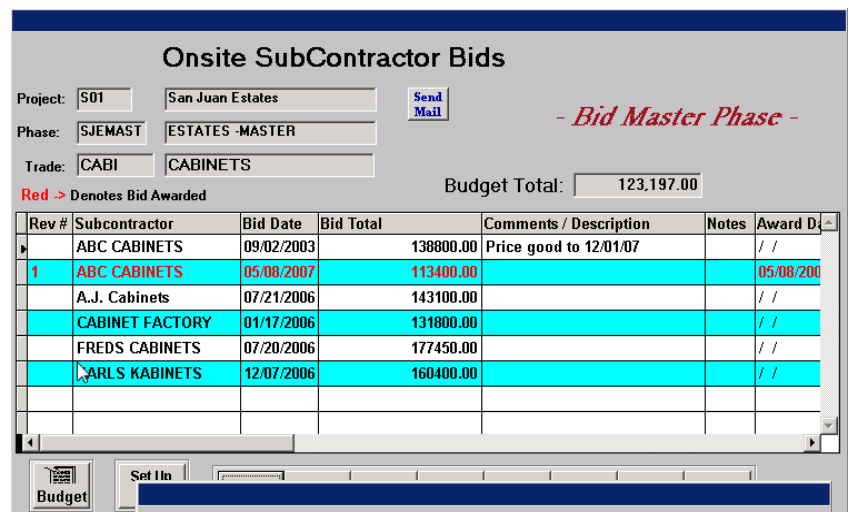
☒ Print  
☐ Display

OK Exit

## Subcontractor Bid Entry

After choosing **Subcontractor Bid Entry**, you will be asked to pick the phase and trade that you will enter your bids for. If your subcontractors are bidding for the entire project, it is highly recommended that you do all your bidding from a **Bid Master Phase** (please see 10 for more details).

**Note:** If this is the first time you are bidding for this **Trade** it is recommended that you setup your budget first. (See page 18 for details)



**Onsite SubContractor Bids**

Project: S01 San Juan Estates Send Mail

Phase: SJEMAST ESTATES -MASTER

Trade: CABI CABINETS

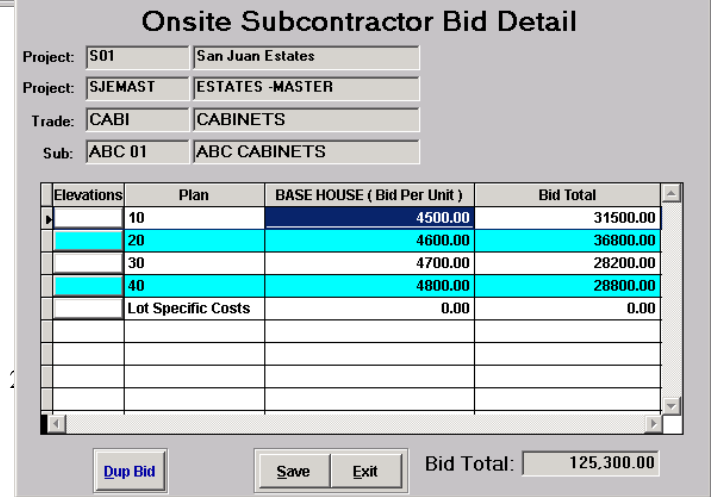
Budget Total: 123,197.00

Red -> Denotes Bid Awarded

Rev #	Subcontractor	Bid Date	Bid Total	Comments / Description	Notes	Award Date
	ABC CABINETS	09/02/2003	138800.00	Price good to 12/01/07		/ /
1	ABC CABINETS	05/08/2007	113400.00			05/08/2007
	A.J. Cabinets	07/21/2006	143100.00			/ /
	CABINET FACTORY	01/17/2006	131800.00			/ /
	FREDS CABINETS	07/20/2006	177450.00			/ /
	CHARLS KABINETS	12/07/2006	160400.00			/ /

Budget

Select **New** to enter a new bid. A new line item will be created. The **Bid Date** will automatically default to today's date (which can be overridden) and the **Total Bid** will be zero. You will need to select a **Subcontractor**.



**Onsite Subcontractor Bid Detail**

Project: S01 San Juan Estates

Project: SJEMAST ESTATES -MASTER

Trade: CABI CABINETS

Sub: ABC 01 ABC CABINETS

Elevations	Plan	BASE HOUSE ( Bid Per Unit )	Bid Total
10		4500.00	31500.00
20		4600.00	36800.00
30		4700.00	28200.00
40		4800.00	28800.00
	Lot Specific Costs	0.00	0.00

Dup Bid Save Exit Bid Total: 125,300.00

The next step is to enter the cost details as per the subcontractors bid. This is done in the **Bid Detail** screen which is accessed using the **Costs** button.

A window will open displaying each plan for the phase. You can enter the cost per plan and if they are the same use the **Dup Bid** button to duplicate the costs down from the plan you are on.

If there is a variation in cost for a particular plan elevation, then use the button in the far left column **Elevations** where you can adjust the amounts individually.

The **Total Bid** field will be automatically calculated as you enter each bid amount. Once completed, press **Save** and exit the screen. Upon exiting you will be returned to the **Onsite Subcontractor Bids** screen. Here you will notice that the **Total Bid** for the subcontractor will now reflect the total of the amounts you just entered.

At any point during the bidding process you can revise an existing budget using the **Revision** button. When this is selected the budget will automatically duplicate with zero cost details and the **Rev#** column will reflect the next consecutive revision number for that subcontractor. Then enter the cost details as mentioned above.

**Print** allows you to print the **Bid Comparison Report** to compare your bids to your budget and to assist you in making a decision as to which subcontractor is to be awarded the contract. Another report of interest is the **Subcontractor Bid/Onsite Budget Summary Report**. This can be found under **Purchasing: Contract Reports**. A sample of this report is pictured below.

