

MAIN MENU DIVIDER

**MAIN SCREEN HOT SPOTS**

**MENUS**

**AIA FORMS G702 & G703 APPLICATION PROGRAM**

VERSION: WIN95 ||| RELEASE: 1.0

This copy is registered to:

**YOUR COMPANY NAME**  
Street Address  
City, State, Zip

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(800) 550-3689

**NP**

**SU**

**RC**

**PA**

**DP**

## MAIN MENU COMANDS

SNAP SHOT

Click on areas of interest:

### ADMIN

|                           |
|---------------------------|
| <u>T</u> erminate Session |
| <u>P</u> rinter Setup     |
| <u>N</u> etwork Reserve   |
| <u>A</u> ddress Setup     |
| <u>D</u> ata List Update  |

### FUNCTIONS

|                              |
|------------------------------|
| <u>N</u> ew Project          |
| <u>S</u> ubmittal-Update     |
| <u>R</u> eview and Correct   |
| <u>P</u> rint Application    |
| <u>D</u> elete Project files |

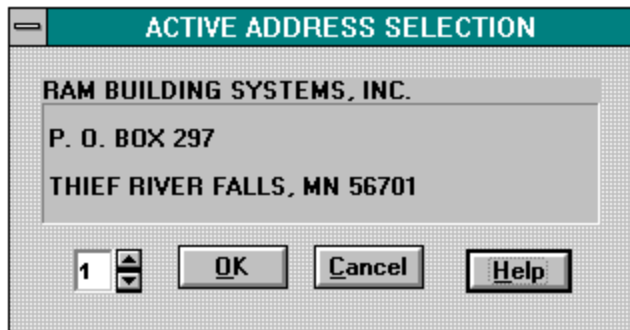
### INFO

|                      |
|----------------------|
| <u>C</u> ontents     |
| <u>S</u> earch       |
| <u>G</u> lossary     |
| <u>O</u> verview     |
| <u>B</u> asics       |
| <u>P</u> rinting     |
| <u>R</u> egistering  |
| <u>T</u> ech Support |


## **ACProBill ADDRESS SETUP**

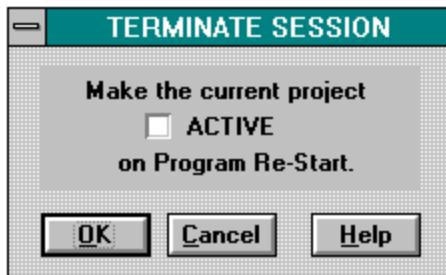
This Administration option is available for the licensee that has alternate addresses, usually branch offices. The address that is selected with this option will be shown on the Main Screen and is the one that will be printed on the AIA or INVOICE forms.

This option is initiated by using the Main Menu commands ADMIN|ADDRESS SETUP, if not grayed. The dialog box below will then pop up so the selection can be made:



## **ACProBill** EXITING

This is a 2 step process initiated by either clicking on the  icon at the bottom right of any screen, or by using the Main Menu commands ADMIN|TERMINATE SESSION. The dialog box below will pop up:



After closing the dialog box, a new menu will appear at the top of the screen. This is the only time in the entire program where you must use a menu and it is shown below:



Selecting the menu command EXIT|PROGRAM completes the process.

NEW PROJECT DIVIDER

# NP SCREEN 1 HOT SPOTS

*ACP ProBill*

| NEW PROJECT INPUT >>> APPLICATION #: TESTB-PT |                           |
|---|---------------------------|
| <b>&lt; B C &gt;</b>                          | <b>PROJECT DATA:</b>      |
| <b>S</b> Select                               | <b>N</b> New              |
| <b>M</b> Modify                               |                           |
| <b>R</b> Constant Retainage                   |                           |
| <b>I</b> To Owner - From Contractor           |                           |
| <b>W</b> 10%                                  | <b>M</b> 5%               |
| <b>TO: OWNER</b>                              |                           |
| <b>T</b> dataList                             |                           |
| <b>VIA: ARCHITECT:</b>                        |                           |
| <b>V</b> dataList                             |                           |
| <b>FROM: CONTRACTOR:</b>                      |                           |
| <b>F</b> dataList                             |                           |
| <b>P. Name :</b>                              | OK CORRAL SHOPPING CENTER |
| <b>Arch. #'s :</b>                            | FEED STORE # 3            |
| <b>Cont. For :</b>                            | FACILITY CONTSTRUCTION    |
| <b>C. Date :</b>                              | 03/11/97                  |
| <b>C. Value :</b>                             | \$10,000.00               |
| <b>Name :</b>                                 | JESSE JAMES               |
| <b>Street :</b>                               | 1 Hide Out Path - Cabin 2 |
| <b>csz :</b>                                  | Tombstone, AZ 54321       |
| <b>Name :</b>                                 | I. M. AWSOME              |
| <b>Street :</b>                               | 1000 Tee Square           |
| <b>csz :</b>                                  | Designer City, AIA 12345  |
| <b>Name :</b>                                 | YOUR COMPANY NAME         |
| <b>Street :</b>                               | Street Address            |
| <b>csz :</b>                                  | City, State, Zip          |

**NP SCREEN 2 HOT SPOTS**

*ACP ProBill*

|   |  |
|---|--|
| <b>NEW PROJECT INPUT &gt;&gt;&gt; APPLICATION #: TESTB-PT</b> |  |
| SELECT  |  |
| <b>&lt; BACK</b>  | <b>ADD NEW L.I.</b>  |
| <b>&lt;P S N&gt;</b>  | <b>MODIFY L.I.</b>   |
| <b>CONTINUE &gt;</b>  |  |
| Record #  |  |
| Standard  | Record number: <b>1</b> of <b>2</b> records that total: <b>\$3,000.00</b> <b>30.0%</b> |
| <b>dataList</b>   | TOTAL CONTRACT: <b>\$10,000.00</b> <b>100.0%</b>                                       |
| Work Items  | TOTAL COMPLETE:  |
| WORK ITEM #:  | <b>LI-01</b>   |
| WORK DESCRIPTION:   | <b>TASK ONE</b>  |
| SCHEDULED VALUE:  | <b>\$1,000.00</b>  |
| PREVIOUS WORK COMPLETED:                                      |  |
| WORK COMPLETED THIS PERIOD:                                   |  |
| MATERIALS PRESENTLY STORED:                                   |  |
| Date  | PERIOD TO:   |
| <input type="text"/>  | <input type="text"/>   |
| Ending  | TOTAL COMPLETED AND STORED:  |
|   | BALANCE TO FINISH: <b>\$1,000.00</b> <b>100.0%</b>                                     |
|   | CONSTANT RETAINAGE:  |



**NP SCREEN 3 HOT SPOTS**

*ACP ProBill*

< B C >

**NEW PROJECT INPUT >>> APPLICATION #: TESTB-00**

**P**

- 1) ORIGINAL CONTRACT SUM: \$10,000.00
- 2) Net Change by Change Orders: \$0.00
- 3) **CONTRACT SUM TO DATE:** **\$10,000.00**
- 4) TOTAL COMPLETED & STORED TO DATE: \$0.00
- 5) RETAINAGE:
  - a. 10% of Completed Work \$0.00
  - b. 5% of Stored Material \$0.00
  - Total Retainage (Constant = Lines 5a + 5b): \$0.00
- 6) TOTAL EARNED LESS RETAINAGE: \$0.00
- 7) LESS PREVIOUS CERTIFICATES: \$0.00
- 8) **CURRENT PAYMENT DUE:** **\$0.00**
- 9) BALANCE TO FINISH, PLUS RETAINAGE: \$10,000.00

| CHANGE ORDER SUMMARY   | ADDITIONS | DEDUCTIONS |
|------------------------|-----------|------------|
| PREVIOUSLY APPROVED:   | \$0.00    | \$0.00     |
| APPROVED THIS MONTH:   | \$0.00    | \$0.00     |
| TOTAL CHANGES TO DATE: | \$0.00    | \$0.00     |
| NET CHANGES TO DATE:   |           |            |

## NEW PRODUCT



### MENU COMANDS

Use the << & >> buttons for other New Project menus.

### SCREEN 1

Click on areas of interest:

| OPTIONS                      | INFO                |
|------------------------------|---------------------|
| <u>B</u> ack to main menu    | <u>C</u> ontents    |
| <u>C</u> ontinue to screen 2 | <u>S</u> earch      |
| <u>S</u> elect project       | <u>G</u> lossary    |
| <u>N</u> ew project          | <u>B</u> asics      |
| <u>M</u> odify project data  | <u>T</u> his Screen |
| <u>R</u> etainage            |                     |
| <u>I</u> ssuance             |                     |
| <u>T</u> o data input        |                     |
| <u>V</u> ia data input       |                     |
| <u>F</u> rom data input      |                     |

## NEW PRODUCT



### MENU COMANDS

Use the << & >> buttons for other New Project menus.

### SCREEN 2

Click on areas of interest:

| <u>O</u> PTIONS              | <u>I</u> NFO |
|------------------------------|--------------|
| <u>B</u> ACK to screen 1     |              |
| <u>A</u> DD NEW line item    |              |
| <u>P</u> revious record      |              |
| <u>S</u> elect record        |              |
| <u>N</u> ext record          |              |
| <u>M</u> ODIFY line item     |              |
| <u>D</u> ataList input       |              |
| <u>C</u> ONTINUE to screen 3 |              |

| <u>I</u> NFO        |
|---------------------|
| <u>C</u> ontents    |
| <u>S</u> earch      |
| <u>G</u> lossary    |
| <u>B</u> asics      |
| <u>T</u> his Screen |

## NEW PRODUCT



### MENU COMANDS

Use the << & >> buttons for other New Project menus.

### SCREEN 3

Click on areas of interest:

| <b>OPTIONS</b>   | <b>INFO</b>  |
|--|--|
| <u>B</u> ack to screen 2<br><u>C</u> ontinue to main menu<br><u>P</u> rint application | <u>C</u> ontents<br><u>S</u> earch<br><u>G</u> lossary |
|  | <u>B</u> asics<br><u>T</u> his screen                  |

SUBMITAL-UPDATE DIVIDER

# SU SCREEN 1 HOT SPOTS

| SUBMITTAL UPDATE >>> APPLICATION #: ? |                      |
|---------------------------------------|----------------------|
| <b>&lt; B C &gt;</b>                  | <b>PROJECT DATA:</b> |
| <b>S</b> Select                       | <b>P. Name :</b>     |
| <b>W</b> <b>M</b>                     | <b>Arch. #'s :</b>   |
| <b>Y</b>                              | <b>Cont. For :</b>   |
| <b>T</b>                              | <b>C. Date :</b>     |
| <b>B</b>                              | <b>C. Value :</b>    |
| <b>TO: CONTRACTOR</b>                 | <b>Name :</b>        |
| <b>dataList</b>                       | <b>Street :</b>      |
| <b>VIA: INSPECTOR</b>                 | <b>csz :</b>         |
| <b>dataList</b>                       | <b>Name :</b>        |
| <b>FROM: SUB-CONTRACTOR</b>           | <b>Street :</b>      |
| <b>dataList</b>                       | <b>csz :</b>         |

**SU SCREEN 2 HOT SPOTS**

*ACP ProBill*

|  |                                     |                             |                                  |
|--|-------------------------------------|-----------------------------|----------------------------------|
| <b>SUBMITTAL UPDATE &gt;&gt;&gt; APPLICATION #: TESTB-ST</b> |                                     |                             |                                  |
| SELECT   |                                     |                             |                                  |
| <b>&lt; BACK</b>   | <b>UPDATE</b>                       | <b>&lt;P S N&gt;</b>        | <b>GO TO CO's &gt;</b>           |
| Record #   |                                     |                             |                                  |
| Standard   | Record number: <b>2</b> of <b>4</b> | records that total:         | <b>\$10,000.00</b> <b>100.0%</b> |
| <b>LI-01</b>   |                                     | TOTAL CONTRACT:             | <b>\$10,000.00</b> <b>100.0%</b> |
| Work Items   |                                     | TOTAL COMPLETE:             | <b>\$2,200.00</b> <b>22.0%</b>   |
| WORK ITEM #:   | <b>LI-02</b>                        |                             |                                  |
| WORK DESCRIPTION:  | <b>TASK TWO</b>                     |                             |                                  |
| SCHEDULED VALUE:   | <b>\$2,000.00</b>                   |                             |                                  |
|  | PREVIOUS WORK COMPLETED:            |                             |                                  |
|  | WORK COMPLETED THIS PERIOD:         | <b>\$1,000.00</b>           | <b>50.0%</b>                     |
|  | MATERIALS PRESENTLY STORED:         | <b>\$200.00</b>             | <b>10.0%</b>                     |
| Date   | PERIOD TO:                          |                             |                                  |
| <b>ENTER</b>   | <b>03/11/97</b>                     | TOTAL COMPLETED AND STORED: | <b>\$1,200.00</b> <b>60.0%</b>   |
| Ending   |                                     | BALANCE TO FINISH:          | <b>\$800.00</b> <b>40.0%</b>     |
|  |                                     | CONSTANT RETAINAGE:         | <b>\$110.00</b> <b>9.1%</b>      |

