

# User's Guide

J & T Technology Solutions, LLC

Rev July 2020

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#### **Introduction**

The Construction and Engineering industry is an ever-changing market and to keep up with these changes, robust business applications are a must. JT Construct's state-of-the-art features such as Retention, AIA Billing, Committed Costs, Change Order Management, and Pay When Paid, enhance the robust features in Microsoft Dynamics 365 Business Central and make the cloud-based application viable to the construction industry. This user's guide provided step-by-step instruction or the user in the operation of JT Construct. Additional information on the use of Microsoft Dynamics 365 Business Central can be found in the Resources section of this document. For support regarding the use of JT Construct or items mentioned in the document, please submit a support request to <u>www.jttecsolutions.com/support</u>.

# **Retention/Retainage**

Install this extension and two new segments will be added to the Chart of Accounts table, No. 10450 Accounts Receivable – Retention and No. 20150 Accounts Payable – Retention (see screenshots below). These two accounts will serve as the buckets that will hold retention removed from an AR (Accounts Receivable) or AP (Accounts Payable) invoice until the retention is released and the account is properly debited or credited.

CRONUS USA	A, Inc. Finance Cash M	anagement $\lor$ Sales $\lor$ Purchasin	ng∨ Setup &	Extensions ~ Intelligent Cloud Insight	s $\sim$ Retention $\sim$ $\equiv$	
Chart of Accounts	all ∽   ♀ Search + New	Manage → Process → Report →	Page 🗸 💧	More options		7 0 🔳 Z
No.	Name	Net Change	Balance	Income/Ba Account Subcategory	Account Type Totaling	Gen. Posting Gen. Bus. Type Posting Grou
10000 :	BALANCE SHEET	-	-	Balance She Assets	Heading	^
10001	ASSETS	-	-	Balance She Assets	Begin-Total	
10100	Checking account	1,638.40	1,638.40	Balance She Cash	Posting	
10200	Saving account	-	-	Balance She Cash	Posting	
10300	Petty Cash	96,549.23	96,549.23	Balance She Cash	Posting	
10400	Accounts Receivable	75,950.11	75,950.11	Balance She Accounts Receivable	Posting	
10450	Accounts Receivable - Retention	-	-	Balance She Accounts Receivable	Posting	
10500	Prepaid Rent	-	-	Balance She Prepaid Expenses	Posting	
10600	Prepaid Insurance	-	-	Balance She Prepaid Expenses	Posting	
10700	Inventory	72,360.56	72,360.56	Balance She Inventory	Posting	
10800	Equipment	5,498.00	5,498.00	Balance She Equipment	Posting	
10900	Accumulated Depreciation	3,499.00	3,499.00	Balance She Accumulated Depreciation	Posting	
10910	WIP Job Sales	-	-	Balance She Assets	Posting	
10920	Invoiced Job Sales	-	-	Balance She Assets	Posting	
10940	Accrued Job Costs	-	-	Balance She Assets	Posting	
10950	WIP Job Costs	-	-	Balance She Assets	Posting	
10990	TOTAL ASSETS	255,495.30	255,495.30	Balance She Assets	End-Total 1000110990	

Chart of Accounts	s: All ~   $\mathcal{P}$ Search + New M	lanage $\lor$ Process $\lor$ Report $\lor$	Page 🗸	More options		70 🛛 🗸
No	Name	Net Change	Balance	Income/Ba Account Subcategory	Account Type Totaling	Gen, Posting Gen. Bus. Type Posting Group
10950	WIP Job Costs	-	-	Balance She Assets	Posting	^
10990	TOTAL ASSETS	255,495.30	255,495.30	Balance She Assets	End-Total 100011099	0
20001	LIABILITIES	-	-	Balance She Liabilities	Begin-Total	
20100	Accounts Payable	-51,750.97	-51,750.97	Balance She Current Liabilities	Posting	
20150	Accounts Payable - Retention	-	-	Balance She Current Liabilities	Posting	
20200	Purchase Discounts	-	_	Balance She Current Liabilities	Posting	
20300	Purchase Returns & Allowances	-	_	Balance She Current Liabilities	Posting	
20400	Deferred Revenue	_	-	Balance She Current Liabilities	Posting	
20500	Credit Cards	_	_	Balance She Current Liabilities	Posting	
20600	Sales Tax Payable	-9,927.59	-9,927.59	Balance She Current Liabilities	Posting	
20700	Accrued Salaries & Wages	-	-	Balance She Payroll Liabilities	Posting	
20800	Federal Withholding Payable	-	_	Balance She Payroll Liabilities	Posting	
20900	State Withholding Payable	-	-	Balance She Payroll Liabilities	Posting	
21000	FICA Payable	-	-	Balance She Payroll Liabilities	Posting	
21100	Medicare Payable	_	_	Balance She Payroll Liabilities	Posting	

CRONUS USA, Inc. | Finance Cash Management Sales Purchasing Setup & Extensions Intelligent Cloud Insights Retention =

In regard to invoicing, retention is handled similarly in both Accounts Payable and Accounts Receivable. However, there are some slight differences between the two.

#### Accounts Receivable

In Accounts Receivable, the process begins with a job. This is due in part to "Sales Invoices" not allowing manual entry of a Job No. or Job Task No. on the Invoice lines. So, an invoice can be created for a job in three ways: the overall job, the job task, and the job planning line.

To create a Sales Invoice based on a Job Task: 1.) drill down into the specific Job desired. 2.) from the "Tasks" section on the "Job Card" select "Line". 3.) select the "Documents" dropdown. 4.) From the dropdown select "Create Sales Invoice". 5.) fill in the "Job No." and "Job Task No." that will be invoiced.

Note: This same process can be used to create a Sales Invoice for the entirety of the job, but the field "Job Task No." must be remain blank.

#### JOB CARD | WORK DATE: 6/9/2020

Ŵ

J00020 · Exacavation for School Ground

Process	Report	Prices	WIP	Navigate	Job	Print/Send	Actions	Navigate	Report	Fewer options			
Genera	I											Show less	s
No. • • • •				J00020			 		City · ·				]
Descriptio	n ·····			Exacavati	on for S	chool Ground			Countr	y/Region Code		$\sim$	]
Bill-to Cu	stomer No.			C00020				$\sim$	Contac	t • • • • • • • • • • • • • • •			]
Bill-to Cor	ntact No			СТ00002	6				Search	Description · · · · ·	 EXACAVATION FOR SCHOOL GROUND		]
Name · ·				New Gro	und LLC	:			Person	Responsible · · · · ·		$\sim$	]
Address ·									Blocked			~	
Address 2									Last Da	te Modified	 6/8/2020		
State · · ·									Project	Manager · · · · · ·		~	]
ZIP Code													

Tasks	Manage	Line	Fewer options								63		
İ Job 🗸	<sup>1</sup> Job ∨ <sup>1</sup> Dimensions ∨ <sup>1</sup> Documents ∨ <sup>1</sup> History ∨ <sup>1</sup> Functions ∨ <sup>1</sup>												
→ T-1	:	Material	🗟 Create Sales Invoid	e	6/8/2020	6/8/2020	50.00	50.00	50.00	_	50.00		
T-2		Excavatio	Sales Invoices/Cred	it Memos	6/9/2020	6/9/2020	2,724.00	2,724.00	_	_	4,400.00		
T-3		Job Clear	n Up	Posting	6/12/2020	6/12/2020	1,500.00	1,500.00	-		1,500.00		
<											>		

JOB	CARD   WORK D	ATE:	6/9/2020				ال	OB CREATE SALES INVO	2							
JO	0020 · E	xa	cavation fo	or School (	Ground	d	g	ptions								
Proc	cess Report	Pr	ices WIP Nav	rigate Job Prin	nt/Send	Action	s Navi P	osting Date	t							
Gei	neral						c	Create Invoice per								
No.			· · · · · · · · · ]	00020				ilten Joh Took								
Desi				Exacavation for School	Ground											
					loround			Job No.	J00020		~					
Bill-1	to Customer No.			200020				( Joh Tools No	T al							
Bill-1	to Contact No.			CT000026				× Job lask No								
Nam	ne ·····			New Ground LLC				+ Filter V								
Add	ress · · · · · · ·						F	Filter totals by:								
Add	ress 2 · · · · ·						>	Planning Date Filter								
Stat	e							+ Filter						~		
710	Contra							1 11101								
ZIP	Code		L													
											~					
Task	s Manag	je	Line Fewer opti	ons						ОК	Cancel			5		
	Job Task No. Description		Description	Job Tas Type	sk Star	t Date	End Date	Budget (Total Cost)	Remaining (Total Cost)	Committed Cost	Actual (Total C	Cost)	Billable (Total Price)	Rerr		
$\rightarrow$	T-1	:	Material	Postin	ng 6/8/	2020	6/8/2020	50.00	50.00	50.00		_	50.00			
	T-2		Excavation	Postin	g 6/9/	2020	6/9/2020	2,724.00	2,724.00	_		_	4,400.00			
	T-3 Job Clean Up Posting 6/12/2020 6/12/			6/12/2020	1,500.00	1,500.00	_		_	1,500.00						

Creating a Sales Invoice from the Job Planning lines follows a similar process. 1.) drill down into the planning lines from the job task. 2.) select "Process". 3.) select "Create Sales Invoice". 4.) On the modal 4a.) select "Create New Invoice" and specify the posting date. or 4b.) choose an invoice that will have the details appended to from "Append to Sales Invoice No.".