PHARAOH

# Bid Comparison Report

As Of: 08/09/12

Page: 1

Project: San Juan Estates

Phase: ESTATES -MASTER

Trade: CABINETS

Cost Code: 575

Total Lots: 27 Total SqFt: 58,530

BUDGET

KARLS KABINETS

ABC CABINETS

ABC CABINETS  
Price good to 12/01/07

CABINET FACTORY

Rev: 1

05/08/2007

07/20/2006

12/07/2006

07/20/2006

07/20/2006

Plan	Mix	Per Plan	Total	Per Plan	Total	Per Plan	Total	Per Plan	Total	Per Plan	Total	Per Plan	Total
10A	2	4,500	9,000	4,600	9,200	4,500	9,000	4,200	8,400	6,000	12,000	4,300	8,600
10B	2	4,500	9,000	4,600	9,200	4,500	9,000	4,200	8,400	6,000	12,000	4,300	8,600
10C	3	4,500	13,500	4,600	13,800	4,500	13,500	4,200	12,600	6,000	18,000	4,300	12,900
20A	3	4,500	13,500	4,600	13,800	4,600	13,800	4,200	12,600	4,500	13,500	4,350	13,050
20B	3	4,500	13,500	4,600	13,800	4,600	13,800	4,200	12,600	4,500	13,500	4,350	13,050
20C	2	4,500	9,000	4,600	9,200	4,600	9,200	4,200	8,400	4,500	9,000	4,350	8,700
30A	1	4,500	4,500	4,600	4,600	4,750	4,750	4,200	4,200	4,500	4,500	4,400	4,400
30B	3	4,500	13,500	4,600	13,800	4,750	14,250	4,200	12,600	4,500	13,500	4,400	13,200
30C	2	4,500	9,000	4,600	9,200	4,750	9,500	4,200	8,400	4,500	9,000	4,400	8,800
40A	1	4,500	4,500	4,600	4,600	5,000	5,000	4,200	4,200	4,500	4,500	4,600	4,600
40B	2	4,500	9,000	4,600	9,200	5,000	10,000	4,200	8,400	4,500	9,000	4,600	9,200
40C	3	4,500	13,500	4,600	13,800	5,000	15,000	4,200	12,600	4,500	13,500	4,600	13,800
Lot Specific Costs	0	0	0	N/A	N/A	N/A	N/A	0	0	4,500	4,500	0	0

Totals: 54,000 121,500

Per SqFt: 2.07

Variance: 2,700

From Budget: 2.22%

55,200 124,200

2.12 2.16

5,300 ( 8,100)

4.36% ( 6.66)%

50,400 113,400

1.93 2.33

15,000 ( 2,600)

12.34% ( 2.13)%

63,000 136,500

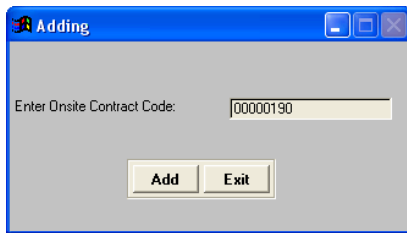
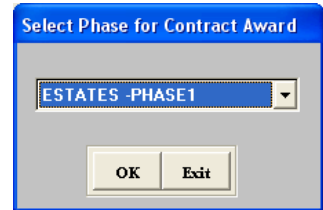
52,950 2.03

( 2,600)

( 2.13)%

## Awarding a Bid

To award and finalize a bid, select the subcontractor and hit the **Award** button. If you are in the **Bid Master** phase you will be prompted for which Phase you would like to award the bid. Using the Bid Master phase for bidding will allow you to award the bid to each phase as necessary and to track all your bidding for the entire project from one screen. If you input your bids in actual construction phases you will only be able to award the bid to that phase.



When awarding a contract, a screen will appear with the next consecutive contract number. Either accept the computer generated contract number, or use your own pre-determined number.

If a bid has been awarded then the entry will be displayed in red. An awarded bid will automatically create a contract with the costs already entered so when you go to the **Create a Contract** menu item you will be able to generate your contract and payment schedules. *See the next section for details.*

## Creating Onsite Contracts

Upon awarding a bid, you can now proceed to **Purchasing: Onsite Contracts: Create a Contract** to finish the contract setup and preparation. Choose the **Subcontractor** that you would like to create a contract for. You will now see the **Onsite Contracts** screen that will display a summary line for each contract and/or change order that you have with this subcontractor. If you have awarded a bid, your contract will already be in here ready for you to print your contract documents and addendums.

If you are entering a new contract, start by selecting **New**. A small window with the next sequential contract number will appear. Hit **Add** to accept, or type enter another number of your choice. Then select the **Phase** (in the **Phase** column) from the dropdown list. The system will default to today's date in the **Date** field which you can change.

**Onsite Contracts**

Vendor: CAB01 CABINET FACTORY Send Mail

50910 HOWARD ST  
SANTA ANA CA 92091  
(714)561-5587 Fax: (949)476-1210

Contact: RON GREER - Onsite Trade -  
CABI  
CABINETS

Phase: Big Ranch #1 Cost Code: 575

Roll Rev	Contract	Rev #	Phase	Date	Contract Amount	Description / Comments	Notes	Export Date
<input type="checkbox"/>	00000088		BR01	08/29/2000	350.00	Cabinet Facs REvision	Notes	11/15/2002
<input type="checkbox"/>	00000088	01	BR01	11/20/2002	2,850.00		Notes	02/11/2003
<input type="checkbox"/>	00000089		BR01	08/29/2000	350.00	Cabinet Facs REvision	Notes	/ /
<input type="checkbox"/>	00000092		02	08/29/2000	52,600.00		Notes	06/27/2001
<input type="checkbox"/>	00000092	01	02	04/25/2005	50.00		Notes	08/14/2007
<input type="checkbox"/>	00000092	02	02	12/21/2006	600.00		Notes	08/14/2007
<input type="checkbox"/>	00000166		BR01	11/21/2002	132,600.00		Notes	02/11/2003
<input type="checkbox"/>	00000166	01	BR01	04/25/2005	0.00		Notes	/ /

Spread Contract Change Sub Contract Tracking Save New Revisions Costs Lot Detail Delete Copy Contract Copy To Budget Print Exit



Use the **Costs** button to begin entering the costs associated with each plan elevation combination. The **Onsite Contracts Plan Mix** screen pulls the plan/elevation information from the sequence sheet for the phase that you have selected.

Enter the **Plan Unit Cost** and the system will calculate the **Total Cost** based on the quantity mix per plan.

**Note:** The **Dup Cost** button will duplicate the selected cost down the row

After you have completed entering the unit cost for each plan, the **Total Contract** amount will display in the top right of the screen. To complete the contract setup, you now will select the **Spread** button to spread the plan costs to each of the lots in the selected phase.

