



# 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 on the use 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 [www.ittecsolutions.com/support](http://www.ittecsolutions.com/support).

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

Chart of Accounts: All | Search | + New | Manage | Process | Report | Page | More options

No.	Name	Net Change	Balance	Income/Ba...	Account Subcategory	Account Type	Totaling	Gen. Posting Type	Gen. Bus. Posting Group
<b>10000</b>	<b>BALANCE SHEET</b>	–	–	Balance She...	Assets	Heading			
<b>10001</b>	<b>ASSETS</b>	–	–	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			
<b>10990</b>	<b>TOTAL ASSETS</b>	255,495.30	255,495.30	Balance She...	Assets	End-Total	10001..10990		

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

Chart of Accounts: All | Search | + New | Manage | Process | Report | Page | More options

No.	Name	Net Change	Balance	Income/Ba...	Account Subcategory	Account Type	Totaling	Gen. Posting Type	Gen. Bus. Posting Group
10950	WIP Job Costs	-	-	Balance She...	Assets	Posting			
<b>10990</b>	<b>TOTAL ASSETS</b>	255,495.30	255,495.30	Balance She...	Assets	End-Total	10001.10990		
<b>20001</b>	<b>LIABILITIES</b>	-	-	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			

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.

# J00020 · Excavation for School Ground

Process Report Prices WIP Navigate Job Print/Send Actions Navigate Report Fewer options

## General

Show less

No. ....	<input type="text" value="J00020"/>	City .....	<input type="text"/>
Description .....	<input type="text" value="Excavation for School Ground"/>	Country/Region Code .....	<input type="text"/>
Bill-to Customer No. ....	<input type="text" value="C00020"/>	Contact .....	<input type="text"/>
Bill-to Contact No. ....	<input type="text" value="CT000026"/>	Search Description .....	<input type="text" value="EXCAVATION FOR SCHOOL GROUND"/>
Name .....	<input type="text" value="New Ground LLC"/>	Person Responsible .....	<input type="text"/>
Address .....	<input type="text"/>	Blocked .....	<input type="text"/>
Address 2 .....	<input type="text"/>	Last Date Modified .....	<input type="text" value="6/8/2020"/>
State .....	<input type="text"/>	Project Manager .....	<input type="text"/>
ZIP Code .....	<input type="text"/>		

Tasks | Manage Line Fewer options

Job	Dimensions	Documents	History	Functions				
→ T-1	Material	Create Sales Invoice...	6/8/2020	6/8/2020	50.00	50.00	50.00	50.00
T-2	Excavation	Sales Invoices/Credit Memos	6/9/2020	6/9/2020	2,724.00	2,724.00	-	4,400.00
T-3	Job Clean Up	Posting	6/12/2020	6/12/2020	1,500.00	1,500.00	-	1,500.00

← JOB CARD | WORK DATE: 6/9/2020

## J00020 · Excavation for School Ground

Process Report Prices WIP Navigate Job Print/Send Actions

### General

No. .... J00020

Description .....

Bill-to Customer No. .... C00020

Bill-to Contact No. .... CT000026

Name .....

Address .....

Address 2 .....

State .....

ZIP Code .....

Tasks | Manage Line Fewer options

Job Task No.	Description	Job Task Type	Start Date	End Date	Budget (Total Cost)	Remaining (Total Cost)	Committed Cost	Actual (Total Cost)	Billable (Total Price)	Rerr
→ T-1	Material	Posting	6/8/2020	6/8/2020	50.00	50.00	50.00	-	50.00	
T-2	Excavation	Posting	6/9/2020	6/9/2020	2,724.00	2,724.00	-	-	4,400.00	
T-3	Job Clean Up	Posting	6/12/2020	6/12/2020	1,500.00	1,500.00	-	-	1,500.00	

**JOB CREATE SALES INVOICE**

**Options**

Posting Date ..... 6/9/2020

Create Invoice per ..... Job

**Filter: Job Task**

× Job No. .... J00020

× Job Task No. .... T-2

+ Filter...