÷	C J00020 EXACAVATION FOR SCHOOL GROUND T-3 JOB CLEAN UP   WORK DATE: 6/9/2020														, <sup>r</sup>	
	Job Planning Lines		🐯 Edit List	🗊 Delete	Process	port Page	More options								7	=
	Create Job Journa	al Lines 📓 Create Sale	es Invoice	Open Job Journ	al 🕞 Crea	te Sales Credit	Memo 🕞 Sales	Invoices/Credit	Memos							-(=)
	Ŧ	Line Type Date T	Date	No.	Туре	No.	Description		Quantity	Unit Cost	Total Cost	Unit Price	Line Amount	to Journal	to Invoice	_
	→ T-3	Both Budge 6/12/2	020 6/12/202	0	Item	1001	CBC Subcontrac	ct	1	1,500.00	1,500.00	1,500.00	1,500.00	1	1	
т-з.	JOB CLEAN UP	I WORK DATE:	6/9/2020		JOB TF	ANSFEI	R TO SALES	INVOICE				~				
												-				
w	🐺 Edit List	📋 Delete	Process	Repo	Optio	ons										
ing	Planned Delivery Date	Document No.	Туре		Create	New Inv	voice · · · · ·		2/2020			Ħ	ost	Total Cost		Unit Price
/202	0 6/12/202	0	Item		rosting	Juale		07.	572020				.00	1,500.00		1,500.00
					Appen	d to Sale	s Invoice No									
					Invoice	Posting	Data									
					INVOICE	Posting	Date									
										ок	c	ancel				

Upon invoice creation or appending, it is now accessible to have the percent retainage specified or removed.

To access the invoice and enter the percent for retainage: 1.) access the "Sales Invoices" page. 2.) drill down into the desired invoice. 3.) enter the percent retained in the "Percent Retainage" field. 3.) click off the field. 4.) a new line will be added to the invoice that will reflect the amount of retainage removed based on the percent 5.) this same retention amount will be filled in the "Retainage" field. 6.) the total invoice amounts will automatically reflect the retention removed. 7.) review the new amounts 7.) if amounts are to satisfaction the invoice can now be posted. ← SALES INVOICE | WORK DATE: 6/9/2020 + Ŵ S-INV102233 · New Ground LLC Posting Prepare Invoice Release Request Approval Navigate More options General Show more New Ground LLC 6/9/2020 Ħ Customer Name .... Posting Date Due Date 7/9/2020 Ħ Lines Manage More options 62 Unit of Measure Code Tax Grc Code Unit Price Excl. Tax Job No. Job Task No. No. Location Code Quantity Tax Area Code Туре Description → J00020 T-2 Resource EX-0120 Excavator-1 20 HOUR 35.00 ATLANTA GA \* J00020 MARY 20 HOUR 185.00 ATLANTA, GA LABOF T-2 Resource Mary A. Dempsey > 4,400.00 0 Subtotal Excl. Tax (USD) Invoice Discount % 0.00 Inv. Discount Amount Excl. Tax (USD) Total Excl. Tax (USD) 4,400.00 Percent Retainage 0.00 Total Tax (USD) 111.00 Total Incl. Tax (USD) 4,511.00 Retainage ..... 0.00 ← SALES INVOICE | WORK DATE: 6/9/2020 面 S-INV102233 · New Ground LLC Posting Invoice Release Request Approval Navigate More options Prepare General Show more Customer Name New Ground LLC .... Posting Date 6/9/2020 Ē Due Date 7/9/2020 ... Ē Manage More options 62 Lines Unit of Measure Code Unit Price Excl. Tax Tax Grc Code Job No. Job Task No. Туре No Description Location Code Quantity Tax Area Code → J00020 : T-2 Resource FX-0120 Excavator-1 20 HOUR 35.00 ATLANTA GA \* J00020 T-2 Resource MARY Mary A. Dempsey 20 HOUR 185.00 ATLANTA, GA LABOF 10450 Retainage Held from Invoid G/L Account J00020 T-2 -440.00 NONT/ > Subtotal Excl. Tax (USD) 4,400.00 Invoice Discount % 0 Inv. Discount Amount Excl. Tax (USD) 0.00 Total Excl. Tax (USD) 4,400.00 Percent Retainage 10.00 Total Tax (USD) 111.00 440.00 Total Incl. Tax (USD) 4,511.00 Retainage · · · · ·

The retained amount when the invoice is posted will be held in the "Chart of Accounts" under Accounts Receivable – Retention. This amount is also stored in a table "Sales Invoice Retention" located under the "Retention" dropdown in the header.

CRONUS USA, Inc. 🖌 Finance 🗸 Cash Management 🗸 Sales 🗸 Purchasing 🗸 Retention 🤟	Setup & Extensions $\lor$ Intelligent Cloud Insights $\lor$ $\mid$ $\equiv$
Sales Invoice Retention Purchasing Invoice Retention	
NSIGHT FROM LAST MONTH You closed 2 more deals than in the same period last year	ACTIONS + Sales Quote + Purchase Quote > New > Setup + Sales Order + Purchase Order > Payments Excel Reports + Sales Invoice + Purchase Invoice > Reports
0000	
Activities	

Activities  $\sim$ 

Sales Invoice Retention is a table that makes it easy to keep track of the sales retention for a specific customer and job and to release it when contract retention terms are met. Each line on the table provide drill down capabilities to see a breakdown of the accrued retention based on the invoices(bills) sent to a customer for a specific job.

CRONUS USA, Inc	Sales & Purchases V Job	os∨ Resources∨ Journ	als $\lor$ Posted D	ocuments V Retention V S	Setup & Extensions $\!$	Intelligent Cloud Insights $\!$	=
Sales Invoice Retention:	All V Search Manage V	✓ ➔ Release Retention Page	ge 🗸   More op	otions			$\nabla \equiv 2$
No.†	Sell-to Customer No. Sell-to C	ustomer Name	Job No.	Description		Retainage Amoun	Percent Retainage
SR-INV-100002	: C00020 New G	round LLC	J00020	Retention For Job: J000	020	440.0	) 10.00
iles & Pi	TENTION CARD   WORK D/	ATE: 6/9/2020		+ 1		√SAVED ∟ v	Insights
	SR-INV-10	0002					
-to Custon	Camanal						ainage Amo
0020							440
	No	SR-INV-100002		Sell-to Customer Nar	me 🕖 New Ground	LLC	
	Sell-to Customer No.	C00020		Job No.	J00020		
	Details						
	Description	Retention For Job: J00	020	Percent Retainage		10.00	
	Retainage Amount		440.00				
	Retention Breakdown						
	Original Invoice No.	†	Job Task			Retainage Amount	
	$\rightarrow$ S-INV102233	÷	T-2			70.00	
	S-INV102233		T-2			370.00	

For Retention release and payment, use the "Release Retention" action and a new Sales Invoice will be created and the lines for this new invoice will be based on the retention held from the previous invoices.

	CRO	NU	JS USA,	Inc.	Sale	s & Purchase	es∨ Job	os∨ Re	sources	V Jou	urnals $\vee$	Posted	Docur
	Sales I	nvo	ice Reten	tion: A	I∽	,	Manage	🖉 🔊 Re	lease Rete	ntion	Page $\vee$	More	option
	No.↑				Sell-to	Customer No.	Sell-to C	ustomer Nar	ne			Job No.	
	SR-IN	IV-1	00002		C000	20	New G	round LLC				J00020	
SALES			DATE: 6/9/2020						_L 1	<del>ار</del>			
C IN		220		Cround				Ø	<b>-</b> τ ι	<b>U</b>			
2-11	NV 102	230	5. New	Ground	LLC								
Posting	g Prepar	e li	nvoice Relea	se Request A	pproval Nav	rigate More opti	ions						
Gene	eral											S	how more
Custor	mer Name			New Ground	LLC		··· Posting	Date		6/9/2020			
Contac	ct • • • • • • • •						··· Due Dat	e · · · · · · · · · · · · · · ·		7/9/2020			
Lines	Mana	age	More options										E2
										Unit of	Unit Price Excl.		Tax Grc
Jo J0 ←	ob No.	:	Job Task No.	Type G/L Account	No.	Description Retainage For Ir	nvoice S-INV1022	Location Code	Quantity	Measure Code	Tax 70.00	Tax Area Code	Code NONT/
JO	0020		T-2	G/L Account	10450	Retainage For Ir	nvoice S-INV1022		1		370.00		NONT/
<													>
Subtot	tal Excl. Tax (U	USD)				44	0.00 Invoice I	Discount %					0
Inv. Di	scount Amo	unt Exe	d. Tax (USD)			(	0.00 Total Excl. Tax (USD)					440.00	
Percen	t Retainage						0.00 Total Tax	(USD)					0.00
Retaina	age · · · · ·					(	0.00 Total Incl. Tax (USD) 44					440.00	

#### **Accounts Payable**

Accounts Payable, while also tied to a job begins with the Purchase Invoice as the system allows for a Job No. and Job Task No. to be specified on the Purchase Invoice Lines manually.