Plan	Quantity	Plan Unit Cost	Total Cost
10A	1	3200.00	3200.00
10AR	1	3200.00	3200.00
10B	1	3200.00	3200.00
10C	1	3200.00	3200.00
20AR	1	3900.00	3900.00
20B	2	3900.00	7800.00
20CR	1	3900.00	3900.00
30A	2	4000.00	8000.00
30BR	1	4000.00	4000.00

If you have already setup the **Pay Points** (*Contract Spread %'s*) (see page 9), then the **Onsite Contracts Lot Spread** screen will be open. If your **Pay Points** have not been setup, you will be prompted to do this at this point.

How you set up your pay points will determine how the plan costs are spread. If there have been any changes made to the sequence sheet, the **Refresh** button on the main contract screen, will bring in the new mix thereby allowing you to generate a new **Pay Schedule Addendum**.

The **Lot Detail** button, also displays the lot spread, however does not recalculate any of the fields. So if you make changes in the **Plan Mix** it will not effect the lot spread until you re-spread it.

The **Copy Contract** button allows you to copy a contract from phase to phase and also gives you the option to roll up any revisions. The **Copy to Budget** function is similar to copy contract however here you copy the contract costs to become a new budget for any phase.

**Note:** When copying to a phase with a plan/elevation combination that does not exist on the phase from which you are copying (e.g. plan 4A exists on the destination phase but not the source), then the costs for that plan/elevation (4A) will not be updated. You will need to enter any costs manually.

The **Onsite Contracts Lot Spread** screen displays the **Lot & Plan** numbers, the **Plan Cost** (as per the subcontractor), and the breakdown of the **Pay Points** (pictured on next page). The name of each pay point will appear as the column header according to how you setup your contract spread (pay points) for the subcontractor or trade.

**Note:** You can change the **Plan Cost** and pay point dollar amounts for special contract revision situations or where a specific lot has different costs.

If you scroll further to the right you can add a **Lot Description** and any further **Notes** followed by the **Item Date** which defaults to today's date but can be overwritten if desired. A date will also appear in the **Export Date** field if this contract record has been exported to an accounting system. Use the **Save** button to save your changes and **Exit**.

**Note:** You do have the ability to override the lot and pay point spread in this screen at any time. Also, by clearing the **Export Date** a contract record can be re-exported if required.

**Onsite Contracts**

Vendor: CABI01 CABINET FACTORY Contract#: 00000092

Div: 01 Pharaoh Homes - SoCal

Proj: S02 San Juan Villas

Phase: 02 ASanJuan-Phase02

Tract: 36665

Trade: CABI CABINETS

				PAY POINTS	%	TOTALS
				Install	60.00	30,060.00
				Finish	30.00	15,030.00
				Retention	10.00	5,010.00
					0.00	0.00
					0.00	0.00

Seq	Lot	Plan	Plan Cost	Install	Finish	Retention	
02	02	20B	3900.00	2340.00	1170.00	390.00	0.00
03	03	30C	4000.00	2400.00	1200.00	400.00	0.00
04	04	10B	3200.00	1920.00	960.00	320.00	0.00
06	06	30A	4000.00	2400.00	1200.00	400.00	0.00
07	07	10C	3200.00	1920.00	960.00	320.00	0.00
09	09	10C	3200.00	1920.00	960.00	320.00	0.00
10	10	30A	4000.00	2400.00	1200.00	400.00	0.00
11	11	20B	3900.00	2340.00	1170.00	390.00	0.00
12	12	10A	3200.00	1920.00	960.00	320.00	0.00
15	15	10B	3200.00	1920.00	960.00	320.00	0.00

Save Exit

### Preparing a Contract to Print

You are now ready to prepare your contract documents by selecting the **Print** button on the main **Onsite Contracts** screen. The contract consists of the **Onsite Payment Schedule** and the **Contract Boilerplate** information.

Select **Onsite Payment Schedule** to print the detailed payment schedule. This is a pre-formatted document that *can* be tailored for your company. To create the contract **Boilerplate** document you will merge the appropriate information using the Word template that you have created (*see page 11*).

The **Budget/Contract Comparison** report allows you to compare your budget with the subcontractors quoted cost. This report will display the variance/difference between the two on a per plan basis.

The **Contract Merge Document** option allows you to select your contract merge document and the **Pricing Agreement** can be used to in place of the **Payment Schedule** or as a preliminary document for the subcontractor to agree upon the pricing before issue you contract documents.

**Onsite Contract Reporting**

Choose An Onsite Contract Report

- ☒ Onsite Payment Schedule
- ☐ Budget/Contract Comparison
- ☐ Contract Merge Document
- ☐ Pricing Agreement
- ☐ Change Order History Recap

☒ Letter Size  
☐ Legal Size

☐ Do Not Show Zero Mix Items  
☐ Suppress Amounts  
☐ Suppress Zero Dollar Lines

☐ Print Billing Form

Schedule Title: Schedule A

Signature: [Dropdown]

☒ Print  
☐ Display

OK Exit



## Revising a Contract

The **Revisions** button in the main **Onsite Contracts** screen allows you create a revision or change order to the original contract. After selecting **Revisions**, for the contract you wish to change, the process of entering the revision information is identical to the original contract entry.

The addendum document adds the revisions to the original contract amount for reporting purposes. You also have the ability to add **Description/Comments** and extensive **Notes** for each contract revision. This information will print on your contract addendum document. The **Export Date** is automatically updated when your contracts are exported to your accounting system. Use **Save** or the **Exit** to save your changes and to exit.

**Please Note:** If a change order is lot specific, you will enter your cost for the specific plan in the Plan Mix screen, spread it, and then in the Lot Detail screen adjust the amounts as necessary for each lot.

## Contract Tracking

Pictured to the right, the Contract Tracking feature is allows you to keep track of your contracts and various stages in-between. This allows you to manage your contracts more effectively. You can fill in the information as desired and a report can be **Printed** for all the contracts that have been issued.

**Please Note:** If any of the license expiration dates expire, **Purchasing Power** will notify you before you enter the **Create a Contract** screen

## Roll Contracts

Found in the main **Onsite Contracts** menu, **Roll Contracts** provides a convenient way of awarding multiple contracts from one phase to another. After selecting the **To** and **From** phases, the following screen will open.