# SU SCREEN 2-CO HOT SPOTS

ACP-ProBill

|  |  |                             |                                  |
|--|--|-----------------------------|----------------------------------|
| <b>SUBMITTAL UPDATE &gt;&gt;&gt; APPLICATION #: TESTB-ST</b> |  |                             |                                  |
|  |  | SELECT                      |                                  |
| <b>&lt; UNDO</b>   | <b>ADD NEW C.O.</b>                              | <b>&lt;P S N&gt;</b>        | <b>MODIFY C.O. CONTINUE &gt;</b> |
|  |  | Record #                    |                                  |
| Standard<br><input type="checkbox"/>                         | Record number: 5 of 5                            | records that total:         | \$10,000.00 100.0%               |
| Work Items   |  | TOTAL CONTRACT:             | \$10,000.00 100.0%               |
|  |  | TOTAL COMPLETE:             | \$2,200.00 22.0%                 |
| WORK ITEM #:   | <input type="text"/>                             |                             |                                  |
| WORK DESCRIPTION:  | Change Orders since App. # 00                    |                             |                                  |
| SCHEDULED VALUE:   | <input type="text"/>                             |                             |                                  |
|  | PREVIOUS WORK COMPLETED:                         |                             |                                  |
|  | WORK COMPLETED THIS PERIOD: <input type="text"/> |                             |                                  |
|  | MATERIALS PRESENTLY STORED: <input type="text"/> |                             |                                  |
| Date   | PERIOD TO:                                       |                             |                                  |
| <input type="text"/>   | 03/11/97   |                             |                                  |
| Ending   |  | TOTAL COMPLETED AND STORED: |                                  |
|  |  | BALANCE TO FINISH:          |                                  |
|  |  | CONSTANT RETAINAGE:         |                                  |



**SU SCREEN 3 HOT SPOTS**

*ACP ProBill*

< B C >

**SUBMITTAL UPDATE >>> APPLICATION #: TESTB-01**

|          |   |                    |
|----------|---|--------------------|
| <b>P</b> | 1) ORIGINAL CONTRACT SUM:                   | \$10,000.00        |
|          | 2) Net Change by Change Orders:             | <u>\$500.00</u>    |
|          | 3) <b>CONTRACT SUM TO DATE:</b>             | <b>\$10,500.00</b> |
|          | 4) TOTAL COMPLETED & STORED TO DATE:        | \$2,200.00         |
|          | 5) RETAINAGE:                               |                    |
|          | a. 10% of Completed Work                    | \$200.00           |
|          | b. 5% of Stored Material                    | \$10.00            |
|          | Total Retainage (Constant = Lines 5a + 5b): | \$210.00           |
|          | 6) TOTAL EARNED LESS RETAINAGE:             | \$1,990.00         |
|          | 7) LESS PREVIOUS CERTIFICATES:              | \$0.00             |
|          | 8) <b>CURRENT PAYMENT DUE:</b>              | <b>\$1,990.00</b>  |
|          | 9) BALANCE TO FINISH, PLUS RETAINAGE:       | \$8,510.00         |

| CHANGE ORDER SUMMARY   | ADDITIONS       | DEDUCTIONS    |
|------------------------|-----------------|---------------|
| PREVIOUSLY APPROVED:   | \$0.00          | \$0.00        |
| APPROVED THIS MONTH:   | <u>\$500.00</u> | <u>\$0.00</u> |
| TOTAL CHANGES TO DATE: | \$500.00        | \$0.00        |
| NET CHANGES TO DATE:   | \$500.00        |               |

## SUBMITTAL-UPDATE



**MENU COMANDS**  
menus.

Use the << & >> buttons for other Submittal-Update

## SCREEN 1

Click on areas of interest:

| OPTIONS   | INFO   |
|---|--|
| <u>B</u> ack to main menu<br><u>C</u> ontinue to screen 2<br><u>S</u> elect project | <u>C</u> ontents<br><u>S</u> earch<br><u>G</u> lossary |
|   | <u>B</u> asics<br><u>T</u> his Screen                  |

## SUBMITTAL-UPDATE

ACP ProBill

**MENU COMANDS**  
menus.

Use the << & >> buttons for other Submittal-Update

## SCREEN 2

Click on areas of interest:

| <u>O</u> PTIONS              | <u>I</u> NFO        |
|------------------------------|---------------------|
| <u>B</u> ack to screen 1     | <u>C</u> ontents    |
| <u>U</u> PDATE line items    | <u>S</u> earch      |
| <u>P</u> revious record      | <u>G</u> lossary    |
| <u>S</u> elect record        | <u>B</u> asics      |
| <u>N</u> ext Record          | <u>T</u> his Screen |
| <u>G</u> OTO CO's            |                     |
| <u>E</u> NTER ending date    |                     |
| <u>C</u> ONTINUE to screen 3 |                     |

## SU - Change Orders

**MENU COMANDS**  
menus.

Use the << & >> buttons for other Submittal-Update menus.

### SCREEN 2

Click on areas of interest:

| <b>OPTIONS</b>               | <b>INFO</b>         |
|------------------------------|---------------------|
| <u>U</u> NDO change orders   | <u>C</u> ontents    |
| <u>A</u> DD NEW change order | <u>S</u> earch      |
| <u>P</u> revious record      | <u>G</u> lossary    |
| <u>S</u> elect record        | <u>B</u> asics      |
| <u>N</u> ext record          | <u>T</u> his Screen |
| <u>M</u> ODIFY change order  |                     |
| <u>C</u> ONTINUE with update |                     |

## SUBMITTAL-UPDATE

ACP-ProBill

### MENU COMANDS

Use the << & >> buttons for other New Project menus.

### SCREEN 3



Click on areas of interest:

| <u>OPTIONS</u>   | <u>INFO</u>  |
|--|--|
| <u>B</u> ack to screen 2<br><u>C</u> ontinue to main menu<br><u>P</u> rint application | <u>C</u> ontents<br><u>S</u> earch<br><u>G</u> lossary |
|  | <u>B</u> asics<br><u>T</u> his screen                  |

REVIEW & CORRECT DIVIDER

# RC (-00) SCREEN 1 HOT SPOTS

ACP-ProBill

| REVISE & CORRECT >>> APPLICATION #: __STD-00 |   |
|--|---|
| <b>&lt; B C &gt;</b> <b>PROJECT DATA:</b>    |   |
| <b>S</b> Select                              |  |
| <b>M</b>                                     |  |
| <b>R</b>                                     |   |
| <b>I</b>                                     |   |
| <b>W</b> 5%                                  | <b>M</b> 10%  |
| <b>TO: OWNER</b>                             |   |
| <b>T</b> dataList                            |   |
| <b>VIA: ARCHITECT:</b>                       |   |
| <b>V</b> dataList                            |   |
| <b>FROM: CONTRACTOR:</b>                     |   |
| <b>F</b> dataList                            |   |
| <b>P. Name :</b> std                         |   |
| <b>Arch. #'s :</b> std                       |   |
| <b>Cont. For :</b> Plumbing                  |   |
| <b>C. Date :</b> 01/01/97                    |   |
| <b>C. Value :</b> \$0.00                     |   |
| <b>Name :</b> std                            |   |
| <b>Street :</b>                              |   |
| <b>csz :</b>                                 |   |
| <b>Name :</b> std                            |   |
| <b>Street :</b>                              |   |
| <b>csz :</b>                                 |   |
| <b>Name :</b> YOUR COMPANY NAME              |   |
| <b>Street :</b> Street Address               |   |
| <b>csz :</b> City, State, Zip                |   |

# RC (-00) SCREEN 2 HOT SPOTS

ACP-ProBill

| REVISE & CORRECT >>> APPLICATION #: STD36-00 |   |   |                    |                      |
|--|---|---|--------------------|----------------------|
| SELECT                                       |   |   |                    |                      |
| <b>&lt; BACK</b>                             | <b>ADD NEW L.I.</b>                       | <b>&lt;P S N&gt;</b>                      | <b>MODIFY L.I.</b> | <b>CONTINUE &gt;</b> |
| Record #                                     |   | Record number: 1 of 4 records that total: |                    |                      |
| Standard                                     | Record number: 1 of 4 records that total: |   | TOTAL CONTRACT:    | \$1,000.00 100.0%    |
| <b>DataList</b>                              | Record number: 1 of 4 records that total: |   | TOTAL COMPLETE:    |                      |
| Work Items                                   |   |   |                    |                      |
| WORK ITEM #:                                 | LI-01                                     |   |                    |                      |
| WORK DESCRIPTION:                            | TASK ONE                                  |   |                    |                      |
| SCHEDULED VALUE:                             |   |   |                    |                      |
| PREVIOUS WORK COMPLETED:                     |   |   |                    |                      |
| WORK COMPLETED THIS PERIOD:                  |   |   |                    |                      |
| MATERIALS PRESENTLY STORED:                  |   |   |                    |                      |
| Date   | PERIOD TO:                                | TOTAL COMPLETED AND STORED:               |                    |                      |
| Ending                                       |   | BALANCE TO FINISH:                        |                    |                      |
|  |   | CONSTANT RETAINAGE:                       |                    |                      |



## RC (-00) SCREEN 3 HOT SPOTS

ACP-ProBill

< B C >

**REVISE & CORRECT >>> APPLICATION #: STD36-00**

|          |   |                   |
|----------|---|-------------------|
| <b>P</b> | 1) ORIGINAL CONTRACT SUM:                         | \$1,000.00        |
|          | 2) Net Change by Change Orders:                   | <u>\$0.00</u>     |
|          | 3) <b>CONTRACT SUM TO DATE:</b>                   | <b>\$1,000.00</b> |
|          | 4) TOTAL COMPLETED & STORED TO DATE:              | \$0.00            |
|          | 5) RETAINAGE:           a.   5% of Completed Work | \$0.00            |
|          | b.  10% of Stored Material                        | \$0.00            |
|          | Total Retainage (Constant = Lines 5a + 5b):       | \$0.00            |
|          | 6) TOTAL EARNED LESS RETAINAGE:                   | \$0.00            |
|          | 7) LESS PREVIOUS CERTIFICATES:                    | \$0.00            |
|          | 8) <b>CURRENT PAYMENT DUE:</b>                    | <b>\$0.00</b>     |
|          | 9) BALANCE TO FINISH, PLUS RETAINAGE:             | \$1,000.00        |

| CHANGE ORDER SUMMARY   | ADDITIONS     | DEDUCTIONS    |
|------------------------|---------------|---------------|
| PREVIOUSLY APPROVED:   | \$0.00        | \$0.00        |
| APPROVED THIS MONTH:   | <u>\$0.00</u> | <u>\$0.00</u> |
| TOTAL CHANGES TO DATE: | \$0.00        | \$0.00        |
| NET CHANGES TO DATE:   |               |               |

## REVIEW & CORRECT -00 files



**MENU COMANDS**  
menus.

Use the << & >> buttons for other Review & Correct

## SCREEN 1

Click on areas of interest:

| OPTIONS                      | INFO                |
|------------------------------|---------------------|
| <u>B</u> ack to main menu    | <u>C</u> ontents    |
| <u>C</u> ontinue to screen 2 | <u>S</u> earch      |
| <u>S</u> elect project       | <u>G</u> lossary    |
| <u>M</u> odify project data  | <u>B</u> asics      |
| <u>R</u> etainage            | <u>T</u> his Screen |
| <u>I</u> ssuance             |                     |
| <u>T</u> o data input        |                     |
| <u>V</u> ia data input       |                     |
| <u>F</u> rom data input      |                     |

## REVIEW & CORRECT -00 files

[ACP-ProBill](#)

### MENU COMANDS

Use the << & >> buttons for other New Project menus.