Invoice Posting	Reques	st Approval	Incoming Document Re	lease Nav	igate	More options						
General											S	how n
Vendor Name			CBC Contractors			Due Dat	e · · · · · · · · · · · · · · · · · · ·		7/9/2020			
Contact · · · · · ·						Vendor	Invoice No.	****				
Posting Date			6/9/2020			DIOT Ty	pe of Operation					
						Subcont	ractor Invoice					
Lines Mana	ge Mo	re options										
Lines Mana	ge Mo	re options No.	Description/Comment	ol	b No.	Job Task No.	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Ta
Lines Mana Type → Item	ge Mo	ne options No. 1001	Description/Comment CBC Subcontract	ol	b No.	Job Task No.	Location Code	Quantity	Unit of Measure Code LS	Direct Unit Cost Excl. Tax 1,500.00	Tax Area Code ATLANTA, GA	Ta Co
Lines   Mana Type → Item	ge Mo	No.	Description/Comment CBC Subcontract	ol	b No. ✓	Job Task No. Description	Location Code	Quantity * Bill-to Customer No.	Unit of Measure Code LS Starting Date	Direct Unit Cost Excl. Tax 1,500.00	Tax Area Code	Та Сі
Lines   Mana Type → Item	ge Mo	No.	Description/Comment CBC Subcontract	ot	b No. ✓ No.↑	Job Task No. Description	Location Code	Quantity	Unit of Measure Code LS Starting Date	Direct Unit Cost Excl. Tax 1,500.00 Stat	Tax Area Code ATLANTA, GA	Ta Ci *
Lines Mana Type → Item c	ge Mo	No. 1001	Description/Comment CBC Subcontract	Jo	b No. No.↑ → J00010 J0020	Job Task No. Description Excavation Fo Exacavation f	Location Code	Quantity	Unit of Measure Code LS Starting Date	Direct Unit Cost Excl. Tax 1,500.00	Tax Area Code ATLANTA, GA	Ta Ci *
Lines   Mana Type → Item < Subtotal Excl. Tax (U	ge Moo	No.	Description/Comment CBC Subcontract	Jo	b No. No.↑ J00010 J00020 J00030	Job Task No. Description Excavation Fo Exacavation fo	Location Code	Quantity	Unit of Measure Code LS Starting Date	Direct Unit Cost Excl. Tax 1,500.00 Stat	Tax Area Code ATLANTA, GA	Ta C
Lines   Mana Type → Item < Subtotal Excl. Tax (U	ge Moo	No.	Description/Comment CBC Subcontract		b No. No.↑ > J00010 J00020 J00030 JOB00001	Job Task No. Description Excavation Fo Exacavation fo Exacavation fo Remodel Rec	Location Code	Quantity	Unit of Measure Code LS Starting Date	Virect Unit Cost Excl. Tax 1,500.00 Stat	Tax Area Code	
Lines   Mana Type → Item < Subtotal Excl. Tax (U Inv. Discount Amou	ge Mor	No.	Description/Comment CBC Subcontract		b No. No.↑ > J00010 J0020 J00030 J0800001 J0800010	Job Task No. Description Excavation Fo Exacavation fo Excavation fo Remodel Rec	Location Code	Quantity           #           Bill-to Customer No.           C00010           d           C00010           d           C00010           30000           30000	Unit of Measure Code LS Starting Date	Virect Unit Cost Excl. Tax 1,500.00 Stat	Tax Area Code ATLANTA, GA	k k
Lines   Mana Type → Item < Subtotal Excl. Tax (U Inv. Discount Amou Percent Retainage	ge Mor	No.	Description/Comment CBC Subcontract	ol 	b No. No.↑ > J00010 J00020 J00030 J0800011 J0800010	Job Task No. Description Excavation Fe Excavation fo Excavation fo Remodel Rec Reception an	Location Code	Bill-to Customer No.           Bill-to Customer No.           Customer No.           Co0010           C00010           C00010           30000           30000	Unit of Measure Code LS Starting Date 3/1/2018	Virect Unit Cost Excl. Tax 1,500.00 Stat	Tax Area Code	

Once the invoice header and line details have been filled out: 1.) fill in the percent retainage field with the percent that will be retained from the invoice. 2.) click off the field 3.) a new line will be added to the invoice to signify the retainage removed 4.) this new line amount will also fill the "Retainage" field. 5.) the total invoice amounts will automatically reflect the retention removed. 6.) review the new amounts 7.) if amounts are to satisfaction the invoice can now be posted.

← PURCHASE INVOICE | WORK DATE: 6/9/2020  $(\mathcal{O})$ +Ŵ 107215 · CBC Contractors Invoice Posting Request Approval Incoming Document Release Navigate More options General Vendor Name CBC Contractors ... Due Date 7/9/2020 ... Vendor Invoice No. CBC-12398 Contact Posting Date 6/9/2020 Ħ DIOT Type of Operation Subcontractor Invoice Lines Manage More options

	Туре		No.	Description/Comment	Job No.	Job Task No.	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Gro Code	
>	• Item	÷	1001	CBC Subcontract	J00010	T-3		1	LS	1,500.00	ATLANTA, GA	LABOR	
Ι	G/L Account		20150	Retainage Held from Invoice	J00010	T-3		1		-150.00		NONT	
<												>	
Sul	btotal Excl. Tax (USD)				1,350.00	) Invoice [	Discount % · · · ·					0	
Inv	. Discount Amount (US	D)			0.00	Total Exc	l. Tax (USD)				1,	350.00	
Per	cent Retainage		· · · · · · · · · [		10.00	Total Tax	(USD) · · · · · · ·					45.00	
Ret	tainage			150.0			Total Incl. Tax (USD)			1,395.00			

The retained amount, when the invoice is posted will be held in the "Chart of Account" under Accounts Payable – Retention. This amount is also stored in a table "Purchase Invoice Retention" located under the "Retention" dropdown in the header.



Show more

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Purchase Invoice Retention is a table that makes it easy to keep track of the Purchasing retention for a specific vendor and job. And to release the retention per contact or agreed terms. Each line on the table provides the ability to drill down to see a breakdown of the accrued retention based on the invoices received from a vendor for a specific job.

CRONUS USA, Inc.	Sales & Purchases $\lor$ Jobs $\lor$ Resour	ces∨ Journals∨ Posted I	Documents∨ <b>Retention</b> ∨ Setup &	Extensions $\vee$ Intelligent Cloud Insights $\vee$	≡
Purchasing Invoice Retention:	All ∨   $\bigcirc$ Search Manage ∨ $→$ R	lease Retention Page $\checkmark$   1	More options		$\forall \equiv 2$
No. †	Buy-from Vendor No. Buy-from Vendor Name	Job No.	Description	Retainage Amoun	t Percent Retainage
PR-INV-100000 :	V00020 CBC Contractors	J00010	Retention For Job: J00010	300.0	0 10.00
PR-INV-100001	30000 Graphic Design Institute	,	Retention For Job:	180.3	6 10.00
Sales & P	TENTION CARD   WORK DATE: 6/9/2	020	十	SAVED T	Insights ~
					5
	PR-INV-10000	)0			
Buy-from Ven	General				tainage Amount
V00020					300.00
30000	No. PR-INV-	100000	Buy-from Vendor Name · · · O	CBC Contractors	180.36
	Buy-from Vendor No. V00020		Job No J	00010	
	Details				
	Description ····· Retention	n For Job: J00010	Percent Retainage	10.00	
	Retainage Amount	300.00			
	Detection Development				$\diamond$
	Original Document No. ↑	Document Type	Job Task	Retainage Amount	
	→ 107212	: Invoice	T-3	150.00	

To release the retention for the vendor, use the "Release Retention" action and a new Purchase Invoice will be created and the lines for this new invoice will pre-populate with the amounts retention held from previous invoices.

CRONUS USA, Inc.	Sales & Purchases	∨ Jobs∨ R	Resources V Jour	nals
Purchasing Invoice Retention:	All 🗸 🛛 🔎 Searc	ch Manage $\vee$	Release Retention	F
No. ↑	Buy-from Vendor No.	Buy-from Vendor N	ame	
PR-INV-100000	V00020	CBC Contractors	ş	
PR-INV-100001	30000	Graphic Design I	nstitute	
purchase invoice I work date: 6/9/2020 107216 · CBC Contractors		(e) + 🗉		

Invoice	Posting	Request Approval	Incoming Document	Release	Navigate		More options
Genera	I						Show more
Vendor N	ame · · · ·		CBC Contractors				•• Due Date ••••• 5/6/2020 💼
Contact							·· Vendor Invoice No. ···· CB-1234
Posting D	ate · · · · ·		6/9/2020			Ē	DIOT Type of Operation
							Subcontractor Invoice

Lir	nes Manage	Mo	ore options									ß
	Туре		No.	Description/Comment	Job No.	Job Task No.	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Grc Code
-	→ G/L Account		20150	Retainage For Invoice 107212	J00010	T-3		1		150.00		NONT/
	G/L Account		20150	Retainage For Invoice 107215	J00010	T-3		1		150.00		NONT/
L												
<												,
Su	btotal Excl. Tax (USD	)			300.0	0 Invoice	Discount % · · · ·					0
In	v. Discount Amount	(USD)			0.0	0 Total E	kcl. Tax (USD)					300.00
Pe	rcent Retainage				0.0	0 Total Ta	ax (USD)					0.00
Re	tainage · · · · · · ·				0.0	0 Total Ir	ncl. Tax (USD)					300.00

# AIA Billing

AIA Billing has been set as a function within "Posted Sales Invoices" and there are 2 (two) ways to generate an AIA Bill.

The first way of creating an AIA Bill: 1.) Navigate to the Posted Sales Invoices screen. 2.) select the "Actions" dropdown. 3.) select "Electronic Document". 4.) select "AIA Bill".

CRONUS USA	, Inc.	Finance 🗸 🦳 Cash Manage	ment V Sales	$\sim$ Purchasing $\sim$	Retention $\!$	Setup & Extensions $\!$	Intelligent Cloud Insights
Posted Sales Invoid	ces: All ∨	🔎 Search 📋 Delete	Invoice V Nav	igate ∽ Correct ৲	✓ Print/Send ✓	Page → Actions →	<ul> <li>Navigate ✓ Fewer option</li> </ul>
					Am	Electronic Document	CFDI Information
No.	Customer No.	Customer Name	Currency Code	Due Date	Amount	🖶 Print	CFDI Relation Documents
PS-INV103	C00010	ABC Development		7/9/2020	337.50		
PS-INV103	C00010	ABC Development		7/8/2020	1,350.00	Send by Email	
PS-INV103	C00010	ABC Development		5/6/2020	372.50	ිදු Attach as PDF	50 0 No
PS-INV103	C00010	ABC Development		5/6/2020	2,002.50	🛱 Navigate	.00 0 Yes
PS-INV103	20000	Trey Research		4/20/2020	1,920.20	Activity Log	41 0 No
PS-INV103	30000	School of Fine Art		4/30/2020	1,000.80	Invoice >	86 0 No
						,	

Upon selecting "AIA Bill" a modal for selecting the invoice that is desired will open. 5.) Set the filter value to the invoice desired for the AIA Bill. 6.) select the desired option: "Send To..", "Print", or "Preview".