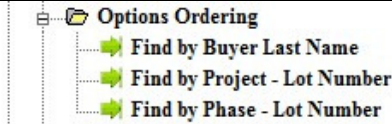
Here you will be able to **Select** which contracts to roll or copy to the other phase. You can enter the **To Contract** number, or leave it blank for it to be automatically assigned. Then select **Roll Contracts** to complete the process.

**Note:** When using the roll function, be aware that if you roll to a phase with a plan/elevation combination that does not exist on the phase from which you are copying (e.g. plan 4A exists on the destination phase but not the source), then the costs for that plan/elevation (4A) will not be updated. You will need to enter any costs manually for each new contract created.

## Find a Contract

This menu item allows you to search for either an onsite or offsite contract by the contract number. When prompted for the contract number leave it blank if you want to see the complete list.

## Options Ordering



This menu item links to our *Options Plus* module. If you have an existing options order you would like to view/edit you can do this in

three different ways: 1) Find By Buyer Last Name, 2) Find By Project - Lot Number, 3) Find By Phase - Lot Number. For information about Options Ordering, please refer to our *Options Plus User Guide*.

## Purchase Orders

There are three categories of Purchase Orders that can be created. These are: *Lot Specific* - for PO's that relate to only *one* specific lot, *Non-Lot Specific* - for PO's that relate to *all* lots in a particular phase, and *Multiple Lots* - that is phase specific that allows the allocation of one PO to multiple lots.



To the right is an image depicting the **Purchase Order** menu for *Purchasing Power*. Each menu item will be defined in the following sections.

## Add Purchase Orders

Allocate To Lot	Qty	Unit	Item Description	Cost	Total Amount	Notes	Cost
01	1.00	ea	Master Tub	300.00	\$ 300.00	632	
02	1.00	ea	Master Tub	300.00	\$ 300.00	632	
03	1.00	ea	Master Tub	300.00	\$ 300.00	632	
03	1.00	ea	Wrap Ins	-30.00	\$ -30.00	999	

Select **Purchasing: Purchase Orders: Add a Purchase Order** from the main menu and choose between *lot specific* and *non-lot specific* PO's. Once you have selected the phase (*and lot - if applicable*) the screen to the left will appear.

**Please Note:** Both the lot specific and non-lot specific screens are identical. The **Allocate To Lot** column allows you to assign each line to a specific lot.

1. To add an item to the P.O. it is best to start with selecting the appropriate **vendor** or subcontractor. This is done using the pull down list at the top left-hand corner of the screen.


Select **New** from the bottom of the screen to begin adding your Purchase Order line items for this particular vendor. You will notice that the *Qty*, *Cost*, and *Total Amount* columns will automatically fill with '0' value. Enter all the pertinent information for each specific Purchase Order item that you want to order through this vendor. Use the chart below as a guide.

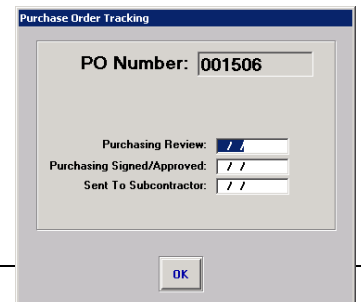
#### *Purchase Order columns defined*

<b>Qty</b>	The number of items you wish to order.
<b>Unit</b>	The unit of measurement for the item.
<b>Item Description</b>	A description of the item and/or product you are ordering.
<b>Cost</b>	The cost per unit of the item.
<b>Total Amount</b>	This is filled in automatically and is calculated by multiplying the quantity of items purchased by the total cost per unit.
<b>Notes</b>	To add additional notes or information regarding that particular item. The field will be highlighted in red if any notes are entered.
<b>Cost Code</b>	This is used to accurately assign this item to the appropriate cost code for exporting purposes to your back office accounting software (if applicable).

2. To print or display your PO select the **Print** button
3. To save new PO's or Back Charges select **Save**. To erase a particular item select it, and press the **Delete** button. **Exit** will close the PO screen and will always prompt you to save any changes. Select **Yes** to save and exit, or **No** to exit without saving.

#### *Purchase Order screen buttons*

	Eraser button which will delete the entire PO.
<b>Move Phase</b>	Only works on <i>non-lot specific</i> PO's to allow you to allocate this PO to another phase.
<b>Insert Line</b>	Allows you to insert a line anywhere on the PO
<b>Track PO</b>	This button allows you to enter various dates that you can track in relation to the PO. These fields will print on some of the PO tracking reports.



Purchase Order Tracking

PO Number: 001506

Purchasing Review: / /

Purchasing Signed/Approved: / /

Sent To Subcontractor: / /

OK

<b>Revision</b>	This button is only active if the PO line items have been exported. Creates new revision line for export.
<b>Bck Chrg</b>	A back charge is a credit purchase order. To back charge an item select the <b>Bck Chrg</b> button. A window similar to the PO screen will open. Follow the same procedures to add items and/or products to backcharge as is outlined in section 1 at the top of the page ( <i>for more detail about Back Charges see page 29</i> ).
<b>Copy</b>	This is used to accurately assign this item to the appropriate cost code for exporting purposes to your back office accounting software (if applicable).

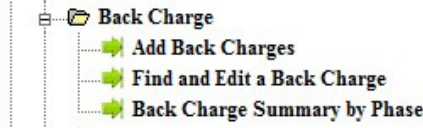
## Miscellaneous PO Menu Items

There are several menu items found under the **Service: Purchase Order** menu (see the screen image on page 20) which are briefly described below.

1. **Find & Edit Standard Purchase Orders:** Allows you to find your desired purchase order by PO number, or to view a list of all PO's from all phases and projects.
3. **Purchase Orders by Phase:** Allows you to print or display a *Purchase Order Summary Report* listing and totaling the cost of each lot or non-lot specific purchase order by one or more phases.
4. **Purchase Order Item Detail by Phase:** Print or display each PO with a detailed list of each item by lot. There are many useful filters for this report (pictured right).
5. **Purchase Orders Cost Detail:** This selection prints (or displays) a report showing purchase orders sorted by the subcontractor trade (cost code).
6. **Purchase Orders by Subcontractor:** To print a selection of purchase orders sorted by either one or all subcontractors.
7. **Subcontractor PO Summary:** Quick summary of the number of PO's and their dollar totals sorted by phase, subs, and type of PO.
8. **Purchase Order Log:** PO log sorted in chronological order by one or all phases.