### SCREEN 2

Click on areas of interest:

| <u>O</u> PTIONS              | <u>I</u> NFO        |
|------------------------------|---------------------|
| <u>B</u> ACK to screen 1     | <u>C</u> ontents    |
| <u>A</u> DD NEW line item    | <u>S</u> earch      |
| <u>P</u> revious record      | <u>G</u> lossary    |
| <u>S</u> elect record        | <u>B</u> asics      |
| <u>N</u> ext record          | <u>T</u> his Screen |
| <u>M</u> ODIFY line item     |                     |
| <u>D</u> ataList input       |                     |
| <u>C</u> ONTINUE to screen 3 |                     |

## REVIEW & CORRECT -00 files

ACP-ProBill

### MENU COMANDS

Use the << & >> buttons for other New Project menus.

### SCREEN 3

Click on areas of interest:

| <u>O</u> PTIONS  | <u>I</u> NFO   |
|--|--|
| <u>B</u> ack to screen 2<br><u>C</u> ontinue to main menu<br><u>P</u> rint application | <u>C</u> ontents<br><u>S</u> earch<br><u>G</u> lossary |
|  | <u>B</u> asics<br><u>T</u> his screen                  |


# RC (-##) SCREEN 1 HOT SPOTS

ACP-ProBill

| REVISE & CORRECT >>> APPLICATION #: TESTB-01  |                                   |   |                          |  |                          |  |  |                                   |
|---|-----------------------------------|---|--------------------------|--|--------------------------|--|--|-----------------------------------|
| <table border="1"><tr><td>&lt; B</td><td>C &gt;</td></tr></table>   | < B                               | C >                                       | <b>PROJECT DATA:</b>     | <b>P. Name :</b> OK CORRAL SHOPPING CENTER |                          |  |  |                                   |
| < B   | C >                               |   |                          |  |                          |  |  |                                   |
| <table border="1"><tr><td>S</td><td>Select</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table> | S                                 | Select                                    | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                 |  | <b>Arch. #'s :</b> FEED STORE # 3 |
| S   | Select                            | <input type="checkbox"/>                  |                          |  |                          |  |  |                                   |
| <input type="checkbox"/>  | <input type="checkbox"/>          | <input type="checkbox"/>                  |                          |  |                          |  |  |                                   |
| <table border="1"><tr><td>W</td><td>M</td></tr><tr><td>10%</td><td>5%</td></tr></table>   | W                                 | M   | 10%                      | 5%   |                          | <b>Cont. For :</b> FACILITY CONSTRUCTION |  |                                   |
| W   | M                                 |   |                          |  |                          |  |  |                                   |
| 10%   | 5%                                |   |                          |  |                          |  |  |                                   |
|   |                                   | <b>C. Date :</b> 03/11/97                 |                          |  |                          |  |  |                                   |
|   |                                   | <b>C. Value :</b> \$10,000.00             |                          |  |                          |  |  |                                   |
|   | <b>TO: OWNER</b>                  | <b>Name :</b> JESSE JAMES                 |                          |  |                          |  |  |                                   |
|   | <input type="checkbox"/> dataList | <b>Street :</b> 1 Hide Out Path - Cabin 2 |                          |  |                          |  |  |                                   |
|   |                                   | <b>csz :</b> Tombstone, AZ 54321          |                          |  |                          |  |  |                                   |
|   | <b>VIA: ARCHITECT:</b>            | <b>Name :</b> I. M. AWSOME                |                          |  |                          |  |  |                                   |
|   | <input type="checkbox"/> dataList | <b>Street :</b> 1000 Tee Square           |                          |  |                          |  |  |                                   |
|   |                                   | <b>csz :</b> Designer City, AIA 12345     |                          |  |                          |  |  |                                   |
|   | <b>FROM: CONTRACTOR:</b>          | <b>Name :</b> YOUR COMPANY NAME           |                          |  |                          |  |  |                                   |
|   | <input type="checkbox"/> dataList | <b>Street :</b> Street Address            |                          |  |                          |  |  |                                   |
|   |                                   | <b>csz :</b> City, State, Zip             |                          |  |                          |  |  |                                   |

# RC (-##) SCREEN 2 HOT SPOTS

ACP-ProBill

| REVISE & CORRECT >>> APPLICATION #: TESTB-01                                      |                             |  |                        |
|---|-----------------------------|--|------------------------|
|   |                             | SELECT                                       |                        |
| <b>&lt; BACK</b>  | <b>UPDATE</b>               | <b>&lt; P S N &gt;</b>                       | <b>GO TO CO's &gt;</b> |
|   |                             | <b>CONTINUE &gt;</b>                         |                        |
| Record #  |                             |  |                        |
| Standard  | Record number: 2 of 6       | records that total:                          | \$10,500.00 100.0%     |
|  |                             | TOTAL CONTRACT:                              | \$10,500.00 100.0%     |
| Work Items  |                             | TOTAL COMPLETE:                              | \$2,700.00 25.7%       |
| WORK ITEM #:  | LI-02                       |  |                        |
| WORK DESCRIPTION:   | TASK TWO                    |  |                        |
| SCHEDULED VALUE:  | \$2,000.00                  |  |                        |
| PREVIOUS WORK COMPLETED:  |                             |  |                        |
|   | WORK COMPLETED THIS PERIOD: | \$1,000.00                                   | 50.0%                  |
|   | MATERIALS PRESENTLY STORED: | \$200.00                                     | 10.0%                  |
| Date  | PERIOD TO:                  | TOTAL COMPLETED AND STORED: \$1,200.00 60.0% |                        |
| <b>ENTER</b>  | 03/11/97                    | BALANCE TO FINISH: \$800.00 40.0%            |                        |
| Ending  |                             | CONSTANT RETAINAGE: \$110.00 9.1%            |                        |

# RC (-##) SCREEN 2-Change Orders

ACP-ProBill

| REVISE & CORRECT >>> APPLICATION #: TESTB-01 |                       |   |                    |                      |
|--|-----------------------|---|--------------------|----------------------|
| SELECT                                       |                       |   |                    |                      |
| <b>&lt; UNDO</b>                             | <b>ADD NEW CO</b>     | <b>&lt;P S N&gt;</b>                        | <b>MODIFY C.O.</b> | <b>CONTINUE &gt;</b> |
| Record #                                     |                       |   |                    |                      |
| Standard                                     | Record number: 6 of 6 | records that total:                         | \$10,500.00        | 100.0%               |
| <input type="checkbox"/>                     |                       | TOTAL CONTRACT:                             | \$10,500.00        | 100.0%               |
| Work Items                                   |                       | TOTAL COMPLETE:                             | \$2,700.00         | 25.7%                |
| WORK ITEM #:                                 | CO-01                 |   |                    |                      |
| WORK DESCRIPTION:                            | TASK 5                |   |                    |                      |
| SCHEDULED VALUE:                             | \$500.00              |   |                    |                      |
| PREVIOUS WORK COMPLETED:                     |                       |   |                    |                      |
| WORK COMPLETED THIS PERIOD:                  | \$500.00              | 100.0%                                      |                    |                      |
| MATERIALS PRESENTLY STORED:                  |                       |   |                    |                      |
| Date   | PERIOD TO:            | TOTAL COMPLETED AND STORED: \$500.00 100.0% |                    |                      |
| <input type="checkbox"/>                     | 03/11/97              | BALANCE TO FINISH:                          |                    |                      |
| Ending                                       |                       | CONSTANT RETAINAGE: \$50.00 10.0%           |                    |                      |

## RC (-##) SCREEN 3 HOT SPOTS

ACP-ProBill

< B C >

REVISE & CORRECT >>> APPLICATION #: TESTB-01

|          |  |                    |
|----------|--|--------------------|
| <b>P</b> | 1) ORIGINAL CONTRACT SUM:                        | \$10,000.00        |
|          | 2) Net Change by Change Orders:                  | <u>\$500.00</u>    |
|          | 3) <b>CONTRACT SUM TO DATE:</b>                  | <b>\$10,500.00</b> |
|          | 4) TOTAL COMPLETED & STORED TO DATE:             | \$2,700.00         |
|          | 5) RETAINAGE:           a. 10% of Completed Work | \$250.00           |
|          | b. 5% of Stored Material                         | \$10.00            |
|          | Total Retainage (Constant = Lines 5a + 5b):      | \$260.00           |
|          | 6) TOTAL EARNED LESS RETAINAGE:                  | \$2,440.00         |
|          | 7) LESS PREVIOUS CERTIFICATES:                   | \$0.00             |
|          | 8) <b>CURRENT PAYMENT DUE:</b>                   | <b>\$2,440.00</b>  |
|          | 9) BALANCE TO FINISH, PLUS RETAINAGE:            | \$8,060.00         |

| CHANGE ORDER SUMMARY   | ADDITIONS       | DEDUCTIONS    |
|------------------------|-----------------|---------------|
| PREVIOUSLY APPROVED:   | \$0.00          | \$0.00        |
| APPROVED THIS MONTH:   | <u>\$500.00</u> | <u>\$0.00</u> |
| TOTAL CHANGES TO DATE: | \$500.00        | \$0.00        |
| NET CHANGES TO DATE:   | \$500.00        |               |



## REVIEW & CORRECT -## files

ACP-ProBill

**MENU COMANDS**  
menus.

Use the << & >> buttons for other Review & Correct

### SCREEN 1

Click on areas of interest:

| <u>OPTIONS</u>  | <u>INFO</u>  |
|---|--|
| <u>B</u> ack to main menu<br><u>C</u> ontinue to screen 2<br><u>S</u> elect project | <u>C</u> ontents<br><u>S</u> earch<br><u>G</u> lossary |
|   | <u>B</u> asics<br><u>T</u> his Screen                  |

## REVIEW & CORRECT -## files

ACP-ProBill

**MENU COMANDS**  
menus.

Use the << & >> buttons for other Review & Correct menus.

## SCREEN 2

Click on areas of interest:

| <u>OPTIONS</u>               | <u>INFO</u>         |
|------------------------------|---------------------|
| <u>B</u> ack to screen 1     | <u>C</u> ontents    |
| <u>U</u> PDATE line items    | <u>S</u> earch      |
| <u>P</u> revious record      | <u>G</u> lossary    |
| <u>S</u> elect record        | <u>B</u> asics      |
| <u>N</u> ext Record          | <u>T</u> his Screen |
| <u>G</u> OTO CO's            |                     |
| <u>E</u> NTER ending date    |                     |
| <u>C</u> ONTINUE to screen 3 |                     |

## RC - Change Orders -## files

[ACP-ProBill](#)

**MENU COMANDS**  
menus.

Use the << & >> buttons for other Review & Correct

## SCREEN 2

Click on areas of interest:

| <u>O</u> PTIONS              | <u>I</u> NFO        |
|------------------------------|---------------------|
| <u>U</u> NDO change orders   | <u>C</u> ontents    |
| <u>A</u> DD NEW change order | <u>S</u> earch      |
| <u>P</u> revious record      | <u>G</u> lossary    |
| <u>S</u> elect record        | <u>B</u> asics      |
| <u>N</u> ext record          | <u>T</u> his Screen |
| <u>M</u> ODIFY change order  |                     |
| <u>C</u> ONTINUE with update |                     |

## REVIEW & CORRECT -## Files

ACE.ProBill

### MENU COMANDS

Use the << & >> buttons for other New Project menus.