1	inance 🗸 Cash Management 🗸 🛛 Sale	AIA BILLING			Д	2	1	ent Cl	oud Insigl	nts $\smallsetminus$	=	
~	🔎 Search 📋 Delete Invoice 🗸 Na	Print Settings					^	te 🗸	Fewer opt	ions		
No.	Customer Name Currency Code	Selected printer:	(Bro	owser)				Printed	Closed			
	ABC Development							0	Yes		() Details	
	ABC Development	Filter: Posted Sales Invo	ice					0	Yes			
	ABC Development	× N-	DC	INIV/102218		_		0	No		Incoming Do	C
	ABC Development	× NO	P3-	1110103218				-				
	Trey Research	+ Filter		No.	Customer No.	Р	ostir	ng Descri	ption			
	School of Fine Art			PS-INV103221	C00010	h	nvoi	ice S-IN	V102231		^ lere	215
	School of Fine Art			PS-INV103219	C00010	h	nvoi	ce S-IN	V102228			
	School of Fine Art	Filter: Sales Invoice Line		PS-INV103220	C00010	h	nvoi	ce S-IN	V102229			
			$\rightarrow$	PS-INV103218	C00010	h	nvoi	ce S-IN	V102227			
	Kelecloud	L Tites		PS-INV103217	20000	h	nvoi	ce S-IN	V102224			
	School of Fine Art	T Filter		DC INIV/102216	20000			0 161	1402222		~	
	Trey Research		1					0	No	Select f	rom full list	
	Alpine Ski House							0	Yes			

Regardless of the option selected the AIA Bill (see screenshots below using the "Preview" option) form will be filled in with the appropriate data and can be printed to fill in the remaining data or have a PDF editor used to do the same.

TO															
	ABC Deve	lopment			FR	OM:	CRONUS	JSA, I	nc.	App	olicatio	on No.:	PS	S-INV103218	
	123 Street						7122 South	Ashfo	ord Street		Per	iod To:			
	Atlanta Co	orgio 01770					Westminste	er							
	Atlanta, Ge	eorgia 31772					Atlanta GA	31772	2	c	ontra	ct Date:			
PRO	OJECT:	J00010 - Exca Home Develop	vation For	New											
pplic	ation is made nuation Sheet i	for payment, as a stacked.	shown belo	ow, in conne	ction with th	e contra	act.		The undersi information completed i	gned Contractor of and believe, the V n accordance with	ertifies Vork co the Co	that to the be vered by the ontract Docum	est of the contr Application for nents, that all a	actor's knowle Payment has mounts have	edge, been been paid
0	riginal Contra	act Sum					\$3,725.0	0	by the Cont Payments r	ractor for Work for eceived from the (	which Owner,	previous Cer and that curre	tificates for Parent payment sh	yment were is nown herein is	sued and due.
N	et Change by	Change Orders	\$				\$0.0	0	CONTRACT						
С	ontract Sum	o Date					\$3,725.0	0	CONTRAC	IUK			Data		
T	otal Complete	d & Stored To	Date				\$2,225.0	0	By:				Date:		
R	etainage:				-			-	State of: County of:						
a	10.00%	of Completed We	ork		S	222.50			Subscribed	and sworn to befor	re				
b	10.00%	of Stored Mater	al		e.	222 50			Notary Publ	ic:					
D.	. 10.00%	of Stored Materia	n			222.50			My Commis	sion expires:					
T	otal Retainag	е					\$222.5	0							
Т	otal Farned I	ess Retaiange					\$2 002 5	0	ARCHITEC	T'S CERTIFICAT	E FOR	PAYMENT			
i.	ess Previous	Certificates for			\$0.0	0	In accordan	ce with the Contra	ect Doc	uments, base	d on on-site of	bservations an	nd the dat		
c	urrent Payme	nt Due	. aymont				\$2,002,5	0	comprising Architect's k	this application, the	e Archi	tect certificate	es to the Owne he Work has n	er that to the b	est of the indicated
B	alance To Fin	ish Including F	otainago		-		\$2,002.5	0	quality of th	e Work is in accor	dance	with the contr	act Documents	s, and the Cor	tractor is
U		ish, menuding i	tetainage		-		\$1,500.0	0	entitled to p	ayment of the AM	OUNT	CERTIFIED			
								_	AMOUNT C	ERTIFIED					
	CHANGE OF	RDER SUMMA	RY	ADDI	TIONS	DED	UCTIONS	٦	(attach expl	anation if amount	certifie	d differs from	the amount ap	plied for. Init	ial all figu
tal onth	changes app is by Owner	roved in previo	us		\$0.00		\$0.0	0	on this Appl certified.)	ication and on the	contin	uation Sheet	that are chang	e to conform t	the amo
tal	approved this	month:			\$0.00		\$0.0	0	ARCHITEC	T:					
			Totals		\$0.00		\$0.0	0	Ву:				Date:		
et cl	hange by cha	nge orders:			\$0.0	00		1	This Certific	ate is not negotial	ble. Th	e AMOUNT (	CERTIFIED is	payable only t	o the without
				<	( 1/2 )	> -	- +	Ð	prejudice to	any rights of the $(1, 1, 2, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3,$	Owner	or Contractor	under this Cor	ntract.	
п		SHEET												Page 2	of 2
NT	INUATION	SHEET				_		_			_			Page 2	of 2
NT		SHEET		С		_	D		E	F		G		Page 2 H	of 2
NT A		B DESCRIPTION OF WORK	SCH	C IEDULED VA	LUE	APPRO PRI APP	D DVED FROM EVIOUS LICATION	APPR	E OVED THIS PERIOD	F MATERIALS PRESENTLY STORED	TOTAL	G COMPLETED TO DAT	AND STORED E	Page 2 H BALANCE TO FINISH	of 2 I RETAINA
NT A EM O.		B DESCRIPTION OF WORK	SCH QTY UI	C IEDULED VA	LUE	APPRC PR APP QTY	D DVED FROM EVIOUS LICATION VALUE	APPR	E OVED THIS DERIOD VALUE	F MATERIALS PRESENTLY STORED	TOTAL	G COMPLETED TO DAT VALUE	AND STORED	Page 2 H BALANCE TO FINISH	of 2
NT A EM 0.	COST CODE	B DESCRIPTION OF WORK Excavator-1	SCH QTY UI 10	C IEDULED VA NIT PRICE \$35.00	LUE VALUE \$350.00	APPRC PR APP QTY 0	D DVED FROM EVIOUS LICATION VALUE S0.00	APPR QTY 10	E OVED THIS PERIOD VALUE \$350.00	F MATERIALS PRESENTLY STORED S0.00	TOTAL QTY 10	G COMPLETED TO DAT VALUE \$350.00	AND STORED % 100.00	Page 2 H BALANCE TO FINISH \$0.00	of 2 I RETAINA
<b>PNT</b> A EM O.	COST CODE EX-0120 MARY	B DESCRIPTION OF WORK Excavator-1 Mary A, Dempsey	SCH QTY UI 10 10	C IEDULED VA NIT PRICE \$35.00 \$185.00	LUE VALUE S350.00 S1,850.00	APPRO PRI APP QTY 0 0	D DVED FROM EVIOUS LICATION VALUE S0.00	APPR 10 10	E OVED THIS PERIOD VALUE S350.00 S1,850.00	F MATERALS PRESENTLY STORED S0.00 S0.00	TOTAL QTY 10 10	G COMPLETED TO DAT VALUE \$350.00 \$1,850.00	AND STORED E % 100.00 100.00	Page 2 H BALANCE TO FINISH S0.00	of 2 I RETAINA S3 S18
<b>A</b> EM O.	EX-0120 MARY	B DESCRIPTION OF WORK Excavalor-1 Mary A, Dempsey 2x4	SCH QTY UI 10 10 20	C IEDULED VA NIT PRICE \$35.00 \$185.00 \$1.25	LUE VALUE S350.00 S1,850.00 S25.00	APPRC PR APP QTY 0 0	D DVED FROM EVIOUS LICATION VALUE S0.00 S0.00 S0.00	APPR QTY 10 10 20	E oved THIS period VALUE \$350.00 \$1,850.00 \$25.00	F MATERIALS PRESENTLY STORED S0.00 S0.00 S0.00	TOTAL QTY 10 10 20	G COMPLETED TO DAT VALUE S350.00 S1,850.00 S25.00	AND STORED E 100.00 100.00 100.00	Page 2 H BALANCE TO FINISH \$0.00 \$0.00	of 2 I RETAINA S18 S
NT A 5.	COST CODE EX-0120 MARY 1000	B DESCRIPTION OF WORK Excavator-1 Mary A. Dempsey 2x4 TOTALS:	SCH QTY UI 10 10 20	C NIT PRICE S35.00 S185.00 S1.25	LUE VALUE \$350.00 \$1,850.00 \$25.00 \$2,225.00	APPRC PR APP QTY 0 0 0	D DVED FROM EVIOUS LICATION VALUE S0.00 S0.00 \$0.00	APPR 10 10 20	E OVED THIS PERIOD VALUE \$350.00 \$1,850.00 \$2,5.00 \$2,225.00	F MATERIALS PRESENTLY STORED S0.00 S0.00 \$0.00 \$0.00	TOTAL QTY 10 10 20	G COMPLETED TO DAT VALUE \$350.00 \$1,850.00 \$2,225.00 \$2,225.00	AND STORED % 100.00 100.00 100.00 100.00	Page 2 H BALANCE TO FINISH \$0.00 \$0.00 \$0.00	of 2 I RETAINA \$33 \$18 \$ \$22
<b>DNT</b> A EM O. 1	EX-0120 MARY	B DESCRIPTION OF WORK Excavator-1 Mary A. Dempsey 2x4 TOTALS:	SCH QTY UI 10 20	C IEDULED VA NIT PRICE \$35.00 \$185.00 \$1.25	LUE VALUE \$350.00 \$1,850.00 \$25.00 \$2,225.00	APPRC PR APP QTY 0 0 0	D DVED FROM EVIOUS VALUE S0.00 S0.00 S0.00 \$0.00	APPR QTY 10 20	E OVED THIS PERIOD VALUE \$350.00 \$1,850.00 \$22,500 \$2,225.00	F MATERIALS PRESENTLY STORED \$0.00 \$0.00 \$0.00 \$0.00	TOTAL QTY 10 20	G COMPLETED TO DAT VALUE \$350.00 \$1,850.00 \$2,225.00	AND STORED 5% 100.00 100.00 100.00 100.00	Page 2 H BALANCE TO FINISH \$0.00 \$0.00 \$0.00	of 2 I RETAINA S3 S18 S22
DNT A EM O. 1 2 3	EX-0120 MARY	B B DESCRIPTION OF WORK Excavator-1 Mary A. Dempsey 2x4 TOTALS: B	SCH QTY UI 10 10 20	C IEDULED VA NIT PRICE S35.00 S185.00 S125 C	LUE VALUE \$350.00 \$1,850.00 \$25.00 \$2,225.00	APPRO PR APP QTY 0 0	D DVED FROM EVOUS LICATION VALUE \$0.00 \$0.00 \$0.00 \$0.00 D	APPR 10 10 20	E oved THIS PERIOD VALUE S350.00 \$1,850.00 \$2,226.00 E	F MATERIALS PRESENTLY STORED \$0.00 \$0.00 \$0.00 \$0.00	<b>QTY</b> 10 10 20	G COMPLETED TO DAT \$355.00 \$1.850.00 \$2,225.00 \$2,225.00	AND STORED 5% 100.00 100.00 100.00 100.00	Page 2 H BALANCE TO FINISH S0.00 S0.00 S0.00 H	of 2 I RETAINA S18 S18 S22 I
DNT A EM O. 1 2 3 3	COST CODE	B DESCRIPTION OF WORK Excavalor-1 Mary A. Dempsey 2x4 TOTALS: B DESCRIPTION OF WORK	SCH	C IEDULED VA NIT PRICE S35.00 S185.00 S1.25 C C	LUE VALUE \$350.00 \$1,850.00 \$2,226.00 \$2,226.00 LUE	APPRC PR APP QTY 0 0 0 0 0	D VYED FROM VYEUOUS LICATION VALUE S0.00 S0.0	АРРГ QTY 10 10 20	E OVED THIS VALUE S350.00 \$1,850.00 \$25.00 \$2,226.00 E E OVED THIS VERIOD	F MATERIALS PRESENTLY STORED S0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	TOTAL QTY 10 10 20 COMP	G COMPLETED TO DAT VALUE \$350.00 \$1,850.00 \$2,225.00 \$2,225.00 \$2,225.00 \$2,225.00 \$2,225.00 \$2,225.00	AND STORED 5% 100.00 100.00 100.00 100.00 5%	Page 2 H BALANCE TO FINISH S0.00 S0.00 S0.00 S0.00 S0.00 S0.00 S0.00 S0.00 S0.00	I RETAINA S3 S18 S22 I RETAINA