## Back Charges

A Back Charge is a credit Purchase Order which is made when, for instance, a subcontractor damages something in the process of doing their work. From the menu there are three options to choose from picture right.



### Adding a Back Charge

There are two types of Back Charges that can be created. One is **Lot Specific** - that relate to only *one* specific lot, and **Non Lot Specific** - that relate to *all* lots in a particular phase. To add a back charge select **Purchasing: Back Charge: Add Back Charges** from the main menu. Once you have selected the phase and lot (if applicable) the screen below will appear.

1. To add an item to the Back Charge, it is best to start with selecting the appropriate **vendor** or subcontractor. This is done using the pull down list at the top left-hand corner of the screen.

Select **New** from the bottom of the screen to begin adding your items for this particular vendor. You will notice that the **Qty**, **Cost**, and **Total Amount** columns will automatically fill with '0' value. Enter all the pertinent information for each item that you want to charge back to this vendor. Use the chart below as a guide.

### Back Charge main screen columns defined

<b>Qty</b>	The number of items you wish to back charge.
<b>Unit</b>	The unit of measurement for that particular item.
<b>Item Description</b>	A description of the item and/or product.
<b>Cost</b>	The cost per unit of the item.
<b>Total Amount</b>	This is filled in automatically, and is calculated by multiplying the quantity of items purchased by the total cost per unit.
<b>Notes</b>	To add additional notes or information regarding the item. The field will be highlighted in red if any notes are entered.

<b>Cost Code</b>	This is used to accurately assign this item to the appropriate cost code for exporting purposes to your back office accounting software (if applicable).
------------------	--

2. To print or display your Back Charge select the **Print** button. You will be given the choice to either display or view an actual Back Charge or print an intent to Back Charge. Add any verbiage you may require, or select whether or not you wish to include the line item notes.
3. To save a Back Charge select **Save**. To erase an item, select it, and then press the **Delete** button. **Exit** will close the Back Charge screen, but will always prompt you to save any changes. Select **Yes** to save and exit, or **No** to exit without saving.

## Miscellaneous Back Charge Menu Items

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There are a few menu items found under the **Purchasing: Back Charge** menu, which are briefly described below.

1. **Find and Edit a Back Charge:** Allows you to find your desired back charge by its number or to view a list of all Back Charges from all phases and projects by leaving the Back Charge number field blank.
2. **Back Charge Summary by Phase:** Print or display a *Report* that lists and totals the cost of each Back Charge per phase.

## Contract Reports

Pictured to the right is the menu items found under **Purchasing: Contract Reports**. Most of these reports are scattered throughout the Purchasing Power module but can also be found here for easy access. A brief summary of some of the reports is provided below.

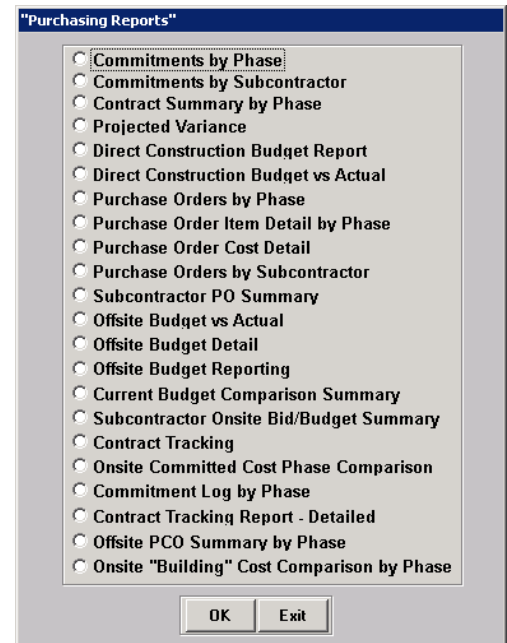
**Commitments by Phase:** Creates a Commitment Report sorting and totaling all committed Contracts and Purchase orders by trade cost code for either one or all phases.

**Contracts Summary by Phase:** Provides a more specific report with numerous options for which specific data you would like to appear. See the image to the right for details.

**Direct Construction Budget:** Under this menu option you have provided with two options: 1) **Budget Report** which will print a *Direct Construction Budget* report for an entire phase, by plan type, and trade cost code, 2) *Budget vs Actual* which will display the variance/difference between the budgeted cost and the actual cost of the committed contracts sorted by plan type.

**Offsite Budget vs Actual:** Displays the variance/difference between the budgeted cost and the actual cost of the committed contracts sorted by the offsite contract category.

**Contract Tracking:** Allows you to print an overview and status report, detailing contracts and the various stages prior to completion and settlement. This will print all contracts for the selected phase by contract number. The option is also provided to print by subcontractor.





## AutoPay

**AutoPay** is an add-on feature in IBSWIN that provides your field superintendents and office personnel with the ability to review and approve online **Purchase Orders** and **Contract Pay Schedules**.

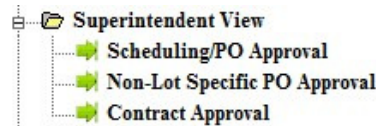
It provides a simple user interface that can be accessed by a “wireless” laptop PC or desktop computer and automatically creates invoice or payment transactions for your accounting system. This eliminates the need to manually enter invoices in your accounting system. Your accounting department and management team still have the ability to review and approve invoices prior to check processing via the available reporting.

**AutoPay** saves time entering and matching invoices against POs and contract for your accounting staff, it simplifies approvals for your field superintendents, and it eliminates the need for your subcontractors to submit invoices. Many homebuilders have been able to negotiate better prices from their subcontractors by implementing this AutoPay process and making their accounting much easier.

## Superintendent View

Used individually, or as the first step in using **AutoPay**, **Superintendent View** is used to approve the payment of the purchase orders or contract pay points that have been issued previously in IBSWIN. By selecting **Purchasing: Superintendent View**.

There are three selections; 1) **Scheduling/PO Approval**, 2) **Non-Lot Specific PO Approval**, and 3) **Contract Approval**.



The **Scheduling/PO Approval** screen below provides your superintendents with the ability to update the schedule tasks for the selected lot, review and approve purchase orders, and print various reports that they would need.