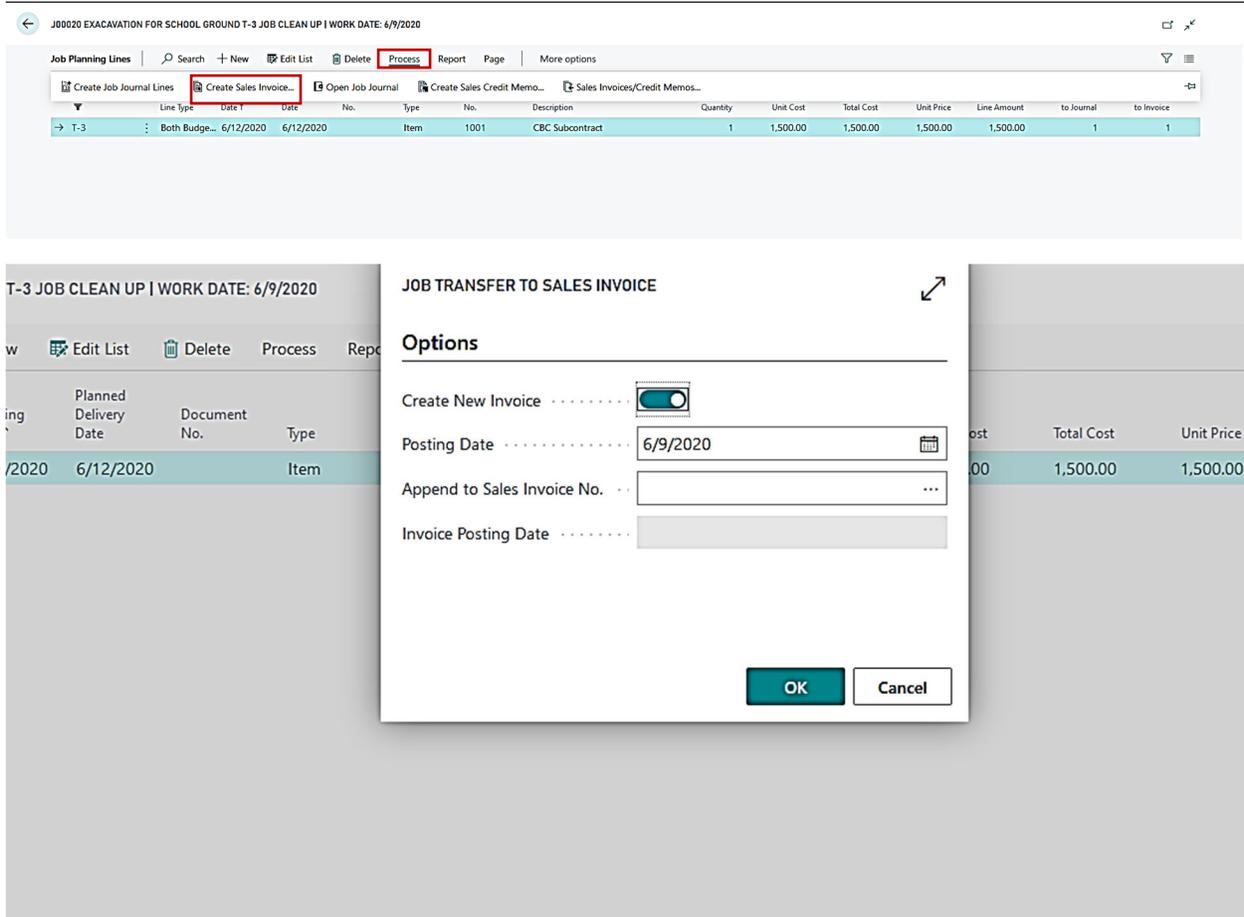
**Filter totals by:**

× Planning Date Filter .....

+ Filter...

OK Cancel

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.”.



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

S-INV102233 · New Ground LLC

Posting Prepare Invoice Release Request Approval Navigate More options

**General** Show more

Customer Name: New Ground LLC Posting Date: 6/9/2020  
 Contact: ... Due Date: 7/9/2020

**Lines** | Manage More options

Job No.	Job Task No.	Type	No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Grc Code
→ J00020	T-2	Resource	EX-0120	Excavator-1		20	HOUR	35.00	ATLANTA, GA	*
J00020	T-2	Resource	MARY	Mary A. Dempsey		20	HOUR	185.00	ATLANTA, GA	LABOF

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 0.00 Total Tax (USD) 111.00  
 Retainage 0.00 Total Incl. Tax (USD) 4,511.00

SALES INVOICE | WORK DATE: 6/9/2020

S-INV102233 · New Ground LLC

Posting Prepare Invoice Release Request Approval Navigate More options

**General** Show more

Customer Name: New Ground LLC Posting Date: 6/9/2020  
 Contact: ... Due Date: 7/9/2020

**Lines** | Manage More options

Job No.	Job Task No.	Type	No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Grc Code
→ J00020	T-2	Resource	EX-0120	Excavator-1		20	HOUR	35.00	ATLANTA, GA	*
J00020	T-2	Resource	MARY	Mary A. Dempsey		20	HOUR	185.00	ATLANTA, GA	LABOF
J00020	T-2	G/L Account	10450	Retainage Held from Invoice		1		-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  
 Retainage 440.00 Total Incl. Tax (USD) 4,511.00

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 | Intelligent Cloud Insights

Sales Invoice Retention | Purchasing Invoice Retention

INSIGHT FROM LAST MONTH

# You closed 2 more deals than in the same period last year

ACTIONS

- + Sales Quote
- + Sales Order
- + Sales Invoice
- + Purchase Quote
- + Purchase Order
- + Purchase Invoice
- > New
- > Payments
- > Reports
- > Setup
- Excel Reports

Activities

Activities

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 | Jobs | Resources | Journals | Posted Documents | **Retention** | Setup & Extensions | Intelligent Cloud Insights

Sales Invoice Retention: All | Search | Manage | Release Retention | Page | More options

No. ↑	Sell-to Customer No.	Sell-to Customer Name	Job No.	Description	Retainage Amount	Percent Retainage
SR-INV-100002	C00020	New Ground LLC	J00020	Retention For Job: J00020	440.00	10.00

RETENTION CARD | WORK DATE: 6/9/2020

## SR-INV-100002

SAVED

**General**

No. SR-INV-100002 | Sell-to Customer Name New Ground LLC

Sell-to Customer No. C00020 | Job No. J00020

**Details**

Description Retention For Job: J00020 | Percent Retainage 10.00

Retainage Amount 440.00

**Retention Breakdown**

Original Invoice No. ↑	Job Task	Retainage Amount
→ 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.

CRONUS USA, Inc. | Sales & Purchases ▾ Jobs ▾ Resources ▾ Journals ▾ Posted Docur

Sales Invoice Retention: All ▾ | Search Manage ▾ **Release Retention** Page ▾ | More options

No. ↑	Sell-to Customer No.	Sell-to Customer Name	Job No.
<a href="#">SR-INV-100002</a>	C00020	New Ground LLC	J00020

SALES INVOICE | WORK DATE: 6/9/2020



S-INV102236 · New Ground LLC

Posting Prepare Invoice Release Request Approval Navigate | More options

**General** Show more

Customer Name	<input type="text" value="New Ground LLC"/>	Posting Date	<input type="text" value="6/9/2020"/>
Contact	<input type="text"/>	Due Date	<input type="text" value="7/9/2020"/>

**Lines** | Manage | More options Show more

Job No.	Job Task No.	Type	No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Grc Code
→ J00020	T-2	G/L Account	10450	Retainage For Invoice S-INV1022 ...		1		70.00		NONT
J00020	T-2	G/L Account	10450	Retainage For Invoice S-INV1022...		1		370.00		NONT

Subtotal Excl. Tax (USD)	<input type="text" value="440.00"/>	Invoice Discount %	<input type="text" value="0"/>
Inv. Discount Amount Excl. Tax (USD)	<input type="text" value="0.00"/>	Total Excl. Tax (USD)	<input type="text" value="440.00"/>
Percent Retainage	<input type="text" value="0.00"/>	Total Tax (USD)	<input type="text" value="0.00"/>
Retainage	<input type="text" value="0.00"/>	Total Incl. Tax (USD)	<input type="text" value="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.