The second way to generate an AIA Bill: 1.) drill down to the specific Sales Invoice desired 2.) select the "Actions" dropdown 3.) select "Electronic Document". 4.) select "AIA Bill".

nvoice Correct	Print/Send Nav	vigate Electronic D	ocument Actions	Navigate	Fewer options					
Electronic Document	∼ 📸 Send	🖶 Print 🖃 Er	mail 🛛 🕼 Attach as PDF	🔍 Navigate	Activity Log	🗋 Incoming D	ocument 🗸	Correct 🗸 🔹	Invoice 🗸	
CFDI Information		DC 101/(022/0			D D		515100	20		
AIA Bill		P3-INV105216			Due Date		5/6/20	20		
customer		ABC Development			Quote No.					
Contact · · · · · · · · · · ·					Order No.					
Posting Date		4/6/2020			Closed · · · · · · ·					
Lines Manag	e More options	5								
Lines Manag	Job Task No.	5	No.	Description		Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Gro Code
Lines Manag Job No. → J00010	Job Task No.	s Type Resource	No. EX-0120	Description Excavator-1		Quantity 10	Unit of Measure Code HOUR	Unit Price Excl. Tax 35.00	Tax Area Code ATLANTA, GA	Tax Gro Code NONT
Lines Manag Job No. → J00010 J00010	More options Job Task No. T-2 T-2	Type Resource Resource	No. EX-0120 MARY	Description Excavator-1 Mary A. Der	npsey	Quantity 10 10	Unit of Measure Code HOUR HOUR	Unit Price Excl. Tax 35.00 185.00	Tax Area Code ATLANTA, GA ATLANTA, GA	Tax Gro Code NONT LABO
Lines   Manag Job No. → J00010 J00010	More options Job Task No. T-2 T-2 T-1	Type Resource Resource Item	No. EX-0120 MARY 1000	Description Excavator-1 Mary A. Der 2x4	npsey	Quantity 10 10 20	Unit of Measure Code HOUR HOUR PALLET	Unit Price Excl. Tax 35.00 185.00 1.25	Tax Area Code ATLANTA, GA ATLANTA, GA ATLANTA, GA	Tax Gro Code NONT LABO MATE
Lines Manag Job No. → J00010 J00010 J00010 J00010	More options Job Task No. T-2 T-2 T-1	Type Resource Resource Item G/L Account	No. EX-0120 MARY 1000 10450	Description Excavator-1 Mary A. Der 2x4 Retainage H	npsey leld from Invoice	Quantity 10 10 20 1	Unit of Measure Code HOUR HOUR PALLET	Unit Price Excl. Tax 35.00 185.00 1.25 -222.50	Tax Area Code ATLANTA, GA ATLANTA, GA ATLANTA, GA	Tax Gro Code NONT LABO MATE NONT
Lines Manag Job No. → J00010 J00010 J00010 <	More options           Job Task No.           T-2           T-1	Type Resource Resource Item G/L Account	No. EX-0120 MARY 1000 10450	Description Excavator-1 Mary A. Der 2x4 Retainage H	npsey Ield from Invoice	Quantity 10 10 20 1	Unit of Measure Code HOUR HOUR PALLET	Unit Price Excl. Tax 35.00 185.00 1.25 -222.50	Tax Area Code ATLANTA, GA ATLANTA, GA ATLANTA, GA	Tax Gro Code NONT LABO MATE NONT
Lines Manag Job No. → J00010 J00010 J00010 J00010 <	More options Job Task No. T-2 T-2 T-1	Type Resource Resource Item G/L Account	No. EX-0120 MARY 1000 10450	Description Excavator-1 Mary A. Der 2x4 Retainage H	npsey Ield from Invoice Total Excl. Tax (USD	Quantity 10 10 20 1	Unit of Measure Code HOUR HOUR PALLET	Unit Price Excl. Tax 35.00 185.00 1.25 -222.50	Tax Area Code ATLANTA, GA ATLANTA, GA ATLANTA, GA	Tax Gro Code NONT LABO MATE NONT
Lines Manag Job No. → J00010 J00010 J00010 · · · · · · · · · · · · · · · ·	More options Job Task No. T-2 T-1 T-1	Type Resource Resource Item G/L Account	No. EX-0120 MARY 1000 10450	Description Excavator-1 Mary A. Det 2x4 Retainage H	mpsey leld from Invoice Total Excl. Tax (USD	Quantity 10 10 20 1	Unit of Measure Code HOUR HOUR PALLET	Unit Price Excl. Tax 35.00 185.00 1.25 -222.50	Tax Area Code ATLANTA, GA ATLANTA, GA ATLANTA, GA	Tax Grc Code NONI LABO MATE NONI 2,00

Upon selecting the AIA Bill action from this page, the document will download as a PDF and will have the same format as the above preview.

### **Committed Cost**

Committed Cost is a field on the Job Task lines that will accrue based on the Purchase Orders tied to that specific Job and Job Task. The field allows drill down so that a list of all the Purchase Orders that make up the amount shown on the line can be seen. This list can be further drilled into to see the specific details of each Purchase Order.

With Committed Cost being an accrual of all Purchase Orders that have a specific Job and Job Task noted on the Purchase Order Lines, the process automated and tied to base system's Purchase Order creation. 1.) create a new purchase order. 2.) fill in the header details. 3.) fill in the line details making sure to specify "Job No." and "Job Task No.". 4.) upon completion Committed Cost for the specified Job and Job Task will have accrued based on the amount of the purchase order.