Superintendents Over View For 02-ASanJuan-Phase02 Lot: 03

Milestone Tasks in: **RED**  
Sub Tasks in: **GREEN**  
F9 = Insert  
Current Date

Stage	Sub	Stage Description	Days	E/A	Sq 03/Lt 03
00	00	Start Building Permits	2	Est	03/03/2006
00	00			Act	03/03/2006
00	01	- City Permit follow-up	2	Est	03/03/2006
00	01			Act	/ /
00	02	- Dig Trench	2	Est	03/03/2006
00	02			Act	/ /
01	00	Foundation	3	Est	03/08/2006
01	00			Act	/ /
01B	00	Pour footings, form boards	2	Est	03/10/2006
01B	00			Act	/ /
02	00	Plumbing/Copper	1	Est	03/13/2006
02	00			Act	/ /
02A	00	Underground plumbing and	1	Est	03/14/2006
02A	00			Act	/ /
02B	00	Steel installed, slab inspect	1	Est	03/15/2006

Estimated Days To Complete: 48.00

Find Task

Save Print Notes Exit

Option Super's Report Approved PO's

Subcontractor	Type	PO#	Total PO	Edit PO	Approval Status
CARNIVAL CARPETS	FLR	001632	1502.08		None
COLOR TILE	FLR	001633	2460.48		None
COLOR TILE	FLR	001634	20.00		None
MARK & SONS	FLR	001635	1453.55		None
MARK & SONS	FLR	001636	139.50		None
TMC COMPANY	FLR	001637	891.00		None
RONAR ROOFING	STD	001717	2400.00		None
COLOR TILE	FLR	002140	3212.03		None
CARNIVAL CARPETS	FLR	002142	3156.47		None
MARK & SONS	FLR	002143	355.58		None
MARK & SONS	FLR	002144	627.45		None
TMC COMPANY	FLR	002145	200.00		None
TMC COMPANY	FLR	002168	2214.34		None
COLOR TILE	FLR	002169	2835.71		None
COLOR TILE	FLR	002170	0.00		None



## Purchase Order Approval Process

Onsite PO's are selected from the main *Superintendent View* screen, whereas *Non-lot Specific PO's* has a separate menu item. The approval process is however exactly the same.

Upon selecting the **Edit PO** button for a specific PO, the screen to the right will open. Your superintendent would simply select the lines by checking the **Apprv'd** column for each item that they are approving for payment.

**Edit A Flooring Purchase Order**

**Supplier PO:** 001358

Div 01 Pharaoh Homes - SoCal  
 Proj S02 San Juan Villas  
 Phs 01 ASanJuan-Phase01  
 Tract 36665  
 Lot 10 Bldg  
 Seq 10  
 Plan 10  
 Addr 473 SAN CARLO  
 SAN JUAN CAPISTRANO, CA 95236

Vendor: CARN01 CARNIVAL CARPETS  
 55551 UTOPIA  
 WESTWOOD CA 91881  
 Contact: BOB FREED Fax:

Red -> Denotes Revision

Apprv'd	Seq	Item/Product	Qty	Unit	Cost	Total Amount	Not
<input type="checkbox"/>	0	Entry	0.00		0.00	\$ 0.00	
<input type="checkbox"/>	0	WIN01 - WINTER	107.00		9.90	\$ 1059.30	
<input type="checkbox"/>	0	Living Room	0.00		0.00	\$ 0.00	
<input type="checkbox"/>	0	Family Room	0.00		0.00	\$ 0.00	
<input type="checkbox"/>	0	Stairs	0.00		0.00	\$ 0.00	
<input type="checkbox"/>	0	Bedroom 1	0.00		0.00	\$ 0.00	
<input type="checkbox"/>	0	Bedroom 2	0.00		0.00	\$ 0.00	
<input type="checkbox"/>	0	Master Bedroom	0.00		0.00	\$ 0.00	

Select All Sort Save New Revision Delete Print Bck Chg Copy Exit

**Total:** 2126.99

Upon completion of the Purchase Order approvals, the superintendent (or accounting manager) can print out a report detailing the approved invoices.

**PHARAOH DEMONSTRATION**

Project: S01 San Juan Estates  
 Phase: SJE01 ESTATES -PHASE1

**APPROVED PURCHASE ORDER DETAIL**

Approved From: // to 09/27/2007

Page 1  
 09/27/2007

PO#	Rev	PO Date	Approval Date	Subcontractor/Item Description	Cost Code	PO Type	Total Cost
<b>Lot:03 - BOB AND MARY SMITH</b>							
002862		04/14/99	04/28/06	GREENS APPLIANCES SUPPLY & INSTALL	888888	OP TPO	\$990.00
002863		04/14/99	09/27/07	GREENS APPLIANCES INSTALL APPLIANCES		OP TPO	\$980.00
003188		04/03/03	09/27/07	ABC CABINETS Paint Cabinets	575	STDPO	\$300.00
007093		07/31/07	07/31/07	A.J. Cabinets Line 1	N/A	STDPO	\$55.00
		07/31/07	07/31/07	A.J. Cabinets Line2		STDPO	\$65.00
<b>TOTAL LOT 03 :</b>							<b>\$2,390.00</b>

## Contract Approval Process

The **Contract** approvals can be done in a similar manner to the Purchase Orders. After selecting the phase to approve contracts for, a window will open listing all the available contracts and change orders for the superintendent to select and approve.

Upon selection of the a contract, the **Onsite Contract Detail For Payment Approval** screen will display pictured below). By selecting the approved pay points, your superintendents can quickly facilitate the payment processing.

Superintendent Contract Approval...

- Contracts -

Trade	Description	Subcontractor	Contract #	Approval
CABI	CABINETS	ABC CABINETS	00000106	
CABI	CABINETS	ABC CABINETS	00000106-03	
CABI	CABINETS	ABC CABINETS	00000106-04	
CARR	CARPENTRY ROUGH	ABC FRAMING	FTD00056	
CONS	CONSULTANTS	CRAIG'S CONCRETE	00000081	
FRAM	FRAMING	ABC FRAMING	00000053	
PLUM	PLUMBING	ABC PLUMBING	00000060	
WRAP	WRAP INSURANCE CR	ABC CABINETS	00000106-02	