← PURCHASE INVOICE | WORK DATE: 6/9/2020 ✎ + 🗑

107215 · CBC Contractors

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Invoice Posting Request Approval Incoming Document Release Navigate | More options

**General** Show more

Vendor Name ..... CBC Contractors ..... Due Date ..... 7/9/2020 📅

Contact ..... Vendor Invoice No. .... \*

Posting Date ..... 6/9/2020 📅 DIOT Type of Operation ..... ⌵

Subcontractor Invoice .....

---

Lines | Manage More options 🔍

Type	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																																			
→ Item	1001	CBC Subcontract	⌵			*	LS	1,500.00	ATLANTA, GA	*																																			
<div style="border: 1px solid #ccc; padding: 5px;"> <table border="1"> <thead> <tr> <th>No. ↑</th> <th>Description</th> <th>Bill-to Customer No.</th> <th>Starting Date</th> <th>Stat</th> </tr> </thead> <tbody> <tr> <td>→ J00010</td> <td>Excavation For New Home Dev...</td> <td>C00010</td> <td></td> <td></td> </tr> <tr> <td>J00020</td> <td>Excavation for School Ground</td> <td>C00020</td> <td></td> <td></td> </tr> <tr> <td>J00030</td> <td>Excavation for Hospital</td> <td>C00010</td> <td></td> <td></td> </tr> <tr> <td>JOB00001</td> <td>Remodel Reception Area</td> <td>30000</td> <td></td> <td></td> </tr> <tr> <td>JOB00010</td> <td>Reception area remodel</td> <td>30000</td> <td>3/1/2018</td> <td></td> </tr> <tr> <td colspan="2">+ New</td> <td colspan="3">Select from full list</td> </tr> </tbody> </table> </div>											No. ↑	Description	Bill-to Customer No.	Starting Date	Stat	→ J00010	Excavation For New Home Dev...	C00010			J00020	Excavation for School Ground	C00020			J00030	Excavation for Hospital	C00010			JOB00001	Remodel Reception Area	30000			JOB00010	Reception area remodel	30000	3/1/2018		+ New		Select from full list		
No. ↑	Description	Bill-to Customer No.	Starting Date	Stat																																									
→ J00010	Excavation For New Home Dev...	C00010																																											
J00020	Excavation for School Ground	C00020																																											
J00030	Excavation for Hospital	C00010																																											
JOB00001	Remodel Reception Area	30000																																											
JOB00010	Reception area remodel	30000	3/1/2018																																										
+ New		Select from full list																																											
Subtotal Excl. Tax (USD) .....										0																																			
Inv. Discount Amount (USD) .....										0.00																																			
Percent Retainage .....										0.00																																			
Retainage .....										0.00																																			
										Total Incl. Tax (USD) .....																																			

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

107215 · CBC Contractors

Invoice Posting Request Approval Incoming Document Release Navigate More options

**General** Show more

Vendor Name: CBC Contractors Due Date: 7/9/2020  
 Contact: Vendor Invoice No.: CBC-12398  
 Posting Date: 6/9/2020 DIOT Type of Operation: Subcontractor Invoice:

**Lines** | Manage More options

Type	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
→ Item	1001	CBC Subcontract	J00010	T-3		1	LS	1,500.00	ATLANTA, GA	LABOF
G/L Account	20150	Retainage Held from Invoice	J00010	T-3		1		-150.00		NONT

Subtotal Excl. Tax (USD) 1,350.00 Invoice Discount % 0  
 Inv. Discount Amount (USD) 0.00 Total Excl. Tax (USD) 1,350.00  
 Percent Retainage 10.00 Total Tax (USD) 45.00  
 Retainage 150.00 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.

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

Sales Invoice Retention **Purchasing Invoice Retention**

INSIGHT 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

Activities

Activities  
 SALES THIS MONTH OVERDUE SALES INVOICE AMOUNT OVERDUE PURCH. INVOICE AMOUNT SALES INVOICES PREDICT. OVERDUE

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 ▾ Jobs ▾ Resources ▾ Journals ▾ Posted Documents ▾ Retention ▾ Setup & Extensions ▾ Intelligent Cloud Insights ▾ | ☰

Purchasing Invoice Retention: All ▾ | 🔍 Search Manage ▾ ➔ Release Retention Page ▾ | More options 🔍 ☰ ↗

No. ↑	Buy-from Vendor No.	Buy-from Vendor Name	Job No.	Description	Retainage Amount	Percent Retainage
PR-INV-100000	V00020	CBC Contractors	J00010	Retention For Job: J00010	300.00	10.00
PR-INV-100001	30000	Graphic Design Institute		Retention For Job:	180.36	10.00

Sales & P... ← ...ENTION CARD | WORK DATE: 6/9/2020 ✎ + 🗑️ ✓ SAVED 📧 ↗ Insights ▾

## PR-INV-100000

Buy-from Ven  
V00020  
30000

**General**

No. .... PR-INV-100000 Buy-from Vendor Name ... CBC Contractors  
Buy-from Vendor No. ... V00020 Job No. .... J00010

**Details**

Description ..... Retention For Job: J00010 Percent Retainage ..... 10.00  
Retainage Amount ..... 300.00

**Retention Breakdown**

Original Document No. ↑	Document Type	Job Task	Retainage Amount
→ 107212	Invoice	T-3	150.00

Retainage Amount  
300.00  
180.36

>

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.