#### JOB CARD | WORK DATE: 6/9/2020



#### J00020 · Exacavation for School Ground

106010

J00020

Exacavation for

÷

J00020

Process	Report	Pr	ices V	WIP	Navigate	Job	Print/Send	4	Actions	Navigate	Report	Fewer op	tions			
General																Show less
No. • • • •					· J00020						City · · ·					
Descriptio	n • • • • • •				· Exacavat	tion for Sc	hool Ground	d			Country	Region Co	de · · · · · · · · · · · · · · ·			~
Bill-to Cus	tomer No				· C00020					~	Contact					
Bill-to Cor	ntact No.				· CT00002	26					Search [	Description		EXACAVATION	FOR SCHOOL GR	OUND
Name · ·					· New Gro	ound LLC					Person F	Responsible				~
Address ·											Blocked					~
Address 2											Last Dat	e Modified		6/8/2020		
State · · ·											Project	Manager ·				~
7IP Code																
211 0000					L											
Tasks	Mana	ne	Line	Fewer	options											51
	mana	90	Line	Tener	options											
Job Ta	sk No.		Descripti	on		ر آل	ob Task ype	Start Dat	te	End Date	Bu	dget (Total Cost)	Remaining (Total Cost)	Committed Cost	Actual (Total Cost)	Billable (Total F Price)
→ T-1		÷	Materia	ıl		F	Posting	6/8/202	20	6/8/2020		50.00	50.00	50.00	_	50.00
T-2			Excavati	ion		P	osting	6/9/202	20	6/9/2020		2,724.00	2,724.00	_	_	4,400.00
T-3			Job Clea	an Up		P	osting	6/12/20	020	6/12/2020		1,500.00	1,500.00	_	_	1,500.00
		*	- co	омміт	ED COST I	LIST   WO	ORK DATE:	6/9/202	20							7
for S	icho			∕⊃ Se	arch Pa	ge									\ ≣	
Vavigate	Job		P	urchas	e Order 1			J	lob No. ¶	r	J	ob Task No.	Ŧ		Amount	

T-1

(i) Det

Job D

Job No.

50.00

PURCHASE OF	RDER   W	ORK DA	TE: 6/9/2020							0	+	Ŵ				
106010	· Jor	n's 2x	(4's													
Process Re	elease	Posting	Order	Request Approval	Print/Send	Navigate		More options								
General															Sh	ow more
Vendor Name				Jon's 2x4's				Docu	ment Date · · ·			···· 6	/9/2020			
Contact · · · ·								Vendo	or Invoice No.							
								Vendo	or Shipment No	)						
Lines	Manag	ge Me	ore options													62
Туре			No.	Description		Job No.		Job Task No.	Location Co	de Bi	n Code		Quantity	Reserved Quantity	Unit of Measure Code	Dire
$\rightarrow$ Item		:	1000	2x4		J00020		T-1					40	-	PALLET	
<																>
Subtotal Evel 1							50.00		o Discount %							0
	lax (03D)	,					50.00									50.00
Inv. Discount /	Amount	(USD) ·					0.00	J lotal	Excl. Iax (USD)							50.00
Percent Retain	nage · · ·						0.00	D Total	fax (USD)							1.00

Once a Purchase Order has been posted and noted as invoiced, the committed cost will be turned into actual cost.

### **Change Orders**

Change Orders functions resides in the "Change Orders" tab.

CRONUS US	SA,	Inc. Sales & Purchases ~	Jobs ~ Resource	es∨ J	ournals∨	Posted Documents $\lor$	Retention $\vee$	Setup & Extensions	Intel	ligent Cloud Ir	sights ~	=			
Change Orders:	A	ll∨	Manage ∨ → Send	Change O	rder To Job	Page ~   More opti	ions								$\nabla \equiv \lambda^{\ell}$
Number 1		Title 1	Customer Change Orde	r No.	Job		Contract		Revision	Status	Date Initiated	Date Updated	Schedule Impact	Budget(Total Cost)	Billable (Total Price)
CO-1	÷	Modify	345-PO		JOB00030	New Office Furniture			0	Approved	6/4/2020	6/4/2020	0	847.00	0.00
CO-2		Remove More Dirt	ABC-0001		J00030 - Ex	cavation for Hospital			0	Approved	6/9/2020	6/9/2020	0	150.00	150.00
00-2		Kemove More Dirt	ABC-0001		JUUUSU - D	cavation for Hospital			U	Approved	6/9/2020	6/9/2020	U	150.00	150.

When opening the Change Orders page, all change orders are displayed within the change order table. From an initial glance, details are shown such as the Title, Change Order Number, Project, and the cost/price of the whole change order. Much like the other tables in Business Central, the table items can be drilled into to view more in-depth details on the change order.

To create a change order: 1.) select the "New" action in the header. 2.) fill in the general information for the Change Order.

➔ Send Change Order T	o Job More options						
Conoral Informatio							
	'n						
Change Order Number			Invoiced D	ate		Ē	
Title · · · · · · · · · · · · · · · · · · ·			Designate	d Reviewer			
Customer Change Or			Paid Date			Ē	
Project Number		$\sim$	Reviewer				
Revision		0	Review Da	te · · · · · · · · ·			
Status	Draft	~	Executed				
Description			Signed Change Order		•		
Private							
Due Date			Revised Su	ıbstantial C		<b>T</b>	
Change Order Tasks	Send Change Order Tasks	To Job					
Change Order Task					Budget (Total	Billable (Total	
No 1	Description	Start Date	End	Date	Cost)	Price)	

If all the details aren't able to be filled in, that is fine, just fill in the details applicable as the Change Order can be revisited to fill in the rest of the details in the header later.

3.) fill in the description for the Change Order Task. 3.) select Start Date, End Date, Budget, or Billable. 4.) fill in the Change Order Line details

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~	SAVED	Ľ	K
$\checkmark$	SAVED		K

# CO-2 · Remove More Dirt

∢	Send Change O	rder	To Job More options					
Ge	neral Inforn	nati	on					
Cha	ange Order Nun	nber	CO-00001		Invoic	ed Date		Ē
Title	e		··· Remove More Dirt		Desig	nated Reviewer -		
Cus	tomer Change	Or	ABC-0001		Paid D	Date · · · · · · · ·		Ē
Pro	ject Number 🕠		J00030	$\sim$	Review	ver · · · · · · · · · · · · · · · · · · ·		
Rev	ision		••	0	Review	v Date		Ē
Stat	tus · · · · · · · ·		Approved	~	Execut	ted · · · · · · · · · · · ·		
Des	cription · · · · ·		Need to dig deeper		Signe	d Change Order		Ē
Priv	ate · · · · · · · · · · · ·				Sched	ule Impact		0
Due	e Date	••••			Revise	d Substantial C		Ē
Cha	ange Order Task	cs	Send Change Order Tasks To	Job				
	Change Order Task No.↑		Description	Start Date		End Date	Budget (Total Cost)	Billable (Total Price)
$\rightarrow$	CO-2-T1	÷	More Dirt Removal	6/9/2020	)	6/11/2020	150.00	150.00

The tasks in Change Orders act similarly to the Tasks in Jobs. The difference is that the Change Order Task Number cannot be manually filled in and will take the format of CO-[Number]-T[Number] this is to signify the Change Order number in the system and the task number. This is done so that when the change order has been applied to the job and a new job task has been created for the change order. This task can be drilled down where the full details of the change order can be accessed from the Job Task Lines. Besides that difference a user can drill down from "Start Date", "End Date", "Budget", or "Billable" which will open the Change Order Lines where detail similar to the Job Planning Lines can be entered.

1	∽ Search +	New	🐼 Edit List 📋	Delete Page											
	EDIT - CHANGE OI	RDER LI	NES											≡ 88	7 <sup>4</sup>
	Change Order		New los	Planned Delivery		·		Description		0	link Cont	THE	Hels Deles		e (
	ask No. T T	:	6/9/2020	Date 6/11/2020	Both Budget a	Resource	FX-0120	Excavator-1		Quantity	30.00	150.00	30.00	Line	150.00
Ľ			0/5/2020	0/11/2020			Divico	Choracor 1			00100	10000	0000		15
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					Description	Need	to dia deener	Sior	ned Change Order		8				
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					Due Date · · · ·			Rev	ised Substantial C		<b></b>				
					Change Order	Tasks Send	I Change Order Tasks	To Job							
					Change Order Task No. †	Descriptio	n	Start Date	End Date	Budget (Total Cost)	Billable (Total Price)				
					→ CO-2-T1	: More Dir	t Removal	6/9/2020	6/11/2020	150.00	150.00				

When all the CO lines have been added, the system will update the proper totals based on if the lines are meant for budget, billable, or both. Note\* The action "Send Change Order to Job" or "Send Change Order Task to Job" must be used in order for these new details to be included in the job cot detail upon approval of the Change Order. Furthermore, the action "Send Change Order To Job" will apply all of the Change Order Tasks to the specified Job, and or the action "Send Change Order Task To Job" will only apply the current selected Change Order Task to the Job.