Find Trade Print Exit

**Onsite Contract Detail For Payment Approval**

Vendor: KARL01 KARLS KABINETS Contract#: 00000069

Div: 01 Pharaoh Homes - SoCal

Proj: S01 San Juan Estates

Phase: SJE01 ESTATES -PHASE1

Tract: 51665

Trade: CABI CABINETS

Seq	Lot	Plan	Plan Cost	Install	Apprv	Finish	Apprv	Retention	Apprv	%	TOTALS
01	01	10AR	4000.00	1800.00	✓	1800.00		400.00		0.00	30,600.00
02	02	2020A	4500.00	2025.00	✓	2025.00		450.00		0.00	30,600.00
03	03	3030B	5000.00	2250.00	✓	2250.00		500.00		0.00	6,900.00
04	04	4040CR	5000.00	2250.00	✓	2250.00		500.00		0.00	0.00
05	05	20A	4500.00	2025.00	✓	2025.00		450.00		0.00	0.00
06	06	10C	4000.00	1800.00	✓	1800.00		400.00		0.00	0.00
07	07	30CR	5000.00	2250.00	✓	2250.00		500.00		0.00	0.00
08	08	40A	5000.00	2250.00	✓	2250.00		500.00		0.00	0.00
09	09	10B	4000.00	1800.00		1800.00		400.00		0.00	0.00
10	10	20C	4500.00	2025.00		2025.00		450.00		0.00	0.00

Total Prior Invoice(s): 0.00

Print Exit Total This Invoice: 16,650.00

In addition, an **Approved For Payment** form can be prepared as pictured right.

**WORLD DEVELOPMENT** Pharaoh Construction, Inc.  
15707 Rockfield Blvd., Suite 150  
Irvine, CA 92618  
PH: (949) 936-0560 FAX: (949) 936-0567

**APPROVED FOR PAYMENT**

Contract # 00000061

Date: / /  
Cost Code: 240  
Project: San Juan Estates  
Phase: SJE01 ESTATES -PHASE1  
Tract: 51665

Suit: CRAIG'S CONCRETE  
CONC CONCRETE FOUNDATION SLAB  
6515 JAMBORE E AVE  
IRVINE, CA 92613  
(949) 871-0017  
(949) 476-1210  
RON ERRS

Seq	Lot	Plan	Price	Current Approvals		Previously Invoiced		Retention
				Draw 1 30.00 % Apprv	Draw 2 30.00 % Apprv	Draw 3 30.00 % Apprv	10.00 % Apprv	
02	02	20AR	\$6,500.00	\$1,950.00	€	\$1,950.00	\$1,950.00	\$650.00
05	05	20A	\$6,500.00	\$1,950.00	€	\$1,950.00	\$1,950.00	\$650.00
06	06	10C	\$6,150.00	\$1,845.00	€	\$1,845.00	\$1,845.00	\$615.00
08	08	40A	\$6,700.00	\$2,010.00	€	\$2,010.00	\$2,010.00	\$670.00
09	09	10B	\$6,100.00	\$1,830.00	€	\$1,830.00	\$1,830.00	\$610.00
10	10	20C	\$6,400.00	\$1,920.00		\$1,920.00	\$1,920.00	\$640.00
11	11	30A	\$6,800.00	\$2,040.00		\$2,040.00	\$2,040.00	\$680.00
12	12	10B	\$6,100.00	\$1,830.00		\$1,830.00	\$1,830.00	\$610.00
13	13	20B	\$6,600.00	\$1,980.00		\$1,980.00	\$1,980.00	\$660.00
14	14	30A	\$6,800.00	\$2,040.00		\$2,040.00	\$2,040.00	\$680.00
<b>Totals :</b>			<b>\$64,650.00</b>	<b>\$19,395.00</b>		<b>\$19,395.00</b>	<b>\$19,395.00</b>	<b>\$6,465.00</b>

Notes :

- Previously Paid - \$0.00  
- Approved For Payment - \$9,585.00  
- Total Approved - \$9,585.00

## Invoices

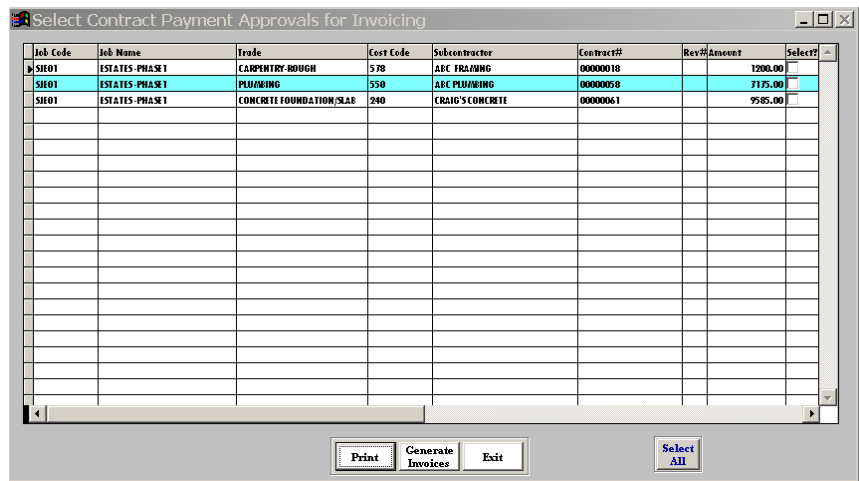
**Invoicing** is the final step in the process of using the *AutoPay* system, and cannot be used separately. The Invoicing module generates the invoice payment that is used for accounting by creating the actual electronic invoice record that will interface with your accounting system. This process can be completed by either the purchasing or accounting departments.



After selecting **Generate Invoices**, from the main Invoice menu you will be able to process either contracts or purchase orders. Each selection will display a list of approved items that are ready to be invoiced.

Simply check each contract or PO that you wish to generate an invoice for and then select the **Generate Invoice** button.

After the contract/PO selection is made, the system can then prepare various documents that management can review prior to finalizing the creation of the actual approved invoices for your accounting system.