Purchasing Invoice Retention: All

Search

Manage

Release Retention

No. ↑		Buy-from Vendor No.	Buy-from Vendor Name
PR-INV-100000	:	V00020	CBC Contractors
PR-INV-100001		30000	Graphic Design Institute

PURCHASE INVOICE | WORK DATE: 6/9/2020



107216 · CBC Contractors

Invoice Posting Request Approval Incoming Document Release Navigate More options

General

Show more

Vendor Name: CBC Contractors Due Date: 5/6/2020

Contact: Vendor Invoice No.: CB-1234

Posting Date: 6/9/2020 DIOT Type of Operation: Subcontractor Invoice:

Lines Manage More options

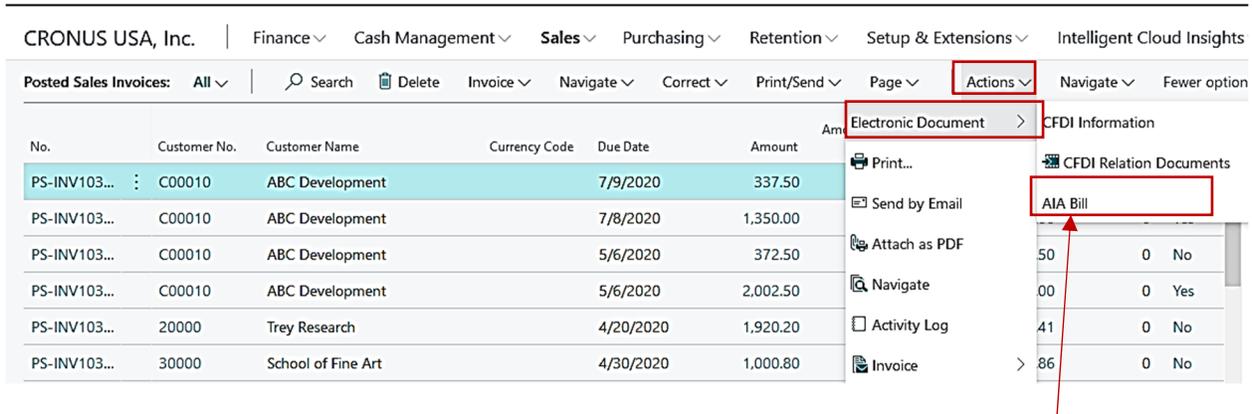
Type	No.	Description/Comment	Job No.	Job Task No.	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Grp Code
→ G/L Account	20150	Retainage For Invoice 107212	J00010	T-3		1		150.00		NONT
G/L Account	20150	Retainage For Invoice 107215	J00010	T-3		1		150.00		NONT

Subtotal Excl. Tax (USD)	300.00	Invoice Discount %	0
Inv. Discount Amount (USD)	0.00	Total Excl. Tax (USD)	300.00
Percent Retainage	0.00	Total Tax (USD)	0.00
Retainage	0.00	Total Incl. Tax (USD)	300.00

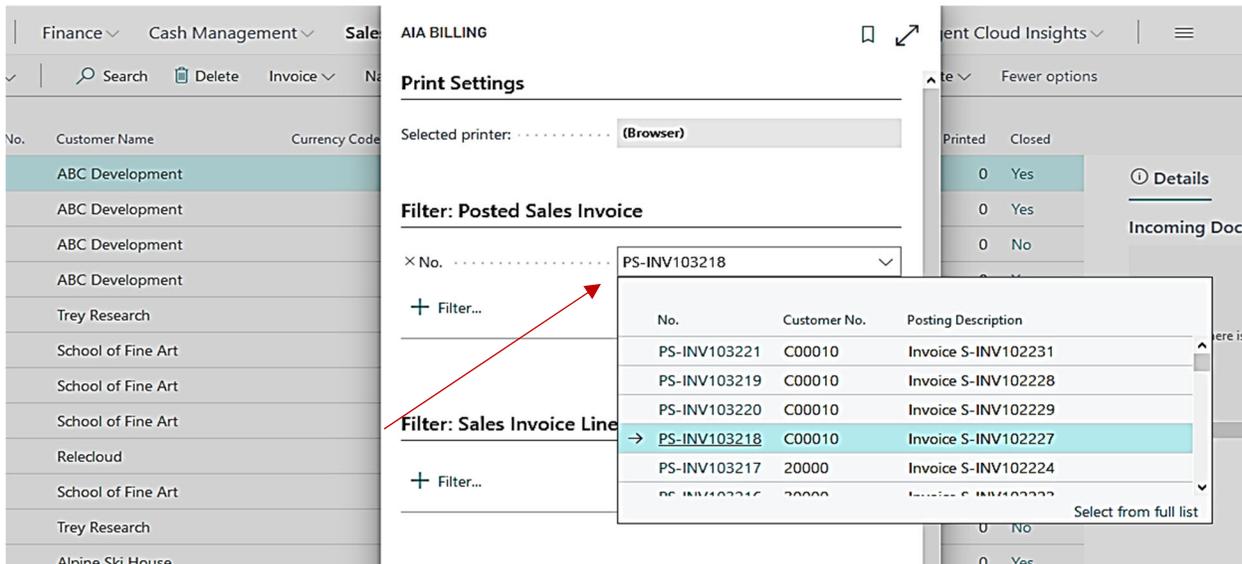
### AIA Billing

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”.