### SCREEN 3

Click on areas of interest:

| <u>OPTIONS</u>   | <u>INFO</u>  |
|--|--|
| <u>B</u> ack to screen 2<br><u>C</u> ontinue to main menu<br><u>P</u> rint application | <u>C</u> ontents<br><u>S</u> earch<br><u>G</u> lossary |
|  | <u>B</u> asics<br><u>T</u> his screen                  |

## **REVIEW & CORRECT OPTIONS**

NEW PROJECT FILES (-00) including Standard Files

LAST SUBMITTAL FILES (-##)

PRINT APPLICATION DIVIDER

**PA SCREEN 1 HOT SPOTS**

**ACP ProBill**

PRINT APPLICATION >>> APPLICATION #: TESTB-01

< B

**PROJECT DATA:**

**S** Select **P** Print  
**Y** Modify

W M  
10% 5%

**T**  
**B**

TO: OWNER

**dataList**

VIA: ARCHITECT:

**dataList**

FROM: CONTRACTOR:

**dataList**

**P. Name :** OK CORRAL SHOPPING CENTER  
**Arch. #'s :** FEED STORE # 3  
**Cont. For :** FACILITY CONTSTRUCTION  
**C. Date :** 03/11/97  
**C. Value :** \$10,000.00

**Name :** JESSE JAMES  
**Street :** 1 Hide Out Path - Cabin 2  
**csz :** Tombstone, AZ 54321

**Name :** I. M. AWSOME  
**Street :** 1000 Tee Square  
**csz :** Designer City, AIA 12345

**Name :** YOUR COMPANY NAME  
**Street :** Street Address  
**csz :** City, State, Zip

# PRINT APPLICATION



## MENU COMANDS

### SCREEN 1

Click on areas of interest:

| <u>O</u> PTIONS  | <u>I</u> NFO   |
|--|--|
| <u>B</u> ack to main menu<br><u>S</u> elect project<br><u>P</u> rint application | <u>C</u> ontents<br><u>S</u> earch<br><u>G</u> lossary |
|  | <u>B</u> asics<br><u>T</u> his Screen                  |



DELETE FILES DIVIDER

# DP SCREEN 1 HOT SPOTS

ACP ProBill

| DELETE PROJECT FILES >>> APPLICATION #: TESTB-01 |  |
|--|--|
| <b>&lt; B</b>                                    | <b>PROJECT DATA:</b>                       |
| <b>S</b> Select                                  | <b>C</b> Delete                            |
| <b>W</b> 10%                                     | <b>M</b> 3%                                |
| <b>TO: OWNER</b>                                 | <b>P. Name :</b> OK CORRAL SHOPPING CENTER |
| <input type="checkbox"/> dataList                | <b>Arch. #'s :</b> FEED STORE # 3          |
| <b>VIA: ARCHITECT:</b>                           | <b>Cont. For :</b> FACILITY CONTSTRUCTION  |
| <input type="checkbox"/> dataList                | <b>C. Date :</b> 03/11/97                  |
| <b>FROM: CONTRACTOR:</b>                         | <b>C. Value :</b> \$10,000.00              |
| <input type="checkbox"/> dataList                | <b>Name :</b> JESSE JAMES                  |
|  | <b>Street :</b> 1 Hide Out Path - Cabin 2  |
|  | <b>csz :</b> Tombstone, AZ 54321           |
|  | <b>Name :</b> I. M. AWSOME                 |
|  | <b>Street :</b> 1000 Tee Square            |
|  | <b>csz :</b> Designer City, AIA 12345      |
|  | <b>Name :</b> YOUR COMPANY NAME            |
|  | <b>Street :</b> Street Address             |
|  | <b>csz :</b> City, State, Zip              |

# DELETE PROJECT

## MENU COMANDS

### SCREEN 1

Click on areas of interest:

|                           |                        |                     |
|---------------------------|------------------------|---------------------|
| <b>OPTIONS</b>            | <b>INFO</b>            | <b>INFO</b>         |
| <u>B</u> ack to main menu | <u>S</u> elect project | <u>C</u> ontents    |
| <u>D</u> elete files(s)   |                        | <u>S</u> earch      |
|                           |                        | <u>G</u> lossary    |
|                           |                        | <u>B</u> asics      |
|                           |                        | <u>T</u> his Screen |

DIVIDER

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## ACP ProBill

The purpose of this option is to provide a general introduction to the program and familiarize the user with the various functions and screens that will be encountered.

## OVERVIEW

This progressive billing program has been designed to simplify the preparation of the following documents:

- 1) AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT,
- 2) AIA DOCUMENT G703, CONTINUATION SHEET.

The benefits of using this program are many, with the major ones summarized as follows:

**TIME SAVING:** Repetitive typing is eliminated on succeeding applications. Data is entered only once, and preparing Standard Files can save even more time. DataLists are automatically compiled for clients, architects, and subs for use with subsequent projects.

**ACCURACY:** All calculations are done automatically by the computer. This includes the tedious job of updating "work completed from previous applications" on a line item by line item basis.

**FLEXIBILITY:** Print the data on the official AIA forms or print an alternate INVOICE form and data on plain paper. The ISSUANCE feature further increases the scope of use.

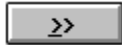
**STANDARDIZATION:** Make copies of your registered software for your subs and save time in checking their math. Supply a copy to the architects involved to gain their confidence in your billing system. Use the same system at all branch and/or site offices for **both commercial and residential work!**

**CAPACITY:** Handles up to 250 records for Line Items and Change Orders, with 25 records per Continuation Page. Handles projects with a Contract Sum To Date not to exceed a total of \$999,999,999.00

DIVIDER



Selecting this option will bring up information on the program BASICS.



above to go to page 2.

The basic steps in utilizing this program are as easy as 1-2-3:



1) Create a New Project Data File as a Contractor, or as a sub-Contractor.



2) Update the line item status for each submittal, adding Change Orders if required.



3) Print out the Application, ready for signatures and submittal.

Steps 2 & 3 are repeated for each subsequent submittal for payment on a particular project culminating in the Final Submittal for retainage.



Quite often, the architect or inspector will not agree with the percentage of work performed during the period and will require that changes be made prior to his approval. These changes are easily made with the program's Review & Correct function.



When a project has been completed and completely paid for, including receipt of any Retainage due, then you may wish to free up hard drive memory by deleting the project files by using the Delete Project function.

**AIA FORMS:** It is assumed that the operator knows and has filled out the AIA G702 and G703 application forms manually. An explanation of these forms is not covered here, but rather the basics of using this program.

**ACP-ProBill:** This program is "option driven" throughout, and can be used easily by non-computer personnel. The options are either selected from conventional menus at the top of the screen, or by double clicking on screen hot spots which function like icons.

**INPUT:** Most options when selected will bring up a dialog box requiring an operator input, ether a data entry, a sub-option selection, or both. Incorrect data entries cannot be caught by the program, except for illogical ones. A trial printout is recommended, so that it can be reviewed for typos prior to submittal.

**FILE SAVING:** Each project will have an initial "Schedule of Values" file, plus one for each application submittal. All files are identified by the code name plus a suffix. The program will save these files as the operator progresses from screen to screen, adding new files to the project file index for future selection. Sometimes the operator will need to interrupt the process of creating or updating a project file before it is finished. In these cases, the program will save the file with a suffix of "-PT" or "-ST". When the New Project or Submittal-Update function is completed, the file will be then be saved with the appropriate suffix of "-00" or "-##", and the temporary file will be deleted from the hard drive. The screen will momentarily go black as the DOS delete function is executed. **Do not get alarmed, this is normal!**

**EXITING** - How to EXIT the ACP-ProBill program.

This program is very intuitive and forgiving, so the best way to get started is to jump right in and use it. You can get help at any time you may need it, and you can always "back" your way out. If you try the program out by creating a sample project, you can always delete that project when you are finished. You may also explore all the help pages first if you wish, or just access them when you need some additional information.

After you exit these help pages, or use ALT-TAB to return to the program, you will note that on each screen there are hot spots. These are similar to icons, except that you must double click on them with your mouse. You may prefer to use the [arrow] keys to select the one you want, and then just press the [Enter] key.

Start off by actuating the **ACP-ProBill** hot spot from the Main Screen. This will take you to screen 1 of the New Project function. Simply continue to click on the hot spots and you will quickly create a New Project file.

On screen 2, use the **ADD NEW L.I.** hot spot to add the project schedule of values. When finished, continue on to screen 3 where you will see the summary of your work. Note that you can also print out the results from screen 3.

That all there is to it ! Next try out the Submittal-Update function and you will see how much time you will save. Remember that Help is always available. Also see how to EXIT the ACP-ProBill program.

**Personal Notes:**

The user may add a note to any spot on any screen for his personal use. This is done by locating the cursor over the spot desired and then "right" clicking with the mouse. A note dialog box will appear in which notes may be added, edited, or deleted. Click the OK button to save the notes and close the dialog box. To review your notes at any time, just right click on the same spot again.

Please note that there are two limitations; 1st, the notes are not sensitive to any particular project and 2nd, they are not sensitive to the function selected. In other words, the last note entered for a particular spot, on say, screen 1 will always be the same no matter which project or function (New Project, Submittal Update, Review & Edit, Print, or Delete) is currently activated.

Besides the obvious use as training aids or reminders, one of the most effective uses of the note feature is to provide a list of the project code names and a longer description of the project which that code represents. To do this, right click on the "S" hot spot on screen 1 (this is the hot spot which when double clicked will bring up the project index so that a particular project can be made the active one). Next type the 5 digit project code name followed by a description.

For example:

12345 = Jefferson Shopping Mall  
BLOC1 = BlockBuster remodel project James St.  
PIN15 = Pine Haven house # 15



### **Loaner Disks:**

A new menu option has been added to the Main Menu for to make it easier to make "Loaner Disks" for your subcontractors or others to use or evaluate. This option is only accessible after the software has been registered (see help on registration).

This process has two basic steps;

1) the first step creates 2 sub directories under the ACP directory and copies the required loaner files to them. This is done automatically at the time the software is installed.

a) If you installed this program with floppy disks, you will need those disks to complete this first step by following the on-screen instructions.

b) If you down loaded this program from our web site, these files will be installed during the installation process.

2) The second step is to copy these files to 2 blank disks which become the "loaner disks". This second step may be done later and as often as you need to by accessing the "Loaner File" option under the ADMIN menu.

NOTE: The following applies only when upgrading from a demo version to a registered version.

When the files are copied to the hard drive in the loaner sub directories, a copy of the registered software will also copied to the sub directory. This copy will include any "Personal Notes" (see page 1) which you may have added before the copy was made. So be careful of any sensitive material that you may have added before you make the upgrade from the demo version to the registered version. Just delete it and then afterwards put it back in.

#### **FINAL NOTE:**

The loaner disks will not contain any project databases that have been developed by your organization, so you need not be concerned about that. On the other hand, they will not serve as back up protection for your data. So read the next page.

### **Back Up Procedures:**

The ACP-ProBill program is constantly changing as it is used, so as soon as possible back up all files in the ACP directory. Thereafter, periodically backup all files that have changed as well as any new project database files that have been created since the last backup.

There are many ways and hardware available for backing up your hard drive, and you probably have one in place. It is not within the scope of this program to provide or suggest one. If such a system is not in place, it is strongly recommended that one is installed.

### **Backing up & Restoring data files on floppy disks**

This feature provides a method for backing up your project data files, and is very useful when you have secondary computers where the ACP-Probill program is used. As you may know, there is no limit on the number of computers that may have the ACP-ProBill program installed on. This is done by making loaner disks from the initial computer to install the program on other computers. If a network is used, then the network administrator should contact me for further details.

These features are designed more for simpler cases, such as a home computer or a back up computer. An important thing to understand is that, if data is generated on more than one computer at the same time it becomes extremely difficult to synchronize the data in each. If that happens, contact me immediatly.

First of all, your project data should be backed up always as lightning does strike, etc. The program can always be reloaded, but the data will be lost if you don't have it backed up. Let's assume that you have a home computer that can be used in case of a disaster with the office computer, or you bring home work to do.

At the end of each day during which data was generated, hold down the Ctrl key and press the E (for export) key to generate a back up floppy disk of the current project data. It's a good idea to have 2 or 3 disks and rotate them, always annotating the disk with the date (disks do fail).

Now let's assume that you are going to work on a project at home. Take the latest data disk home and use the Ctrl+I feature to import the data that was generated at the office. The two computers will now be in sync. When you are finished, use the Ctrl+E feature to back up the latest data. The next day, use that disk and Ctrl+I to put the office computer in sync with your home computer.

### **Selecting Project Files:**

Two improvements have been made as follows:

A) The original dialog box (as shown in the help files) has been changed so as to permit faster selection of the project dataBases.

B) The operator no longer needs to select the "latest submittal" file, as the program will find the right one. The operator only needs to highlight the desired project name & the program does the rest.

C) The above does not apply to the Print Application [PA] function, as any submittal may be printed at any time.