ONSITE CONTRACT INVOICE REPORT FOR - 09/27/07								
Payee	Ln#	Phase	Lot	Cost Code	Contract#	Description	Trade	Total Amount
Invoice: 000000000020								
ABC FRAMING	001	SJE01	02	578	00000018	Lot: 02 - Stage: 001	CARR	240.00
ABC FRAMING	002	SJE01	03	578	00000018	Lot: 03 - Stage: 001	CARR	240.00
ABC FRAMING	003	SJE01	04	578	00000018	Lot: 04 - Stage: 001	CARR	240.00
ABC FRAMING	004	SJE01	05	578	00000018	Lot: 05 - Stage: 001	CARR	240.00
ABC FRAMING	005	SJE01	06	578	00000018	Lot: 06 - Stage: 001	CARR	240.00
Total Invoice: 000000000020								\$1,200.00
Invoice: 000000000021								
ABC PLUMBING	001	SJE01	02	550	00000058	Lot: 02 - Stage: 001	PLUM	1,470.00
ABC PLUMBING	002	SJE01	03	550	00000058	Lot: 03 - Stage: 001	PLUM	1,960.00
ABC PLUMBING	003	SJE01	05	550	00000058	Lot: 05 - Stage: 001	PLUM	1,400.00
ABC PLUMBING	004	SJE01	06	550	00000058	Lot: 06 - Stage: 001	PLUM	1,225.00
ABC PLUMBING	005	SJE01	09	550	00000058	Lot: 09 - Stage: 001	PLUM	1,120.00
Total Invoice: 000000000021								\$7,175.00
Invoice: 000000000022								
CRAIG'S CONCRETE	001	SJE01	02	240	00000061	Lot: 02 - Stage: 001	CONC	1,950.00
CRAIG'S CONCRETE	002	SJE01	05	240	00000061	Lot: 05 - Stage: 001	CONC	1,950.00
CRAIG'S CONCRETE	003	SJE01	06	240	00000061	Lot: 06 - Stage: 001	CONC	1,845.00
CRAIG'S CONCRETE	004	SJE01	08	240	00000061	Lot: 08 - Stage: 001	CONC	2,010.00
CRAIG'S CONCRETE	005	SJE01	09	240	00000061	Lot: 09 - Stage: 001	CONC	1,830.00
Total Invoice: 000000000022								\$9,585.00
Total Invoiced:								\$17,960.00

INVOICE LISTING BY INVOICE										
Payee	Ln#	Phase	Cost Code	PO/Cntct#	Description	Inv Date	Export Date	Item Trade	Quantity	Total Amount
Invoice: 000000000016										
ABC CABINETS	001	SJE01	675	00000098	Lot: 02 - Stage: 001	07/31/07		CAB1	1.00	2,340.00
ABC CABINETS	002	SJE01	675	00000098	Lot: 02 - Stage: 002	07/31/07		CAB1	1.00	1,560.00
ABC CABINETS	003	SJE01	675	00000098	Lot: 06 - Stage: 001	07/31/07		CAB1	1.00	2,340.00
Total Invoice: 000000000016										\$6,240.00
Invoice: 000000000018										
CRAGG'S CONCRETE	001	SJE01	240	00000096	Lot: 02 - Stage: 001 test	07/31/07		CONC	1.00	2,760.00
CRAGG'S CONCRETE	002	SJE01	240	00000096	Lot: 08 - Stage: 001 test	07/31/07		CONC	1.00	2,850.00
CRAGG'S CONCRETE	003	SJE01	240	00000096	Lot: 08 - Stage: 002 test	07/31/07		CONC	1.00	2,850.00
Total Invoice: 000000000018										\$8,460.00
Invoice: 000000000019										
A.J. Cabinets	001	SJE01	N/A	007093	Line 1	07/31/07			1.00	\$5.00
A.J. Cabinets	002	SJE01	N/A	007093	Line 2	07/31/07			1.00	\$5.00
Total Invoice: 000000000019										\$120.00
Invoice: 000000000020										
ABC FRAMING	001	SJE01	578	00000018	Lot: 02 - Stage: 001	09/27/07		CARR	1.00	240.00
ABC FRAMING	002	SJE01	578	00000018	Lot: 03 - Stage: 001	09/27/07		CARR	1.00	240.00
ABC FRAMING	003	SJE01	578	00000018	Lot: 04 - Stage: 001	09/27/07		CARR	1.00	240.00
ABC FRAMING	004	SJE01	578	00000018	Lot: 05 - Stage: 001	09/27/07		CARR	1.00	240.00
ABC FRAMING	005	SJE01	578	00000018	Lot: 06 - Stage: 001	09/27/07		CARR	1.00	240.00
Total Invoice: 000000000020										\$1,200.00

### Final Steps for AutoPay

The final step for the AutoPay process is to export your Invoices. *Please review the next section of this User Guide for more information.*

**Important Note:** The following sections below explain only the procedures of creating an export file. To import to your accounting program and/or to configure IBSWIN to communicate accurately is beyond the scope of this user guide. The setup and configuration procedures for exporting can be complicated and certain preliminary information is required from the accounting department/s to do so correctly.

# Sage 100 Contractor

- Sage 100 Contractor
  - Purchase Orders
  - Contracts
    - Onsite Contracts
      - Original Contracts
      - Change Orders

[illegible]

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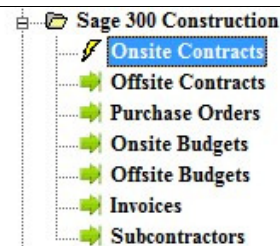
Once the export process is complete, the PO's selected should automatically appear in Sage 100 ready for accounting review. Please consult your Sage 100 consultant for further help if necessary. In *IBSWIN* each commitment line item will automatically receive an **Export Date**. This will prevent them from being exported a second time.

To re-export a PO or contract, simply delete the export date and re-process the export. Sage 100 will *not* allow duplicate POs or contracts to be imported.

## Sage 300 Construction

The Sage 300 export function allows you specify the Phase that you would like to export POs, Contracts, Budgets, Invoices, and Subcontractors.

After selecting one of the menu options, will be prompted to select one or more phases that will list all the available commitments not previously exported.



The **Toggle all contracts for export** field will allow you to pre-select all commitments not previously exported by entering a check mark in the associated box. Select **OK** to see a display of all the non-exported commitments. You can select/deselect any specific items you want or do not want to be exported. Whilst in this screen we recommend printing an **Export Audit Report**. This gives you a printed record of what will be sent to Sage 300.

Select **Export** to start the export. Another window will open where you will need to provide a file name, and select the folder to which the export file will be saved. We recommend that the file name coincide with the type of export and the date (i.e. - PO0215). In addition, we recommend that you export the file to the main Sage 300 directory/folder. This will make the importing process easier for the accounting people. The system will create a comma delimited text file with .JCC extension in this folder.

Once a PO and/or contract has been exported *IBSWIN* will automatically date the detail line item to prevent them from being exported a second time. To re-export a PO or contract, simply delete the export date and reprocess the export. Sage 300 will *not* allow duplicate POs or contracts to be imported.