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”.



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.

**APPLICATION AND CERTIFICATE FOR PAYMENT**

**TO:** ABC Development  
123 Street  
Atlanta, Georgia 31772

**FROM:** CRONUS USA, Inc.  
7122 South Ashford Street  
Westminster  
Atlanta GA 31772

**Application No.:** PS-INV103218

**Period To:** \_\_\_\_\_

**Contract Date:** \_\_\_\_\_

**PROJECT:** J00010 - Excavation For New Home Development

**APPLICATION**

Application is made for payment, as shown below, in connection with the contract. Continuation Sheet is attached.

1. Original Contract Sum	\$3,725.00
2. Net Change by Change Orders	\$0.00
3. Contract Sum to Date	\$3,725.00
4. Total Completed & Stored To Date	\$2,225.00
5. Retainage:	
a. 10.00% of Completed Work	\$222.50
b. 10.00% of Stored Material	\$222.50
Total Retainage	\$222.50
6. Total Earned Less Retainage	\$2,002.50
7. Less Previous Certificates for Payment	\$0.00
8. Current Payment Due	\$2,002.50
9. Balance To Finish, Including Retainage	\$1,500.00

The undersigned Contractor certifies that to the best of the contractor's knowledge, information and believe, the Work covered by the Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and Payments received from the Owner, and that current payment shown herein is due.

**CONTRACTOR**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
Notary Public:  
My Commission expires: \_\_\_\_\_

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and the belief the Work has progressed as indicated, the quality of the Work is in accordance with the contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

**AMOUNT CERTIFIED**

(attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the continuation Sheet that are change to conform to the amount certified.)

**ARCHITECT:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals	\$0.00	\$0.00
Net change by change orders:	\$0.00	



**CONTINUATION SHEET**

A ITEM NO.	B COST CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE			E APPROVED FROM PREVIOUS APPLICATION		F APPROVED THIS PERIOD		G MATERIALS PRESENTLY STORED	H TOTAL COMPLETED AND STORED TO DATE			I BALANCE TO FINISH	J RETAINAGE
			QTY	UNIT PRICE	VALUE	QTY	VALUE	QTY	VALUE		QTY	VALUE	%		
1	EX-0120	Excavator-1	10	\$35.00	\$350.00	0	\$0.00	10	\$350.00	\$0.00	10	\$350.00	100.00	\$0.00	\$35.00
2	MARY	Mary A. Dempsey	10	\$185.00	\$1,850.00	0	\$0.00	10	\$1,850.00	\$0.00	10	\$1,850.00	100.00	\$0.00	\$185.00
3	1000	2x4	20	\$1.25	\$25.00	0	\$0.00	20	\$25.00	\$0.00	20	\$25.00	100.00	\$0.00	\$2.50
TOTALS:					\$2,225.00		\$0.00		\$2,225.00	\$0.00		\$2,225.00	100.00	\$0.00	\$222.50

A	B	C	D	E	F	G	H	I		
ITEM NO.	COST CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED FROM PREVIOUS APPLICATION	APPROVED THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE
GRAND TOTALS:			\$3,725.00	\$222.50	\$2,225.00	\$0.00	\$2,225.00	59.73	\$1,500.00	\$222.50

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".

← POSTED SALES INVOICE | WORK DATE: 6/9/2020

PS-INV103218 · ABC Development

Invoice Correct Print/Send Navigate Electronic Document **Actions** Navigate Fewer options

Electronic Document Send... Print... Email Attach as PDF Navigate Activity Log Incoming Document Correct Invoice

CFDI Information PS-INV103218 Due Date 5/6/2020

AIA Bill Customer ABC Development Quote No.

Contact Order No.

Posting Date 4/6/2020 Closed

Job No.	Job Task No.	Type	No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code
→ J00010	T-2	Resource	EX-0120	Excavator-1	10	HOUR	35.00	ATLANTA, GA	NONTAXAB
J00010	T-2	Resource	MARY	Mary A. Dempsey	10	HOUR	185.00	ATLANTA, GA	LABOR
J00010	T-1	Item	1000	2x4	20	PALLET	1.25	ATLANTA, GA	MATERIALS
J00010		G/L Account	10450	Retainage Held from Invoice	1		-222.50		NONTAXAB

Invoice Discount Amount Excl. Tax	0.00	Total Excl. Tax (USD)	2,002.50
Percent Retainage	10.00	Total Tax (USD)	56.00
Retainage	222.50	Total Incl. Tax (USD)	2,058.50

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.



# J00020 · Excavation for School Ground

Process Report Prices WIP Navigate Job Print/Send Actions Navigate Report Fewer options

## General

Show less

No. ....	<input type="text" value="J00020"/>	City .....	<input type="text"/>
Description .....	<input type="text" value="Excavation for School Ground"/>	Country/Region Code .....	<input type="text"/>
Bill-to Customer No. ....	<input type="text" value="C00020"/>	Contact .....	<input type="text"/>
Bill-to Contact No. ....	<input type="text" value="CT000026"/>	Search Description .....	<input type="text" value="EXCAVATION FOR SCHOOL GROUND"/>
Name .....	<input type="text" value="New Ground LLC"/>	Person Responsible .....	<input type="text"/>
Address .....	<input type="text"/>	Blocked .....	<input type="text"/>
Address 2 .....	<input type="text"/>	Last Date Modified .....	<input type="text" value="6/8/2020"/>
State .....	<input type="text"/>	Project Manager .....	<input type="text"/>
ZIP Code .....	<input type="text"/>		

## Tasks

Job Task No.	Description	Job Task Type	Start Date	End Date	Budget (Total Cost)	Remaining (Total Cost)	Committed Cost	Actual (Total Cost)	Billable (Total Price)
→ T-1	Material	Posting	6/8/2020	6/8/2020	50.00	50.00	50.00	-	50.00
T-2	Excavation	Posting	6/9/2020	6/9/2020	2,724.00	2,724.00	-	-	4,400.00
T-3	Job Clean Up	Posting	6/12/2020	6/12/2020	1,500.00	1,500.00	-	-	1,500.00

← COMMITTED COST LIST | WORK DATE: 6/9/2020

Search Page

Purchase Order ↑	Job No. ▼	Job Task No. ▼	Amount
106010	J00020	T-1	50.00

106010 · Jon's 2x4's

Process Release Posting Order Request Approval Print/Send Navigate More options

## General

Show more

Vendor Name	Jon's 2x4's	Document Date	6/9/2020
Contact		Vendor Invoice No.	
		Vendor Shipment No.	