### **Saving a Project data file to the .wk3 format**

As long as a project file is active, it may be saved in the .wk3 format and the resulting file can then be used by Lotus 123, Excell, etc. This feature can be accessed anywhere by holding down the Ctrl key and then pressing the D key, or from the main menu (ADMIN - Save Application in .WK3 format). Use method C above to select the project application file, if it is not the latest submittal.

**Transfer Data to Clipboard:**

The normal way to post data to your accounting software is upon receipt of an official document, which in this case is the Application & Certificate for Payment (G702) or the Invoice. It is recommended that this be done only after the architect or inspector has signed off the G702 or Invoice and therefore certified that the "current payment due" is correct. However, the summary screen (screen three) has an option under the Function Menu to transfer certain data to the computer clipboard. After a value is in the clipboard, it may be then transferred or "pasted" to another Windows program.

DIVIDER

[ACP ProBill](#) Selecting this option will bring up the program GLOSSARY. It may also be accessed from the Contents page.

**ACP ProBill GLOSSARY:**

ACTIVE

AIA FORMAT

CHANGE ORDER

COMMAND

DATABASE

DATALIST

DATA INPUT

DIALOG BOX

FUNCTION

HOT SPOT

INVOICE FORMAT

ISSUANCE

LATEST FILE

LINE ITEM

MENU

OPTION

RECORD

RETAINAGE

SCREEN

SESSION

STANDARD DATALIST

STANDARD FILE

SUFFIX

WORK ITEM

DIVIDER



**ACP ProBill** This option will provide more information on printing out the Application and Certificate for Payment.

This program has two basic printing options for either commercial and/or residential work as follows:

**AIA® FORMAT:**

This option does not print the blank AIA forms themselves, but it does fill them out with the required information. ACP-ProBill will automatically print the data directly on the forms using landscape orientation.

Please note that the AIA forms are copyrighted by THE AMERICAN INSTITUTE OF ARCHITECTS and that unlicensed photocopying violates U.S. copyright laws.

**INVOICE FORMAT:**

This option prints out a modified AIA form and the data at the same time. Unlike the AIA forms, these forms are vertical and will be automatically printed on plain paper using portrait orientation.

As the data used is identical to the data printed in option 1, these forms may be substituted for the AIA forms if agreeable to the Owner, or as an invoice when AIA forms are not required. They may also be used as internal working papers to reduce the consumption of the AIA forms.

An advantage to the invoice format is that if "constant retainage" is selected and the percent values are left at zero, then the form will NOT mention the the word retainage. In addition to this, if the total number of line item records is less than 13 than an additional option is available. This is the SHORT INVOICE which combines the G702 and G703 data into one single page invoice. Very helpfull for those small jobs. The short invoice has 2 options, 1 for printing on plain paper and one for printing on your letter head.

**PRINT FUNCTION NOTES:**

If you are printing a project file with an suffix of "-PT", "-00", or "-ST", then the continuation sheets will have the record numbers printed down the left hand side to assist you in editing and updating the data files. This is extremely helpful for projects containing a large number of line items. These numbers will not appear on print-outs of the actual application submittals (suffixs of -01 through -FS).

It is recommended that you print out an -ST file for the project engineer to use as a working copy for updating the data to be included in that submittal. This is done with the Update-Submittal function by choosing the latest submittal file for the project on screen 1, and then continuing directly to screen 3 to print out the working copy. The project engineer would then enter the new values for "work completed" for the new time period. After these new values are entered in screen 2, another "-ST" print out can be generated for final "in-house" review and approval. The final step is to save the approved -ST file as the new -## file, and then to print the Application and Certificate for Payment.

Each page of form G703 or the alternate INVOICE Continuation Page will handle 25 records and this program can handle up to 10 pages for a total of 250 records. If a project requires more, it should be subdivided into 2 or more sub-projects, or contact the author.

All print outs will have the ACP-ProBill mark, to indicate that all calculations based on the data inputs were performed by this system.

### **PRINT MARGINS - General Info:**

The page margins for the AIA forms have been preset for a laser printer and should not have to be changed unless you are using a dot matrix or inkjet printer. If your batch of AIA forms was printed slightly off center from the batch that was used to setup the preset margins, or if your printer prints slightly different than the norm, you may have to change these margin settings.

In order to achieve the best alignment of the printed data on the AIA forms, the menu for the Print Application [PA] function now includes the "MARGIN SETUP" option to access the Margin Adjustment Control dialog box. This dialog has two sections, one for the G702 form and the other for the G703 form. Each section permits adjustments to the Top and the Left margins.

If the data was printed farther from the top, or from the left of the form than desired, then reduce the appropriate setting by one and the data will be printed 0.05" closer to the top or the left on the next printing. Of course, the opposite is true as well. The new settings will be remembered, so it will not be necessary to repeat this process the next time you print an Application, unless a new batch of forms is used (different from the last batch) or a different type of printer is used.

The above does not apply to printing out the "INVOICE" forms, because both data and the form are printed at the same time on plain paper.

**PRINT MARGINS - Different Printer Types:**

Each specific printer may have different margin parameters which will require different margin setups in order to correctly line up the data that this program prints out on the G702 and G703 forms as follows:

| <b>TYPE</b> | <b>MAKE &amp; MODEL</b> | <b>TOP</b> | <b>LEFT</b> |   |
|-------------|-------------------------|------------|-------------|---|
| Laser       | Okidata - Okipage 4W    | 7          | 7           | 2 |
| Ink Jet     | HP Office Jet 500       | 7          | 7           |   |
| Dot Matrix  | Fujitsu DX 2300/2400    | 2          | 2           | 3 |

**If your specific printer is different from the above,**

- 1) Start with the setting above for the appropriate type of printer.
- 2) Print out an application on plain paper.
- 3) Place the printout over the G702/G703 form and hold them up to a light.
- 4) Align the two sheets so that the data falls into the appropriate places.
- 5) Measure the difference between the top and left sides of the sheets.
- 6) Reduce the setting to move the data closer to top or left, and vice versa.
- 7) Repeat the above process until the data lines up correctly with the form.
- 8) Print the data directly on the form.

**NOTES:**

- A) The top of the AIA forms is the 11.5" side and the left is the 8" side.
- B) The last setting will be remembered and active the next time you use the program, so if the same printer and the same batch of AIA forms are used, then this process does not need to be repeated.
- C) If you use more than one printer, you may wish to note the settings for each one, using the Personal Notes feature.

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**ACP ProBill** This option will bring up the registration procedures for obtaining and/or registering your personalized copy of this program.

**The following versions of the ACP-ProBill software are available for downloading on the internet, or by Snail Mail on 3.5" floppies (plus S & H charges):**

**Loaner Copies:** These are fully operational copies of the ACP-ProBill software provided to you by a registered School, Architect, or Contractor. You will note that the registered licensee's name appears on the main screen and is always printed out on the AIA or Invoice forms. Therefore, it may only be used in conjunction with that license holder, but of course you may purchase your own unlimited full featured version.

**Demo Version:** This version is fully operational, but the only project that may be created is the tutorial sample project. Some administrative tasks may be disabled, but in no way does effect the evaluation experience. This Demo may be upgraded to the unlimited version.

**Academic Version:** This version is fully operational, but limited to only 3 concurrent projects in addition the the tutorial sample project. It is available to educational facilities as a training aid. Copies may be made and distributed to students.

**Architect's Version:** Same as above. Available to architects for their internal use. Copies may be made for contractors to use in preparing forms G701, G702, and G703 for that architect's projects only.

**Limited Version:** This version is for contractors and subcontractors. It permits the use of the program for a total of 3 projects. There are no time limits, so it can actually be used for these 3 projects from start to finish. This version may be reloaded, each time with 3 more projects from the Contact Us menu option. It may also be upgraded to the full unlimited version at reduced prices depending on the number of Reloads that have been purchased. When the 4th reload is purchased, the program will be converted to the Unlimited Version.

**All limited versions above may be converted to Full Unlimited Version without any interruption in the usage of the program or loss of any current project data .**

**Full Unlimited Version:** No limits of any kind - as many projects as you may ever need. This version permits the contractor to make "loaner" copies for subcontractors to use in requesting draws from that contractor only. Also permits addition of branch addresses. No limit to the number of computers using this software.



**Registration is now a part of the initial startup of the program as follows:**

Every version of the ACP-ProBill software is now self personalized with the Licensee's Name and Address, whether it be a contractor (or sub), educational facility, or an architect. In addition, communication data will be entered to automatically register the product with ACP-ProBill Systems either by email, fax, or snail mail. Email is by far the most efficient, as the other methods require printing the registration form. So be sure you enter the data correctly for your protection.

**NOTE:** The "Loaner Copies" will retain the Licensee's Name & Address, however the Communications Data may and should be changed to that of the Loanee.

The main menu now contains a "**CONTACT US**" option, with the following sub-options:

**UPDATE COMM DATA** Here you may change your methods for communicating with us and us with you. This information must be correct in order that we can serve you in the best possible manner. If you have a "Loaner Copy", change this data from the licensee who furnished you the loaner to your own data.

**HOME PAGE** If the Comm Data says you are internet ready, this option will be active and will take you directly to the ACP-ProBill home page.

**SUPPORT** This option lets you send an email directly to the support staff without leaving ACP-ProBill. Questions, comments, or whatever. Ask us about PeerChat for training sessions.

**PLACE ORDER** This option will take you directly to the UPGRADE order site, or the OPTIONS order site (see below) if you are internet ready, or you may print out the order form to be sent by fax or mail.

**OPTIONS** - Available only in the Unlimited Version.

**Name-Address Changes:** \$30.00 service charge/line Requires proof of name change after the initial registration. New software will be shipped/downloaded to you.

**Branch Office Fee:** \$20.00 per branch address/line This option permits the Registered ACP-ProBill Licensee's name to be printed on all forms with selectable different addresses. New software will be shipped/downloaded, and the licensee may make and install as many copies as needed.

**RELOADS** - Available only in the Limited Version.

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**ACP ProBill**

Select this option to bring up information on obtaining Tecnical Support for this program.

## **ACP-ProBill TECHNICAL SUPPORT**

**We aim for four business hours or better response time.**

**Demos:** Full Tech Support during the evaluation period - 813-989-0510.

**Registered Licensees:** Unlimited Full Tech Support with our 1-800 support line.

**Loaner Copies:** Supported only by the licensee that loaned the copy.

**Academic Version:** The educational facility contact is supported with our 1-800 support line. Students are supported only by the educational facility that furnished the student copy.

**NEW FEATURE:** If you are internet ready, you can send an email directly to the support staff without leaving ACP-ProBill. Next day replies for anyone. [More Details](#)


**If you need to contact Technical Support, please have the following ready:**

- 1) Computer system information including your printer.
- 2) The version and serial number of your ACP-ProBill software.
- 3) A complete description of the problem, including the command(s) you were using.
- 4) The full text of any error messages.


**The author may also be reached by:  
e-mail at [ACP-ProBill@bigfoot.com](mailto:ACP-ProBill@bigfoot.com),  
by phone at 813-989-0510,  
or by fax at 813-984-7327**


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## **ACP ProBill INFO ON THE HELP FILE**


Context sensitive "HELP" is always available by clicking on the  icon at the bottom of the screen, or by pressing the [F1] key.

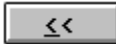
Each help page has a tool bar at the top of the screen. These buttons are clicked on in order to:


 - return to the Help Contents page.


 - search the Help File by topics.

 - go to the help page you came from.

 - lists previously accessed help pages.

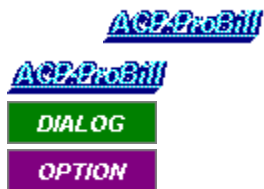
 - accesses associated help pages

 when darkened.

All dialog boxes have a  button, which when clicked will bring up help for that particular one.

To exit help, press the [Alt][F4] keys.

On many of the help pages you will see the action buttons shown below. Clicking on them will cause the help file to change to the another help page. When you are on a menu help page, click on a command to get more info. If you are on a screen snap shot, click on a screen Hot Spot to do the same thing. Try clicking on one of them now and you will find how easy it is to get around the help system.



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**ACTIVE** refers to the currently selected database project file or the currently selected line item record in that file.

**ACTIVE CHECK BOX** Check this box, if you want the currently active project file to be active when ACP-ProBill is restarted.