#### - ...E ORDER CARD | WORK DATE: 6/9/2020

 $\bigcirc$ Ŵ +

# CO-2 · Remove More Dirt

➔ Send Change Order To Job

More options

#### **General Information**

Change Order Number	CO-00001	Invoiced Date	
Title · · · · · · · · · · · · · · · · · · ·	Remove More Dirt	Designated Reviewer	
Customer Change Or	ABC-0001	Paid Date	Ē
Project Number	J00030 ~	Reviewer	
Revision · · · · · · · · · · · · · · · · · · ·	0	Review Date	
Status	Approved ~	Executed	
Description	Need to dig deeper	Signed Change Order	ti li
Private · · · · · · · · · · · · · · · · · · ·		Schedule Impact	0
Due Date		Revised Substantial C	Ē

Cha	ange Order Task	cs	Send Change Order T	asks To Job				
	Change Order Task No.↑		Description	Start D	late	End Date	Budget (Total Cost)	Billable (Total Price)
$\rightarrow$	CO-2-T1	:	More Dirt Removal	6/9/2	020	6/11/2020	150.00	150.00

Send Change Order	To Job More option	ns			
eneral Information	on				
hange Order Number	CO-00001		nvoiced Date	e.	Ē
tle · · · · · · · · · · · · · · · · ·	Remove More Dirt		Designated Reviewer		
ustomer Change Or	ABC-0001		Paid Date	,	Ē
roject Number	J00030	~	Reviewer		
vision	Change ord	or: CO 2 and its sub	request Tasks are now b	aing cont	Ē
atus · · · · · · · · · · ·	to the Job: J	100030	sequent lasks are now be	eng sent	
escription · · · · · ·					Ē
ivate				ок	
ue Date				_	Ē
ange Order Tasks	Send Change Order T	asks To Job			
Change Order Task				Budget (Total	Billable (Total
No. 1	Description	Start Date	End Date	Cost)	Price)
<sup>No.↑</sup> → co-2-T1 : CO-2 · R	Description More Dirt Removal EMOVE MC	Start Date 6/9/2020	End Date 6/11/2020	Cost) 150.00	Price) 150.00
No. $\uparrow$ $\Rightarrow$ CO-2-T1 : $\bigcirc -2 \cdot R$ $\Rightarrow$ Send Change Order General Informati	Description More Dirt Removal EMOVE More To Job More option	Start Date 6/9/2020 Dre Dirt	End Date 6/11/2020	Cost) 150.00	Price)
No. $\uparrow$ CO-2-T1 : $CO-2 \cdot R$ Send Change Order General Informati	Description More Dirt Removal EMOVE More To Job More option on	Start Date 6/9/2020 Dre Dirt	End Date 6/11/2020	Cost) 150.00	Price) 150.00
No.↑ CO-2-T1 : CO-2 · R Send Change Order General Informati Change Order Number	Description More Dirt Removal  Council And Annual  More option  CO-00001  CO-0000  CO-0000  CO-0000  CO-0000  CO-0000  CO-000  CO-0000  O-0000  CO-0000  CO-0000 CO-0000 CO-000 CO-000 CO-0000 CO-0000 CO-000 CO-0000 CO-0000 CO-0000 CO-0000 CO-000 CO-0000 CO-0000 CO-0000 CO-000 CO-000 CO-0000 CO-0000 CO-000 CO-000 CO-0000 CO-0000 CO-000	Start Date 6/9/2020 Dre Dirt	End Date 6/11/2020 Invoiced Date	Cost) 150.00	Price) 150.00
No.↑ CO-2-T1 : CO-2 · R Send Change Order Seneral Informati Change Order Number Title	Description More Dirt Removal  Council And Annual  Council Ann	Start Date 6/9/2020 Dre Dirt 15	End Date 6/11/2020 avoiced Date esignated Reviewer	Cost) 150.00	Price) 150.00
No.↑ CO-2-T1 : CO-2 · R Send Change Order Seneral Informati Change Order Number itle Customer Change Or Project Number	Description More Dirt Removal  Control Job CO-00001 CO-00000 CO-0000 CO-0000 CO-00000 CO-0000 CO-0	Start Date 6/9/2020 Dre Dirt 15	End Date 6/11/2020 avoiced Date esignated Reviewer	Cost) 150.00	Price) 150.00
No.↑ CO-2-T1 CO-2 · R Send Change Order General Informati Change Order Number Title Customer Change Or Project Number Revision	Description More Dirt Removal  Council And	Start Date 6/9/2020 Dre Dirt 1s Is Ir D P R	End Date 6/11/2020 avoiced Date esignated Reviewer aid Date eviewer	Cost) 150.00	Price) 150.00
No,↑ CO-2-T1 : CO-2 · R Send Change Order Seneral Informati Change Order Number Title Customer Change Or Project Number Revision	Description More Dirt Removal  Control More option  Con  Co-00001  Remove More Dirt  ABC-0001  Con  Change Ord  Change Ord	Start Date 6/9/2020 DICE DICE 15	End Date 6/11/2020 avoiced Date esignated Reviewer aid Date eviewer to job J00030	Cost) 150.00	Price) 150.00
No.↑ CO-2-T1 : CO-2 · R Send Change Order Seneral Informati Change Order Number itle Customer Change Or Project Number tatus Description	Description More Dirt Removal  Conocol  Co-00001  Con  Co-00001  Con  Con  Con  Con  Con  Con  Con  Co	Start Date 6/9/2020 DICE DICE 115	End Date 6/11/2020 avoiced Date	Cost) 150.00	Price) 150.00
No.↑ CO-2-T1 : CO-2 · R Send Change Order Seneral Informati Change Order Number Thange Order Number Customer Change Or Project Number Revision Sescription Private	Description More Dirt Removal  Control Job Control Con	Start Date 6/9/2020 DIPE DIPT	End Date 6/11/2020 avoiced Date esignated Reviewer aid Date eviewer to job J00030	Соя) 150.00	Price) 150.00
No.↑ CO-2-T1 Send Change Order Send Change Order General Informati Change Order Number Title Customer Change Or Project Number Revision Secription Private Due Date	Description More Dirt Removal  Conocol  Remove More Dirt ABC-0001  Conocol	Start Date 6/9/2020 DICE DICE 115 115 117 117 117 117 117 117 117 117	End Date 6/11/2020 avoiced Date esignated Reviewer aid Date eviewer to job J00030	С соst) 150.00	Price) 150.00
No. ↑ CO-2-T1 : CO-2 · R Send Change Order Seneral Informati Change Order Number itle Customer Change Or roject Number tatus Description rivate Due Date	Description More Dirt Removal  Conocol  CO-00001  Remove More Dirt ABC-0001  Change Ord Change Ord	Start Date 6/9/2020 DICE DICE 115 115 117 117 117 117 117 117 117 117	End Date 6/11/2020	Cost) 150.00	Price) 150.00
No.↑ CO-2-T1 : CO-2-T1 : Send Change Order Seneral Informati Change Order Number itle Customer Change Or Project Number tatus Description Private Due Date Change Order Tasks	Description More Dirt Removal  Conocol  CO-00001  Remove More Dirt ABC-0001  ABC-0001  Change Order Send Change Order Ta	Start Date 6/9/2020 DIPE DIPT Ins Ins Ins Ins Present applied for er has been applied for askss To Job	End Date 6/11/2020	Cost) 150.00	Price) 150.00
No.↑ CO-2-T1 CO-2-T1 Send Change Order General Informati Change Order Number Title Customer Change Or Project Number Status Description Private Due Date Change Order Tasks Change Order Task No.↑	Description More Dirt Removal  CO-00001  CO-00001  Remove More Dirt ABC-0001  J00030  Change Order Ta Send Change Order Ta Description	Start Date 6/9/2020 DITE DITE IS IF IF IF IF IF IF IF IF IF IF	End Date 6/11/2020 avoiced Date esignated Reviewer aid Date eviewer to job J00030 End Date End Date	OK	Price) 150.00 150.00

When the Change Order has been Applied to the Job, the Job will have new tasks added that will specify the change order.

rocess Report	Pri	ces WIP Navigate Jo	b Print/Send	More	options					
ame · · · · · ·		ABC Develop	ment			Person Responsible				
ddress · · · · · ·		123 Street				Blocked · · · · · ·				
ddress 2 · · · · ·						Last Date Modified		6/9/2020		
ate · · · · · · · ·		Georgia				Project Manager				
P Code · · · · · ·		31772								
IP Code · · · · · · · · · · · · · · · · · · ·	age	Line Fewer options	lob Tark			Budget (Total	Perovining (Total			Rillable (To
P Code · · · · · · · · · · · · · · · · · · ·	age	Line Fewer options	Job Task Type	Start Date	 End Date	Budget (Total Cost)	Remaining (Total Cost)	Committed Cost	Actual (Total Cost)	Billable (To Pric
P Code · · · · · · · · · · · · · · · · · · ·	age	Line Fewer options Description Begin Change Order Tasks f.	Job Task Type Begin-Total	Start Date	End Date	Budget (Total Cost)	Remaining (Total Cost)	Committed Cost	Actual (Total Cost)	Billable (To Priu
P Code sks Man Job Task No. B-CO-2 CO-2-T1	age	Line Fewer options Description Begin Change Order Tasks f. More Dirt Removal	Job Task Type Begin-Total Posting	Start Date 	End Date	Budget (Total Cost) – 150.00	Remaining (Total Cost) –	Committed Cost	Actual (Total Cost)	Billable (Tc Pri 150.
P Code · · · · · · · · · · · · · · · · · · ·	age	Line Fewer options Description Begin Change Order Tasks f. More Dirt Removal End Change Order Tasks for	Job Task Type Begin-Total Posting End-Total	Start Date 	End Date	Budget (Total Cost) 	Remaining (Total Cost) – –	Committed Cost	Actual (Total Cost)	Billable (To Pri 150.
P Code Job Task No. B-CO-2 CO-2-T1 E-CO-2 T-1	age	Line Fewer options Description Begin Change Order Tasks f. More Dirt Removal End Change Order Tasks for Material	Job Task Type Begin-Total Posting End-Total Posting	Start Date 	 End Date - 6/9/2020 - 6/8/2020	Budget (Total Cost) — 150.00 — 37.50	Remaining (Total Cost) – – – –	Committed Cost - - - -	Actual (Total Cost) 37.50	Billable (To Prir 150. 37.
P Code asks Man Job Task No. B-CO-2 CO-2-T1 E-CO-2 T-1 T-2	age	Line Fewer options Description Begin Change Order Tasks f. More Dirt Removal End Change Order Tasks for Material Excavation	Job Task Type Begin-Total Posting End-Total Posting Posting	Start Date 	End Date           -           6/9/2020           -           6/8/2020           6/9/2020	Budget (Total Cost) 	Remaining (Total Cost) – – – – – 1,762.00	Committed Cost 	Actual (Total Cost)	Billable (To Priu 150. 37. 2,600.