Lines	Manage	More options								☒												
Type	No.	Description	Job No.	Job Task No.	Location Code	Bin Code	Quantity	Reserved Quantity	Unit of Measure Code	Dir												
→ Item	1000	2x4	J00020	T-1			40	-	PALLET													
<table border="0"> <tr> <td>Subtotal Excl. Tax (USD)</td> <td>50.00</td> <td>Invoice Discount %</td> <td>0</td> </tr> <tr> <td>Inv. Discount Amount (USD)</td> <td>0.00</td> <td>Total Excl. Tax (USD)</td> <td>50.00</td> </tr> <tr> <td>Percent Retainage</td> <td>0.00</td> <td>Total Tax (USD)</td> <td>1.00</td> </tr> </table>											Subtotal Excl. Tax (USD)	50.00	Invoice Discount %	0	Inv. Discount Amount (USD)	0.00	Total Excl. Tax (USD)	50.00	Percent Retainage	0.00	Total Tax (USD)	1.00
Subtotal Excl. Tax (USD)	50.00	Invoice Discount %	0																			
Inv. Discount Amount (USD)	0.00	Total Excl. Tax (USD)	50.00																			
Percent Retainage	0.00	Total Tax (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.

Number	Title	Customer Change Order No.	Job	Contract	Revision	Status	Date Initiated	Date Updated	Schedule Impact	Budget (Total Cost)	Billable (Total Price)
CO-1	Modify	345-PO	J0800030 - New Office Furniture		0	Approved	6/4/2020	6/4/2020	0	847.00	0.00
CO-2	Remove More Dirt	ABC-0001	J00030 - Excavation for Hospital		0	Approved	6/9/2020	6/9/2020	0	150.00	150.00

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.

**Change Order Card**

→ Send Change Order To Job | More options

**General Information**

Change Order Number .....

Title .....

Customer Change Or...

Project Number .....

Revision .....

Status .....

Description .....

Private .....

Due Date .....

Invoiced Date .....

Designated Reviewer .....

Paid Date .....

Reviewer .....

Review Date .....

Executed .....

Signed Change Order ...

Schedule Impact .....

Revised Substantial C...

**Change Order Tasks** | Send Change Order Tasks To Job

Change Order Task No. ↑	Description	Start Date	End Date	Budget (Total Cost)	Billable (Total Price)
→				0.00	0.00

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

# CO-2 · Remove More Dirt

➔ Send Change Order To Job | More options

## General Information

Change Order Number	<input type="text" value="CO-0001"/>	Invoiced Date	<input type="text" value=""/>
Title	<input type="text" value="Remove More Dirt"/>	Designated Reviewer	<input type="text" value=""/>
Customer Change Or...	<input type="text" value="ABC-0001"/>	Paid Date	<input type="text" value=""/>
Project Number	<input type="text" value="J00030"/>	Reviewer	<input type="text" value=""/>
Revision	<input type="text" value="0"/>	Review Date	<input type="text" value=""/>
Status	<input type="text" value="Approved"/>	Executed	<input checked="" type="checkbox"/>
Description	<input type="text" value="Need to dig deeper"/>	Signed Change Order ...	<input type="text" value=""/>
Private	<input type="checkbox"/>	Schedule Impact	<input type="text" value="0"/>
Due Date	<input type="text" value=""/>	Revised Substantial C...	<input type="text" value=""/>

## Change Order Tasks | Send Change Order Tasks To Job

Change Order Task No. ↑	Description	Start Date	End Date	Budget (Total Cost)	Billable (Total Price)
→ 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.

Search + New Edit List Delete Page

EDIT - CHANGE ORDER LINES

Change Order Task No. 1 ▼	Planning Date	Planned Delivery Date	Line Type ▼	Type	No.	Description	Quantity	Unit Cost	Total Cost	Unit Price	Line Amount
→ CO-2-T1	6/9/2020	6/11/2020	Both Budget a...	Resource	EX-0120	Excavator-1	5	30.00	150.00	30.00	150.00

Close

Status: Approved Executed:

Description: Need to dig deeper Signed Change Order:

Private:  Schedule Impact: 0

Due Date:  Revised Substantial C...:

Change Order Tasks: Send Change Order Tasks To Job

Change Order Task No. 1	Description	Start Date	End Date	Budget (Total Cost)	Billable (Total Price)
→ CO-2-T1	More Dirt 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.