**ACTIVE RECORD** This display will indicate the number of the active record which will be relocated to the position specified below.

**ADD/INSERT RADIO BUTTON** Choose the appropriate radio button. Usually the "add" option is selected, but on occasion it will be necessary to insert a record at a particular spot in the list. The inserted record will take the record number of the active record and the active record plus all the following records will have their numbers changed accordingly.

The **ADMINISTRATIVE SUB-MENU** is a set of general steps that may need to be performed.

## **AIA FORMAT**

In the case of the AIA format, the data is printed directly on the G702 and G703 forms as purchased from AIA offices. This is necessary as these forms are copyrighted and are marked with a red line to differentiate between originals and photo copies.



**ACP ProBill CANCEL**

Selecting this menu option, cancels the EXIT process and returns the program to normal control.

**CANCEL BUTTON** Closes the dialog box without saving any changes.

## **CODE NAME**

A five digit code to identify a particular project to you and the program.

## COMMANDS

These are the menu selections. A sequence of commands are used to accomplish a task.

For example, if you want to create a new project, at the main screen, you would first mouse click on menu command "FUNCTION" (note that the letter F is underlined). This will drop down a list of function options. Next mouse click on the command "NEW PROJECT" (note that the letter N is underlined), and the main screen will then change to screen 1. The screen 1 menu will now correspond to the NEW PROJECT options and this process continues.  
Convention: **Function|New project**

Another method (preferred by most speed typists) is to hold the "Alt" key down and then typing the letters FN.

Convention: **Alt+FN**

**CONSTANT RETAINAGE RADIO BUTTON** Select this radio button for constant retainage and then input the values below, even if they are zero.

## Welcome to the [ACP ProBill](#) Help File

This program is intended to make your life a bit easier, and this Help File can help you run the program more efficiently.

[USING HELP](#) - How to use the Help File.

Simply click on a green underlined word for additional information.

[OVERVIEW](#) - A summary of this program.

[TUTORIAL](#) - Best way to learn.

[BASICS](#) - Info to get you started.

[MORE BASICS](#) - Some general Info.

[GLOSSARY](#) - Definitions of key words or phrases.

[PRINTING](#) - Info on what this program prints out.

[VERSIONS-REGISTRATION](#) - Info on upgrades.

[TECH SUPPORT](#) - Info on obtaining technical support.

**Main Screen:** click on [ACP ProBill](#) **Main Menu:** click on [ACP ProBill](#)



Select this option to bring up the CONTENTS help page. Contents may also be accessed from any help page by using the Help Tool Bar.

**COPIES SPIN BUTTON** Click on the up & down arrows on the spin button to change the number of copies to print.



## **DATABASE**

A collection of data related to a specific project at a specific point in time. Each dataBase is identified by a PROJECT FILE NAME composed of a code name and a suffix. Each database has three parts as follows:

**PROJECT DATA:** General data entered on screen 1.

**LINE ITEM DATA:** Line Item records entered on screen 2.

**CONTROL DATA:** Data automatically entered by the software program.

Also see Standard Project Files.

## **DATALIST**

These are lists of data which can be selected by their record number in a dialog box.

## **ACP ProBill DATALIST INDEX**

This program has 6 dataLists as follows:

**LICENSEE ADDRESS LIST:** A list of the registered licensee's alternate addresses.

**PROJECT INDEX:** A list of all project dataBase files on the hard drive

**"TO" LIST:** A list of names and addresses of project owners and  
contractors.

**"VIA" LIST:** A list of names and addresses of architects and inspectors.

**"FROM" LIST:** A list of names and addresses of sub-contractors.

**STANDARD LINE ITEM LIST:** A list of tasks that are constantly used.

## **ACP ProBill DataList Update**

This process is only used after a software upgrade has been made. **DO NOT** use this option without receiving specific instructions from the author.

## DATA BLOCKS

Areas on the screens which display the information from the active project file as follows:

|                     |   |
|---------------------|---|
| <b>Main Screen:</b> | <u>Registration Block</u>   |
| <b>Screen 1:</b>    | <u>Screen Header Block</u><br><u>Project Block</u><br><u>Retainage Block</u><br><u>To: Block</u><br><u>Via: Block</u><br><u>From: Block</u>   |
| <b>Screen 2:</b>    | <u>Screen Header Block</u><br><u>Records Block</u><br><u>Total Done Block</u><br><u>Work To Do Block</u><br><u>Work Done Block</u><br><u>Ending Date Block</u><br><u>Work Summary Block</u> |
| <b>Screen 3:</b>    | <u>Screen Header Block</u><br><u>Summary Block</u>  |

## **DATA INPUT**

The operator inputs all data for the project and/or makes decisions via dialog boxes. This data will then appear in the screen data blocks.

**DATE SPIN BUTTONS**  
the dates, or just type it in.

Click on the up & down arrows on the spin button to change

**DELETE RADIO BUTTON** Selecting this radio button will delete the data displayed from the data list file.



**DELETE FILE RADIO BUTTON** Select the appropriate radio button to delete either the latest submittal file or all files for the active project.

## **DIALOG BOXES**

Appear when you need to supply information to complete an option. For more info, refer to your Windows Users Guide.

**DIALOG DISPLAY CELLS** Gray rectangles in a dialog box where data from a dataList or the project file is displayed.

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**ACP-ProBill EXIT**

This Menu the last step in exiting the ACP-ProBill program.

## **ACP-ProBill PROGRAM**

Selecting this sub-menu option, completes the EXIT process and closes the ACP-ProBill program.

**FORMAT RADIO BUTTON** Choose either the AIA or the Invoice radio button .

**ACEProBill** **FROM: DATA BLOCK** - screen 1

This block contains the name & address of:

- A) your company when you are the Owner's contractor,
- B) your company when you are the Contractor's Sub-contractor,
- C) your Sub-contractor when you are the Contractor.



## **-FS files**

This notation designates the Final Submittal for the project. For instance, you may have a project named "GRADE" with 3 submittals as follows, GRADE-01, GRADE-02, and GRADE-03. If the next submittal application completes the work on the project and the retainage is ZERO, then the next submittal be GRADE -FS.

If not, then the next submittal will be GRADE-04, and the Submittal-Update process will have to be done at the appropriate time to collect the retainage. Thus the -FS application applies for the the final payment against the project.

If changes are required to the -FS file, it must be deleted first and then re-made with the Submittal-Update function. This is usually done only when a new change order has been issued during the retainage wait period. However, in all fairness to the contractor, a new contract should be drawn up if this will unduly delay the payment of retainage.

The FUNCTIONS are a list of the major phases or steps to be executed by this program.

## **FUNCTION INDEX**

This program has 5 functions which are accessed from the main screen as follows:

NEW PROJECT for creating new projects.

SUBMITTAL-UPDATE for updating the previous submittal and to add new change orders.

REVIEW & CORRECT to make any corrections required to the latest submittal.

PRINT APPLICATION to print out the Application and Certificate for Payment.

DELETE PROJECT to delete files after the project is completed and paid for.

Also see the screen index.

## **ACP-ProBill CHANGE ORDER FORM G701**

This option will bring up a sub-program for the contractor or sub to initiate a "Change Order". It may be printed directly on forms G701 or G701/CMa, or on plain paper when the AIA forms are not required. It is a convenient method for preparing Change Orders, but it does not automatically incorporate the data into the ACP-ProBill main program.

NOTE: Change Orders may be initiated by others (Owner, Architect, or Construction Manager-advisor) and if so, this sub-program would not be used.

IMPORTANT: After the Change Order has been approved by all appropriate parties, it must be added to the "Schedule of Values" by using screen 2 of the Submittal-Update function in order to bill against it.

See also:

POSITIVE change orders.

NEGATIVE change orders.

## **ACP ProBill SCREEN HEADER**

The selected Function is displayed to the left, while the active Project name & suffix is displayed to the right. The Screen 1 header background is green, Screen 2 is blue, and Screen 3 is yellow.

**HELP BUTTON** Brings up a help screen for this dialog box.

## HOT SPOTS

These are colored rectangles on the screen that have letter or words on them, if they are active. When an active hot spot is double clicked with the mouse it will initiate the corresponding function or option. An alternate method is to hold the Ctrl key down and type the first letter of the hot spot.

Convention: **Ctrl+N**

These functions/options may also be initiated by the menu commands.

The **INFO SUB-MENU** is a set of options to provide HELP on various topics.



**INPUT CELL** A white rectangle in a dialog box, where data can be entered or modified. A text cell will accept alfa-numerical entries, while a value cell will only accept numerical data.

**INPUT DISPLAY CELLS** Screens 1 and 2 have several rectangles with a white background. The data displayed in these cells has been entered by the operator into similar dialog input cells. All other data on screen 2 has been calculated by the program and is displayed on a gray background.

**INSERT CHECK BOX** Check this box, if you want the data displayed to be entered in the active project file. Uncheck it, if you want to only add this data to the data list for future use.

**INSERT RADIO BUTTON** Selecting this radio button will insert the data displayed from the data list into the project file.

## **INVOICE FORMAT**

The INVOICE form is printed together with the data at the same time on plain paper. In many cases, this format will be accepted in lieu of the AIA format.

An added benefit of this format is that, if the retainage percentages are zero, the form will be printed without any mention of that "retainage" word !

## ISSUANCE

This term refers to the "TO:", "VIA:", and "FROM:" data blocks as follows:

- A) "TO:" is the entity that will receive the application.
- B) "VIA:" is the entity that will certify the application.
- C) "FROM" is the entity that is submitting the application.

If the software is registered to an architect, then that architect's data will always appear in the "VIA:" block. The architect may provide a copy of his software to contractors to use on that architect's projects.

If the software is registered to a contractor, then that registered user's data will always appear in either the "TO:" or the "FROM:" data block, as follows:

"TO:" Project Owner - "VIA:" Owner's Architect - "FROM:" Reg. User

"TO:" Contractor - "VIA:" Contractor's Inspector - "FROM:" Reg. User as SUB

"TO:" Reg. User - "VIA:" Reg. User's Inspector - "FROM:" Reg. User's SUB

The contractor as a registered user may also provide a copy of his software to his sub-contractors for their use in preparing their applications to the registered user as in the last item above.

**RETAINAGE RADIO BUTTON** Select the appropriate radio button to indicate if your company is the contractor or the sub-contractor.

**ISSUANCE RADIO BUTTON** Select the appropriate radio button for the type issuance desired.



## **LATEST FILE**

This file would be the last one created for any particular project. It can be determined by comparing suffixes with the same project code name.

If the suffix is -PT, -ST, or -FS, then that one is the latest. Otherwise, it is the one with the highest submittal number which may be -00.

## Copyright License Warranty Statement

### Copyright

ACP-ProBill is Copyrighted 1993-1999 by Harley J. Brook, dba ACP-ProBill Systems, with all rights reserved.

### License Agreement

You should carefully read the following terms and conditions before using this software. Unless you have a different license agreement signed by Harley J. Brook, your use of this software indicates your acceptance of this license agreement and warranty.

### In General

The following items pertain to both "Registered Owners" and "Loaner Disk Users" as specified below:

- A) The ACP-ProBill software shall be used only for the registered owner's normal and legal business activities in which the software is applicable. Activities may be extended to include architects, project owners, contractors, subcontractors, educational entities, and lending facilities with which the registered owner maintains business relationships through the free distribution of "loaner disks".
- B) Print outs in the "AIA" format of the ACP-ProBill generated data shall be on either plain paper for internal use only, or on the official AIA copyrighted forms obtained from sources authorized by the American Institute of Architects.
- C) No user (registered or not), nor anyone else, may alter or modify the ACP-ProBill Software. You cannot give anyone else permission to modify the software.
- D) All rights not expressly granted in this license agreement are reserved entirely to Harley J. Brook, dba ACP-ProBill Systems.
- E) This agreement shall be governed solely by the laws of the State of Florida.

### Registered Owners

A registered copy of the following versions of ACP-ProBill software may be used to create progressive billing dataBase files, and to print out the data on AIA G701 forms or the alternate Invoice form:

- A) The "UNLIMITED" version may be installed on an unlimited number of workstations by the registered owner, his associates, or his employees. The original registered copy shall be used to make the "loaner" copies for distribution to the registered owner's associates and employees, if those workstations are not on the registered owner's network. Only the "loaner disks" may be freely distributed and then solely at the risk of the registered owner.
- B) The "LIMITED" version of the ACP-ProBill software is restricted to THREE projects. It may not be copied, nor distributed in any manner whatsoever. It may be installed on only one workstation and in a directory named ?:. This version maybe upgraded to the full version at any time without loss of project data and then the directory may be renamed. The tutorial project "SAMPL" may be deleted and recreated as many times as needed.