And as mentioned above, this new Task that references back to the Change Order task can be drilled into to view the full Change Order details.

		Send Change Order To	Job More options				
Name · · · · · · ·	ABC Developme	General Informatio	n				
Address	123 Street					-	
Address 2 · · · · ·		Change Order Number	CO-00001		Invoiced Date		
	Counts	Title · · · · · · · · · · · · · · · · · · ·	Remove More Dirt		Designated Reviewer		
state	Georgia	Customer Change Or	ABC-0001		Paid Date		
ZIP Code	31772	e		_	Paulaura		
		Project Number	J00030		Reviewer	-	
Tasks Manad	e Line Fewer options	Revision		0	Review Date		
		Status	Approved		Executed · · · · · · · · · · · ·		
Job Task No.	Description	Description	Need to dia deeper		Signed Change Order		
B-CO-2	Begin Change Order Tasks f				Schedule Impact		0
→ CO-2-T1	More Dirt Removal	Private					-
E-CO-2	End Change Order Tasks for	Due Date			Revised Substantial C		
T-1	Material						
T-2	Excavation						
T-3	Job Clean Up	Change Order Tasks	Send Change Order Task	s To Job			
		Change Order Task No. †	Description	Start Dat	e End Date	Budget (Total Cost)	Billable (Total Price)
		→ CO-2-T1 :	More Dirt Removal	6/9/202	6/11/2020	150.00	150.00
Posting							

This new Job task can now be billed in the same fashion as any job tasks and can have Purchase Orders or Invoices applied to it as well.

# Pay When Paid for Sub-contracts

CUSTOMERS | WORK DATE: 6/9/2020

Pay When Paid is performed once the customer billed for the job has made a payment and said payment is registered within Business Central. To register a customer payment: 1.) access the "Customers" page 2.) select "Process" 3.) select "Register Payment".

,	+	New Manage	Process	Report	New Document	Customer	Navigate	Page	Actions	Navigate	Report	SmartL
Register Customer Payments												
10000		Adatum Corpora	ation					Robert Town	ès		0.	00
20000		Trey Research						Helen Ray			5,022.	01
30000		School of Fine Ar	rt					Meagan Bon	ł		54,904.	38
40000		Alpine Ski House	•					lan Deberry			4,316.	92
50000		Relectoud						Jesse Homer			8,836.	80
C00010		ABC Development	nt								368.	50
C00020	:	New Ground LLC	2								1,500.	00

4.) Input the amount that the customer has paid on the "Register Customer Payments" screen.5.) select post.

		÷	REGISTER CUSTOMER	PAYMENTS   WOR	~	∕ SAVED □	C 2				
s Rep	ort		New Posting N	avigate Search			$\nabla$				
Respo			area Post Payments	🛅 Post as Lump	🔯 Preview Posti.	-12	Externa				
	ente		Name		Description	Due Date	Amount	Received	Received	Docum No.	-
		$\rightarrow$	New Ground LLC	:	Invoice S-INV102235	7/9/2020	0.00	6/9/2020	1,500.00		(
										-	Se
											00

Once that amount is posted, the system will search through the purchase invoices tied to the Job that has had a payment registered to it to find if there are any Subcontractor Invoices (noted by toggling the field on Purchase Invoice seen in the screenshot below) with outstanding balances.

PU	RCHASE INVOICE	WORK	DATE: 6/9/202	<ul> <li>+</li> <li>iii</li> </ul>										
10	07215 · CE	BC C	Contrac	tors										
Inv	voice Posting	Reque	st Approval	Incoming Document Release	e Navigate	More options								
Ge	eneral										S	how mor		
Ver	ndor Name			CBC Contractors		·· Due Da	ate		7/9/2020			Ē		
Cor	ntact · · · · · · · · ·					··· Vendor	Invoice No.	*	CBC-12398					
Pos	sting Date			6/9/2020	f	DIOT T	ype of Operation					~		
						Subcor	tractor Invoice							
Lin	es Manage	Mo	re options									E2		
	Туре		No.	Description/Comment	Job No.	Job Task No.	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Gr Code		
$\rightarrow$	Item	1	1001	CBC Subcontract	J00010	T-3		1	LS	1,500.00	ATLANTA, GA	LABO		
-		_												
<												>		
Sub	btotal Excl. Tax (USI	)			1,500.0	00 Invoice	Discount %					0		
Inv	v. Discount Amount	(USD)			0.0	00 Total E	kcl. Tax (USD)				1	,500.00		
Per	rcent Retainage				0.0	00 Total Ta	ax (USD)					45.00		
Ret	tainage				0.0	00 Total Ir	ncl. Tax (USD)				1	,545.00		

If there are Invoices noted as "Subcontractor Invoices" the amount received will be applied to as many of the outstanding balances of those specified "Subcontractor Invoices" that can be paid in full or partial based on the amount.

### **Estimated Cost To Complete / Forecast**

Estimated Cost To Complete follows similar processes as to native functionality in the Business Central Jobs module for inputting a budget. We have added fields for Estimated Qty., Estimated Cost, and Estimated Total Cost accounting for the Estimated Cost to Complete values and the fields Initial Quantity, Budget Unit Cost, and Budget Total Cost accounting for the Budgeted Cost values on the Job Planning Line. See example below.

Job Planning Lines			+ New	🐯 Edit List	📋 Delete	Process Re	port Page	More options							
Job Task No. ↑ ▼		Line Type	Planning Date †	Planned Delivery Date	Document No.	Туре	No.	Description	Initial Quantity	Budget Unit Cost	Budget Total Cost	Estimated Qty.	Estimated Cost	Estimated Total Cost	×
→ <u>T-2</u>	÷	Both Budge	6/9/2020	6/9/2020		Resource	EX-0120	Excavator-1	10	35.00	350.00	20	35.00	700.00	
T-2		Both Budge	6/9/2020	6/9/2020		Resource	MARY	Mary A. Dempsey	10	101.20	1,012.00	20	101.20	2,024.00	
1-2		bour budge.	0/3/2020	0/5/2020		Resource	MANT	Mary A. Dempsey	10	101.20	1,012.00	20	101.20	2,024.00	

When creating a new Planning Line: 1.) select the desired Line Type. 2.) select the planning date. 3.) select the Planned Delivery Date. 4.) if known or needed fill in the document number. 5.) select the type for the line: Item, Resource, Fixed Asset, or G/L account. 6.) select the No. for the Item/Resource/Fixed Asset/ "G/L Account" specified in 5. 7.) fill in initial quantity. 8.) if need fill in Budget Unit Cost.

The system will then update the Budget Total Cost based on the values specified in Initial Quantity and Budget Unit Cost. With this being a newly created Planning Line the Estimated Qty. will copy the value for Initial Quantity, Estimated Cost will copy the value for Budget Unit Cost, and Estimated Total Cost will copy the value of Budget Total Cost.

When time comes that the Estimated Cost values need to be updated to reflect the new developments on a Job: 1a.) update the Estimated Qty. field with the new quantity if there is a new quantity. 1b.) update the Estimated Cost if there is a new unit cost. 2.) the Estimated Total Costs will automatically update based on those new values.

Outside of the Job Planning Lines the Estimated Total Cost and Budget Total cost can be viewed on the Job Page via the Job Task Lines and the Job Details sidebar as shown in the screenshot below.

job card i work dj J00040 · Te	ate: 7/1/2020 2St					Ø	) + 🕯	ſ				√SAVED ⊡ > <sup>⊄</sup>
Process Report	Prices WI	P Navigate	Job Print/Send	d More optic	ins							0
General										Show more	Oetails     Attachm	ents (0)
lo.		J00040			State	State ·····					BUDGETED COST Resource Item	2,209.00 2,025.00
Bill-to Customer No.         20000         V           Bill-to Contact No.         CT000003						Blocked            Last Date Modified         6/22/2020					G/L Account Total ESTIMATED COST	0.00 4,234.00
lame	e More opti	Trey Rese	arch		Proje	ect Manager				~	Resource Item G/L Account Total	3,571.00 2,056.25 -200.00 <b>5,427.25</b>
Job Task No.	Job Task Type	Start Date	End Date	Budget (Total Cost)	Estimated (Total Cost)	Remaining (Total Cost)	Committed Cost	Actual (Total Cost)	Billable (Total Price)	Remaining (Total Price)	ACTUAL COST Resource	0.00
→ CO-3-T1	Posting	7/1/2020	7/1/2020	847.00	847.00	-	-		1,540.00		G/L Account	-200.00
T-2	Posting	6/9/2020	6/9/2020	1,362.00	2,724.00	2,724.00	-	-	4,400.00	4,400.00	Total	1,850.00
T-3	Posting	6/9/2020	6/12/2020	2.000.00	1,800.00	500.00	-	1,800.00	2.000.00	500.00	BILLABLE PRICE Resource Item G/L Account Total	5,940.00 2,056.25 0.00 <b>7,996,25</b>
Posting										Show more	INVOICED PRICE	
ob Posting Group		Open			<ul> <li>✓ % Co</li> <li>✓ % In</li> </ul>	ompleted				34.09 25.01	Resource Item G/L Account Total	0.00 2,000.00 0.00 <b>2,000.00</b>

Both the fields on the Tasks lines and the sidebar content can be drilled into to view the Job Planning Lines. The drill down on the Task lines view the budgeted Job Planning Lines solely for the Task line drilled into. The drill down for the side bar will give the user all budgeted Planning Lines for the job that correlates to the specific type listed: Resource, Item, or G/L Account that has been drilled into.

# **Resources**

Microsoft Documentation On Using Business Central as a Business User:

https://docs.microsoft.com/en-us/dynamics365/business-central/readiness/readiness-learning-bususers