# CO-2 · Remove More Dirt

➔ Send Change Order To Job

More options

## General Information

Change Order Number	<input type="text" value="CO-00001"/>	Invoiced Date	<input type="text"/>
Title	<input type="text" value="Remove More Dirt"/>	Designated Reviewer	<input type="text"/>
Customer Change Or...	<input type="text" value="ABC-0001"/>	Paid Date	<input type="text"/>
Project Number	<input type="text" value="J00030"/>	Reviewer	<input type="text"/>
Revision	<input type="text" value="0"/>	Review Date	<input type="text"/>
Status	<input type="text" value="Approved"/>	Executed	<input checked="" type="checkbox"/>
Description	<input type="text" value="Need to dig deeper"/>	Signed Change Order ...	<input type="text"/>
Private	<input type="checkbox"/>	Schedule Impact	<input type="text" value="0"/>
Due Date	<input type="text"/>	Revised Substantial C...	<input type="text"/>

## Change Order Tasks

Send Change Order Tasks To Job

Change Order Task No. ↑	Description	Start Date	End Date	Budget (Total Cost)	Billable (Total Price)
➔ CO-2-T1	More Dirt Removal	6/9/2020	6/11/2020	150.00	150.00

# 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	
Project Number	J00030	Reviewer	
Revision			
Status			
Description			
Private			0
Due Date			

**i** Change order: CO-2 and its subsequent Tasks are now being sent to the Job: J00030

**OK**

## Change Order Tasks

Send Change Order Tasks To Job

Change Order Task No. ↑	Description	Start Date	End Date	Budget (Total Cost)	Billable (Total Price)
→ CO-2-T1	More Dirt Removal	6/9/2020	6/11/2020	150.00	150.00

# 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	
Project Number	J00030	Reviewer	
Revision			
Status			
Description			
Private			0
Due Date			

**i** Change Order has been applied to job J00030

**OK**

## Change Order Tasks

Send Change Order Tasks To Job

Change Order Task No. ↑	Description	Start Date	End Date	Budget (Total Cost)	Billable (Total Price)
→ CO-2-T1	More Dirt Removal	6/9/2020	6/11/2020	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.

J00030 · Excavation for Hospital

Process Report Prices WIP Navigate Job Print/Send More options

Name ..... ABC Development Person Responsible .....  
 Address ..... 123 Street Blocked .....  
 Address 2 ..... Last Date Modified ..... 6/9/2020  
 State ..... Georgia Project Manager .....  
 ZIP Code ..... 31772 ...

Tasks | Manage Line Fewer options

Job Task No.	Description	Job Task Type	Start Date	End Date	Budget (Total Cost)	Remaining (Total Cost)	Committed Cost	Actual (Total Cost)	Billable (Total Price)
<b>B-CO-2</b>	<b>Begin Change Order Tasks f...</b>	Begin-Total	-	-	-	-	-	-	-
CO-2-T1	More Dirt Removal	Posting	6/9/2020	6/9/2020	150.00	-	-	-	150.00
<b>E-CO-2</b>	<b>End Change Order Tasks for...</b>	End-Total	-	-	-	-	-	-	-
T-1	Material	Posting	6/8/2020	6/8/2020	37.50	-	-	37.50	37.50
T-2	Excavation	Posting	6/9/2020	6/9/2020	1,762.00	1,762.00	-	-	2,600.00
→ T-3	Job Clean Up	Posting	6/12/2020	6/12/2020	1,500.00	1,406.25	-	375.00	1,500.00

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.

J00030 · Excavation for Hospital

Process Report Prices WIP Navigate Job

Name ..... ABC Development  
 Address ..... 123 Street  
 Address 2 .....  
 State ..... Georgia  
 ZIP Code ..... 31772

Tasks | Manage Line Fewer options

Job Task No. Description  
 B-CO-2 Begin Change Order Tasks f...  
 → CO-2-T1 More Dirt Removal  
 E-CO-2 End Change Order Tasks for...  
 T-1 Material  
 T-2 Excavation  
 T-3 Job Clean Up

Posting  
 Status ..... Open  
 Job Posting Group .....

Duration >

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

CO-2 · Remove More Dirt

Send Change Order To Job | More options

**General Information**

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

**Change Order Tasks** | Send Change Order Tasks To Job

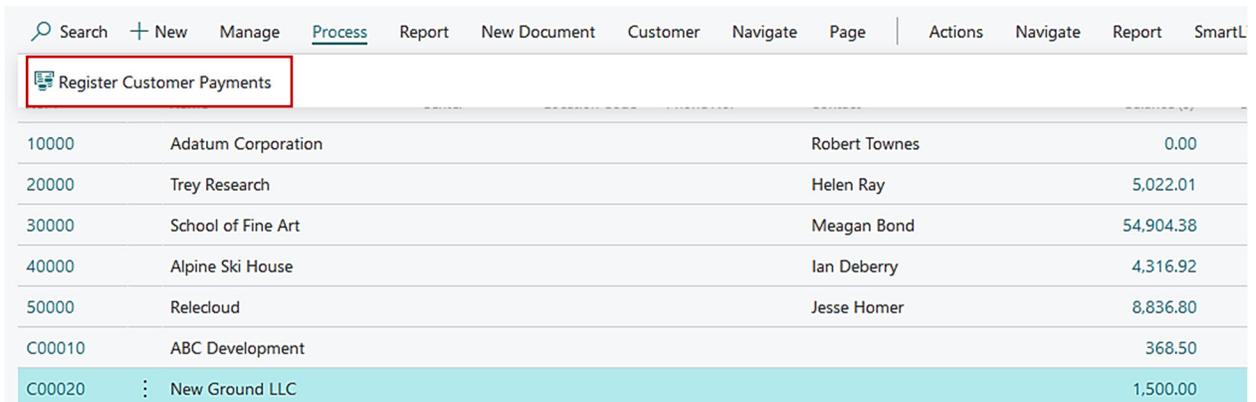
Change Order Task No. ↑	Description	Start Date	End Date	Budget (Total Cost)	Billable (Total Price)
→ CO-2-T1	More Dirt Removal	6/9/2020	6/11/2020	150.00	150.00

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

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”.