C) The "ACADEMIC" version is strictly a teaching tool limited to 3 projects at any one time. It is FREE for educational entities and copies may be freely distributed to faculty, students, and others by using the "loaner disk" feature. There is no restriction as to the number of workstations that it may be installed on.

D) The "ARCHITECT'S" version is strictly a tool limited to 3 projects at any one time. It is FREE to architects and architectural firms, but may be freely distributed to faculty, students, and others by using the "loaner disk" feature. There is no restriction as to the number of workstations that it may be installed on.

E) The "DEMO" version is limited to creating only the tutorial project named "SAMPL". This tutorial project may be deleted and recreated as many times as needed. All other versions, also include this tutorial capability. It may be freely copied and distributed to any other interested parties. There is no restriction as to the number of workstations that it may be installed on.

#### Loaner Disk Users

This is not free software, but rather a copy of one of the above versions on 3.5" floppies provided to you by the registered owner of the software. At any time, you may upgrade your "loaner" software to the "unlimited" version without any loss of any dataBase files you may have created. The use of the "loaner" software is subject to the following conditions:

A) You are hereby licensed to use the "loaner" disks of ACP-ProBill software in the conduct of your business or educational relationship with the registered owner that provided them to you.

B) You are licensed to make exact copies of the loaner disks and provide them to other interested parties for evaluation purposes only.

C) Distribution of the software and documentation via the internet, email, or other electronic means is strictly prohibited.

D) You are specifically prohibited from charging or requesting donations, for any such copies, however made; and from distributing the software and/or documentation with other products (commercial or otherwise) without prior written permission.

#### Disclaimer of Warranty

This software, whether sold or distributed for evaluation purposes, is strictly on an "AS IS" basis and without warranties as to performance or merchantability or any other warranties whether expressed or implied.. Because of the various hardware and software environments into which ACP-ProBill may be put, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED.

Good data processing procedures dictate that any program be thoroughly tested with non-critical data before relying on it. The user must assume the entire risk of using the program. ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF THE PURCHASE PRICE.



## **ACP-ProBill DEMO VERSION**

The Demo version of ACP-ProBill is identical to the Unlimited version, except that it runs only as a "Tutorial". All features may be used, however the only New Project that can be "created" is the tutorial project with the project name of "SAMPL". Click on "OK" to correctly enter "SAMPL" as the project name.

## **ACP ProBill ACADEMIC VERSION**

The Academic version of ACP-ProBill is identical to the Unlimited version, except that it runs in a "limited mode". All features may be used, however a New Project cannot be "created" if there exists 3 projects currently in the index. The tutorial project "SAMPL" does not count as one of these three projects.

When this limit is reached, it is necessary to first delete an existing project before a new one can be created. Therefore, this limitation does not prevent the user of the Academic version from learning all the features, because they all are still available.

It's easy to upgrade to the full featured unlimited version !

## **ACP-ProBill ARCHITECT'S VERSION**

The Architect's version of ACP-ProBill is identical to the Unlimited version, except that it runs in a "limited mode". All features may be used, however a New Project cannot be "created" if there exists 3 projects currently in the index. The tutorial project "SAMPL" does not count as one of these three projects.

When this limit is reached, it is necessary to first delete an existing project before a new one can be created. Therefore, this limitation does not prevent the user of the Academic version from learning all the features, because they all are still available.

It's easy to upgrade to the full featured unlimited version !

## **ACP-ProBill LIMITED VERSION**

The Evaluation version of ACP-ProBill is identical to the Full Featured version, except that it runs in a "limited mode". All features are available, but only three New Projects may be created. The tutorial project "SAMPL" does not count as one of these three projects.

This permits the user to completely evaluate the ACP-ProBill system without any time constraints, as most projects take months or years to complete.

It's easy to upgrade to the full featured unlimited version !

You may also purchase the "RELOAD" for the Limited Version. This will add an additional 3 new projects per RELOAD, and when you purchase the 4th reload you will then receive the UNLIMITED Version. You do not have to complete your current projects before reloading, but only do so when you have already used your current 3 project names. Your current project data will not be lost and you can continue creating new Submittal-Updates as usual. Just use the "Contact Us - Reload" menu item.



## **LOANER VERSIONS**

Loaner Versions are made by a Registered User and are copies of his program, containing the limitations of his program as follows:

**Unlimited Version:** The "Loaner's" name and address will always appear as the contractor in either the "From" or the "To" dataBlock area. The "Loaner" would be a Contractor who provides the Loaner Version to a Sub-Contractor or "Loanee", who would use it to submit pay requests "To: Loaner", "From Loanee".

**Academic and Architect Versions:** These Loaner versions are identical to the Unlimited version, except that they run in a "limited mode". All features may be used, however a New Project cannot be "created" if there exists 3 projects currently in the index. The tutorial project "SAMPL" does not count as one of these three projects.

When this limit is reached, it is necessary to first delete an existing project before a new one can be created. Therefore, this limitation does not prevent the user of these versions from learning all the features, because they all are still available.

It's easy to upgrade to the full featured Unlimited version !

A **LINE ITEM** refers to one line on AIA form G703 or the continuation page of the INVOICE. There are 25 lines per page and each line is assigned a record number. Each line item has 10 fields corresponding to columns A through I on those forms. Some of these fields may be blank for any particular line item. See also types of line item records.

## **-## files**

This notation designates the application submittal number of the project file. For instance, you may have a project named "GRADE" with 3 submittals as follows, GRADE-01, GRADE-02, and GRADE-03.

Only the latest -## project file may be modified with the Review & Correct function and only the latest update entries or change orders can be accessed.

DIVIDER

## **MENU**

The traditional drop down commands at the top of the screen to execute the program functions or options.

Refer to your Microsoft® Windows™ User's Guide for more on menus.

**MODIFY RADIO BUTTON** Select this radio button to modify the data displayed from the data list.

**MODIFY-RELOCATE-DELETE RADIO BUTTONS** If the Modify option is selected, one of the two dialogs to the right will appear with the current data and the desired modifications can then be made.

If the currently active record needs to be relocated, check this option and the dialog below will appear. You may then select the new location.

If a record needs to be deleted, simply select the delete option.

**ACP ProBill PROJECT NAME DUPLICATION**

To reuse a project name you must first delete that project by using the "DELETE" FUNCTIONS.



## PROJECT NAME INPUT

Enter a 5 digit code name for this project. Alpha-numerical configurations are acceptable. The program will not accept duplicates of names currently stored in memory.

To name a STANDARD FILE, enter a 4 digit code after the "" (underline) which will automatically come up in this field if the contract value is zero.

## **NEGATIVE CHANGE ORDERS**

A negative change order is a reduction in the value of the overall contract. It may be the result of a change in the scope of work to be performed, the grade of material to be employed, a reduction in the profits to be realized, etc.

This program assumes that when a negative C.O. is approved, it is immediately effective, that is, the value is charged off in column E of form G703.

Let's take a simple example to see how this works. Suppose that line item T-23 is the construction of a guard shack valued at \$7000. At some point in time, the owner decided to eliminate the guard shack. So a change order was issued to reflect this change in the scope of the contract, and it was entered as line item C-03 on form G703. We now have 2 line items that have a value in column H (G703), "BALANCE TO FINISH" that in reality should be zero. In order to fix this we must make an entry in column E of +\$7000 for T-23, and also an entry of -\$7000 in column E for C-03.

In other words, you cannot deduct for something that was not charged. This program automatically makes the negative entries for the negative change order, but only you know which tasks to make the offsetting positive entry to. If this positive entry is not done during the same update that the negative change order was added, your Current Payment will be reduced by the same amount as the negative change order, less retainage.

See also:

POSITIVE change orders.

G701 initiating G701 change orders.

## **ACP-ProBill NETWORK RESERVE**

If you open this program from a network drive, ACP-ProBill locks the file. Others who try to open this program can only do so in a "read-only" mode. ACP-ProBill displays a dialog asking if they want to open it as a "read-only" file. They cannot save to the same file as long as you have it "reserved".

You can release your network reservation (becoming a read-only user) by selecting this option and clicking on the release button. You can also re-establish a network lock by selecting the get button.

**NEW RADIO BUTTON** Select this radio button to input a new record into the data list. When inputting the new data, the option to insert the data into the project data base will be available.

## **-00 files**

This notation designates the initial project file, sometimes referred to as the Schedule of Values. This file is NOT an Application for Payment as no work has been performed on this submittal file. It should be submitted to the architect or inspector for his approval that it matches the contract.

If changes are required to the data on this initial file, they must be made before the first submittal-update, as this data must remain the same on all applications submitted. In this case, make the changes using the Review & Correct function for -00 files.

If contract changes are required after the first submittal, they will be done by Change Orders, which are added to the Schedule of Values as line items during the next Submittal-Update.

**HELP BUTTON** Closes the dialog box, saving any changes made.

The **OPTIONS** are a list of procedures (sometimes mandatory) to be taken on screens 1, 2, and 3 for a particular function.

**PAGE SPIN BUTTON** Click on the up & down arrows on the spin button to change the page number to be printed. Do not exceed the number of pages indicated above.



**PRINT PARAMETER RADIO BUTTON** Choose the appropriate radio button.

## Changing the calculated "Previous Certificates for Payment"

**Set this help page to full size for ease of reading.**

This value (line 7 of G702) is calculated by the program as the sum of line 8 on all previously submitted and approved applications. The theory here is that each application stands alone as an invoice on its own and is not liquidated until it is paid in full. Note that wording does not say "Previous **PAID** Certificates for Payment".

This feature should only be used when you have a project underway and wish to prepare future Applications and Certificates for Payment with the ACP-ProBill System.

If you absolutely must change the value for the Previous Certificates for Payment in the middle of a project's billing cycle, then do it in Screen 3 of Review and Correct. **Note:** This not recommended and that you should discuss it with the author first!

### Case # 1:

For projects underway but where you have had only a small number of applications submitted, duplicate each of the applications that have already been submitted. In this case, you do not use this feature.

### Case # 2:

To begin using ACP-ProBill for a project that has already has been substantially billed:

1) Complete the New Project (NP) function for the project general data and the "schedule of values".

- A) Save as a temporary file (xxxxx-PT), where "xxxxx" is the project name you assign.
- B) From Screen 3 (yellow) print out the invoice form and make sure it is correct.
- C) When correct, go back to screen 2 and save data as xxxxx-00.

2) Go to the Submittal Update (SU) function to enter the data from your last application as follows:

#### Screen 2 - Line Items

- A) For each line item, add Columns D & E from your last submittal and enter that value as the new "work completed" for that line item.
- B) Enter the value of your last Column F as "Materials Presently Stored
- C) Proceed to the screen 3 (yellow) saving the file as a temporary file (xxxxx-ST).

#### Screen 3 - Summary

- A) If lines 1 thru 6 are the same as on your last submittal, then skip to B). If they are not the same. then a entry error was made and needs to be corrected as follows:.

Double click on the "back" hotspot to go to Screen 2, find and correct

your error. When corrected, continue on to Screen 3 again saving your data as xxxx-ST and repeat 2A.

- B) Now click on the hotcell with the "?" and a dialog box will appear.
  - C) In the dialog box, enter the value from G702 line 7 of your last submitted application.
  - D) All values on lines 1 thru 9 should now be the same as on your last application.
- 3) Double click on the "Back" hot cell to return to screen 2.  
Then double click on "Continue" to final save your data as "xxxxx-01"  
The -01 will be same as your actual last submittal and you can now proceed to prepare your next submittal.

## **ACP-ProBill PeerChatAssistance**

A new option is PeerChatAssistance during the evaluation period. With this option, a direct and private internet connection is made between you and the author. PeerChat permits a real time conversation between both parties while each is operating the ACP-ProBill demo. You may download a 30 day free PeerChat demo at <http://www.peerchat.com/>. Then simply request a chat session with the author for real time assistance with the ACP-ProBill demo.