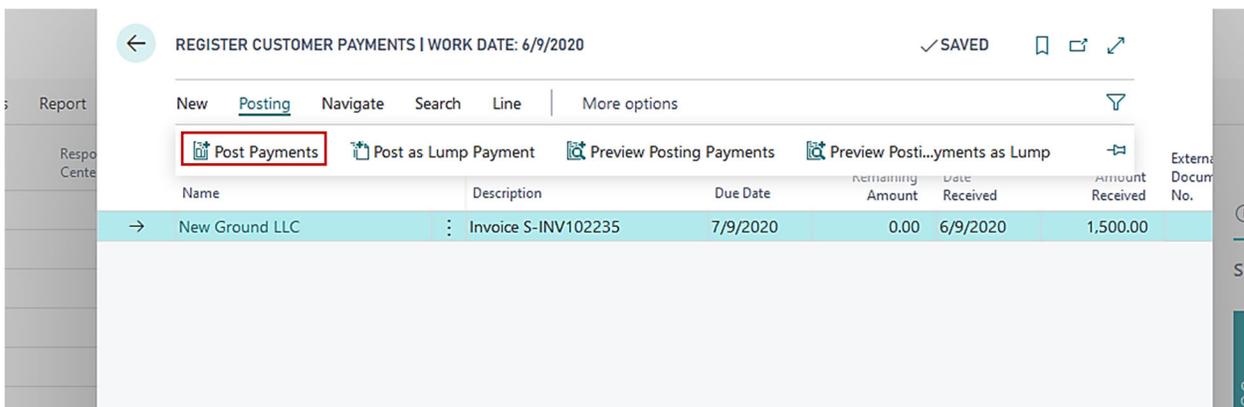
CUSTOMERS | WORK DATE: 6/9/2020



The screenshot shows the 'Process' menu in Business Central. The 'Register Customer Payments' option is highlighted with a red box. Below the menu is a table of customer payments.

Customer ID	Customer Name	Contact	Amount
10000	Adatum Corporation	Robert Townes	0.00
20000	Trey Research	Helen Ray	5,022.01
30000	School of Fine Art	Meagan Bond	54,904.38
40000	Alpine Ski House	Ian Deberry	4,316.92
50000	Relecloud	Jesse Homer	8,836.80
C00010	ABC Development		368.50
C00020	New Ground LLC		1,500.00

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



The screenshot shows the 'REGISTER CUSTOMER PAYMENTS' screen in Business Central. The 'Post Payments' option is highlighted with a red box. Below the menu is a table of customer payments.

Name	Description	Due Date	Remaining Amount	Date Received	Amount Received
New Ground LLC	Invoice S-INV102235	7/9/2020	0.00	6/9/2020	1,500.00

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.

← PURCHASE INVOICE | WORK DATE: 6/9/2020 ✎ + 🗑

107215 · CBC Contractors

---

Invoice   Posting   Request Approval   Incoming Document   Release   Navigate   More options

**General** Show more

Vendor Name ..... CBC Contractors .....      Due Date ..... 7/9/2020 ..... 📅

Contact ..... .....      Vendor Invoice No. .... \* CBC-12398

Posting Date ..... 6/9/2020 ..... 📅      DIOT Type of Operation ..... ▾

Subcontractor Invoice .....

---

Lines   Manage   More options 🗨

Type	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
→ Item	1001	CBC Subcontract	J00010	T-3		1	LS	1,500.00	ATLANTA, GA	LABOF

---

Subtotal Excl. Tax (USD) .....	1,500.00	Invoice Discount % .....	0
Inv. Discount Amount (USD) .....	0.00	Total Excl. Tax (USD) .....	1,500.00
Percent Retainage .....	0.00	Total Tax (USD) .....	45.00
Retainage .....	0.00	Total Incl. 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													
<span>Search</span> <span>+ New</span> <span>Edit List</span> <span>Delete</span> <span>Process</span> <span>Report</span> <span>Page</span> <span>More options</span>													
Job Task No. ↑	Line Type	Planning Date ↑	Planned Delivery Date	Document No.	Type	No.	Description	Initial Quantity	Budget Unit Cost	Budget Total Cost	Estimated Qty.	Estimated Cost	Estimated Total Cost
→ T-2	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

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.

J00040 · Test

Process Report Prices WIP Navigate Job Print/Send More options

General

Show more

No.	J00040	State	IL
Description	Test	Person Responsible	
Bill-to Customer No.	20000	Blocked	
Bill-to Contact No.	CT000003	Last Date Modified	6/22/2020
Name	Trey Research	Project Manager	

Tasks Manage More options

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)
→ CO-3-T1	Posting	7/1/2020	7/1/2020	847.00	847.00	-	-	-	1,540.00	-
T-1	Posting	6/8/2020	6/8/2020	25.00	56.25	6.25	-	50.00	56.25	6.25
T-2	Posting	6/9/2020	6/9/2020	1,362.00	2,724.00	2,724.00	-	-	4,400.00	4,400.00
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

Posting

Show more

Status	Open	% Completed	34.09
Job Posting Group		% Invoiced	25.01

Details Attachments (0)

<b>BUDGETED COST</b>	
Resource	2,209.00
Item	2,025.00
G/L Account	0.00
<b>Total</b>	<b>4,234.00</b>
<b>ESTIMATED COST</b>	
Resource	3,571.00
Item	2,056.25
G/L Account	-200.00
<b>Total</b>	<b>5,427.25</b>
<b>ACTUAL COST</b>	
Resource	0.00
Item	2,050.00
G/L Account	-200.00
<b>Total</b>	<b>1,850.00</b>
<b>BILLABLE PRICE</b>	
Resource	5,940.00
Item	2,056.25
G/L Account	0.00
<b>Total</b>	<b>7,996.25</b>
<b>INVOICED PRICE</b>	
Resource	0.00
Item	2,000.00
G/L Account	0.00
<b>Total</b>	<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-business-users>