If you purchase both software programs (PeerChat is \$12), then training sessions can be arranged for your employees. Of course, you can always email the author at [harley.brook@cwix.com](mailto:harley.brook@cwix.com), or phone him at (813) 989-0510.

**ACP ProBill PERIOD ENDING BLOCK** - screen 2

This hot cell button is only active during the Submittal-Update function and the Review & Correct function for "-##" files. Each submittal covers a period of time from the previous submittal to the ending date for the current submittal as defined by the date entered here.

## **ACPA ProBill PERSONALIZATION**

Enter your company name and billing address in this dialog box. This information will always print out on the AIA forms or the alternate invoice. So be sure that it is correct. Each of the 3 entries are limited to 30 characters, and the sum of the 3 can not be more than 80. This is necessary in order to fit the allocated spaces on the forms, so it may be necessary to abbreviate.

In the Architect and Academic versions, the registered name and address will always appear in the "Via" block when the various forms are printed. All other versions will print the registered name and address in the "From" block, either as the contractor submitting to a project owner or as a subcontractor submitting to a contractor.

## **POSITIVE CHANGE ORDERS**

A Change Order is a contracted addition or reduction in the scope of work that was specified in the original contract. The first step is to add one or more records to the schedule of values during the next Submittal-Update of the project. This is almost identical to adding a line item in the New Project phase.

The second step is to update the change order record for work completed and/or material placed on site during just as you would for any other work item record.

See also:

NEGATIVE change orders, which are slightly more complex .

INITIATING change orders from Screen 1 of the Submittal-Update function.

## **ACP ProBill PRINTER SETUP**

Simply select a default printer from the list of printers installed in Windows and, optionally, change the printer settings.

Note: ProBill only shows one listing for each printer type. For example, if your Laserjet IV is set up for LPT1, and another listing of the same printer is set up for LPT3, ProBill will only list the first one.



**ACP ProBill** **PROJECT BLOCK** - screen 1

This block shows the general data for the selected project. This data is entered only one time per project and remains the same for every application submitted.

**PROJECT FILE # SPIN BUTTON** Click on the up & down arrows on the spin button to change the file number. The project file name will be displayed in the dialog display. If you know the file number you want, just type it in. If a file number greater than the number of files in the index is entered, then the display will indicate "Not Valid !" and the dialog box cannot be closed. Be sure to enter a valid number.

## **PROGRESSIVE BILLING**

A system for requesting payment of the partial work performed during sequential time periods against a project contract.

The [ACE ProBill](#) system is based on the mathematical concepts established by the American Institute of Architects.

**RADIO BUTTON** Two or more options, where only one may be selected. Click on the option you want to select.

A **RECORD** is composed of one or more specific data fields in a dataList or dataBase.

**ACPA ProBill** **RECORDS BLOCK** - screen 2

This data block indicates the active record number, the total number of records that the project currently has and the total value of those records. During the New Project phase, these values will change as new records are entered. For the New Project phase to be completed the total value of the records must be equal to the "Total Contract" value which was entered on screen 1.

Change orders are entered during the Submittal-Update function as required. When a change order is entered the number of records, the total value of the records, and the "Total Contract" values will change accordingly.

**RECORD # SPIN BUTTON** Click on the up & down arrows on the spin button to change the record number. The data for that record number will be displayed in the dialog display. If you know the record number you want, just type it in.

## TYPES OF LINE ITEM RECORDS

Each "Line Item" on form G703 is a record in the project database and is numbered sequentially, but not every record has to be a complete Work Item or Change Order.

If the "Description of Work" is too long to fit in column B, then you can enter it on more than one line. The first line would have the "Item No" (column A) and the beginning of the description. It would not have the value of the item filled out, nor the retainage rate in the case of variable retainage. The following lines would only contain the description continuations, until the description was completed. On the final line, the value for the item would be filled in, as well as the variable rate if applicable.

You may also wish to separate groups of work items by a blank line and a header. A blank line is simply one with no entries, while a header is one with only an entry in the "description" field.

A print out of files with a suffix of "-PT", "-00", or "-ST" will list the record numbers in the left hand margin. These print outs are your "in house" working copies and will aid in making the final revisions of an application.



**ACP-ProBill REGISTRATION BLOCK** - Main Screen

This block will contain the name and address of the company which purchased the program plus the ACP-ProBill serial number, unless it is a demo version.

## RETAINAGE

The amount that is withheld from progressive payments until the contract is completed. There are two types as follows:

**CONSTANT:** Two retainage percentages may be established by contract, one is applied against completed work and the other against unused stored materials. These values apply to all line items in the schedule of values. Constant Retainage by default (see the reverse of AIA G703) is not shown for each line item in col I. Some of your customers may require that it be shown, if so check the Show box. If you desire that these figures be rounded off to the nearest dollar, check the Round box. If Show is checked and Round is not checked, the line item retainage figures will be shown with cents.

**VARIABLE:** In this case, each work item in the schedule of values is assigned a single percentage that is applied against the sum of the completed work and unused stored material for that item. Each work item may have a different percentage. As variable retainage must be shown for each line item, the Show and Round options do not apply.

**NOTE:** To help prevent mistakes, this program will consider percentages that are equal to 0% or greater than 20% as unusual, and if entered a caution will pop up. The operator will then have to decide if the percentage entered was correct.

### Changing the Original Retainage values on submittal-updates

This feature has been included for those projects in which the retainage changes after a certain amount of the contract value has been completed.

Constant retainage values may be changed on Screen 1 of the SU (Submittal Update) or RC (Review & Correct) functions.

Variable retainage values may be changed on Screen 2 of the SU (Submittal Update) or RC (Review & Correct) functions.

**NOTE:** Do not use this feature to make your Final Submittal for Retainage. To do this, just do another Submittal Update. The program will automatically recognize that all work has been done and change the retainage values to ZERO. This Submittal Update will have the suffix will be "-FS", and the "Curent Payment Due" will be just the amount that has been with held.

**ACP ProBill** **RETAINAGE BLOCK** - screen 1

If the retainage type selected is constant, then the percentages for Work completed and Materials on site will be shown here. If the retainage is variable by line item, then these entries will always be blank.

**RETAINAGE INPUT CELL** Enter the contract value(s) for retainage in the appropriate cells. They must be entered in decimal format, such as .05 for 5%.

**RETAINAGE RADIO BUTTON** Select the appropriate radio button for the type retainage desired.

**SAVE BUTTON** Closes the dialog box, saving any changes made in the dataList.

## **SCREENS**

What is displayed on the monitor while the program is running, but not in the help mode.  
Refer to the [Screen Index](#).

## ACP ProBill MAIN SCREEN



This screen is where the program starts and finishes. The operator selects which functions to perform using the menu at the top of the screen or by double clicking on the screen hot spots.

General program information is also displayed on this screen, with the registration block at screen center.



**ACP-ProBill** **SCREEN 1** is used as described below for the following functions:

**New Project** **ACP-ProBill**

All general project data is entered here when a New Project is created. The data is entered in dialog boxes and then shown in the screen data blocks.

**Submittal-Update** **ACP-ProBill**

Used to select the last submitted application for updating. The data displayed can not be modified, but will be shown in order to verify that the correct project was selected.

**Review & Correct** **ACP-ProBill** -00 files

**ACP-ProBill** -## files

Used to select the latest Project file as above. If the first submittal suffix "-01" has not been prepared, then the data on this screen may be modified.

**Print Application** **ACP-ProBill**

Used to select any project application and to then print either the AIA or the INVOICE applications.

**Delete Project** files **ACP-ProBill**

Used to select the project and to then delete only the latest project application or all applications for that project.

**ACP-ProBill** **SCREEN 2** is used as described below for the following functions:

**New Project**

**ACP-ProBill**

The Schedule of Values is entered here when a New Project is created. Each work item is entered in dialog boxes and then shown in the work to do data block.

**Submittal-Update**

**ACP-ProBill**

work update

**ACP-ProBill**

change orders

Used to update the Schedule of Values for the work performed since the last Submittal-Update. New Change Orders issued during this period are also added to the Schedule of Values on this screen.

**Review & Correct**

**ACP-ProBill**

-00 files

**ACP-ProBill**

-## files

**ACP-ProBill**

change orders

Used to make revisions to the latest Project file. If the first submittal suffix "-01" has not been prepared, then all screen 2 New Project options are permitted. If not, then the screen 2 Submittal-Update options, including new change orders are available. The project file suffix does not change as only revisions are being made.

**Print Application**

This function does not have a screen 2.

**Delete Project** files

This function does not have a screen 2.

**ACP-ProBill** **SCREEN 3** is used as described below for the following functions:

**New Project**

**ACP-ProBill**

The purpose of this screen is to review the calculated Summary Data before saving your work and to optionally print out the application.

**Submittal-Update**

**ACP-ProBill**

The purpose of this screen is to review the calculated Summary Data before saving your work and to optionally print out the application.

**Review & Correct**

**ACP-ProBill**

-00 files

**ACP-ProBill** -## files

The purpose of this screen is to review the calculated Summary Data before saving your work and to optionally print out the application.

**Print Application**

This function does not have a screen 3.

**Delete Project** (files)

This function does not have a screen 3.

## **SCREEN INDEX**

This program consists of four screens as follows:

MAIN SCREEN for function selection.

SCREEN 1 for general project data input.

SCREEN 2 for work item and change order input, as well as submittal updating.

SCREEN 3 for review of the summary page calculations based on the data input.

**ACP ProBill** Select this option to "search" the help files for a specific topic. Search may also be accessed from any help page by using the Help Tool Bar.

## **SESSION**

The current usage of this program.

**SPIN BUTTON** Spin buttons have a numeric edit field, as well as, up and down buttons to increment or decrement the field value. Either enter the value or use the buttons.

**USE STANDARD WORK ITEMS check box** If this box is checked, and there are standard work items in the dataList, than the dialog box to the left will appear. After a standard item is selected, one of the two dialogs below will appear with the standard data already included. This data may then be changed if appropriate, and the value of the line item entered. If variable retainage was selected in screen one, then enter the decimal value as well.



## **STANDARD dataList**

A list of work items that are constantly performed by your company. Once created, this list will save time in entering line items in a specific project.

## STANDARD PROJECT FILES

If your company normally does the same type of work, time can be saved in setting up New Projects by developing one or more Standard Project Files. Such a file will not have dollar values entered for the Contract Amount or Line Items, however your standard Item Numbers and Work Descriptions are entered.

When a contract is signed for a job that is similar to a standard project file, you will begin with that file in the Review & Correct function. During this phase, a new project code name and specific contract data is entered. The line item records can also be modified as necessary, in addition to entering the values.

Standard Project File names must begin with a "\_", which leaves four digits for the name. If you have less than 10 standard project formats, you could use "\_STD1" through "\_STD9". For more than 9 formats & several groups, you could use "\_B-08" to represent group B and format 8. Don't start a normal project file with the "\_" to avoid confusion with the Standard Project Files, which will always be at the end of the project index.

Additional Standard Project Files can also be created in the Review and Correct function by starting with an existing standard file. In this case, the new file will begin with the "\_".

Use the Project Name entry cell for a short discription of the standard file you have created. For example, "STD-VR-OC-ELECT-RES-NEW", would mean: standard file, variable retainage, to owner from contractor, electrical work, residential, new installation.

## **SUFFIX**

The last 3 digits of the project File Name which the program automatically adds to the code name. There are 5 types of suffixes.

## **ACP ProBill SUFFIX INDEX**

Composed of a separator "-" and 2 digits automatically assigned by the program as follows:

"-PT" = a new Project Temporary file

"-00" = a completed new project file

"-ST" = a new Submittal Temporary file

"-##" = a completed submittal file, where ## is the sequential application number

"-FS" = the Final Submittal file to collect retainage, if any.

**ACP ProBill SUMMARY BLOCK** - screen 3

This display is basically a reproduction of the left hand side of Form G702. The data displayed is the results of entries made in screens 1 and 2. This screen should be reviewed carefully to determine if the results are those expected and/or desired. If not, go back to screen 2 to make changes. From this screen, you can also print both the front page (G702) as well as the continuation pages (G703) with the line item data. This can be done with either the AIA or the INVOICE formats.

**ACP ProBill TERMINATE SESSION**

Selecting this menu command begins the program exit process.

**ACP ProBill**

Selecting this option will bring up general info regarding this screen for the active function.

## **-PT files**

This notation designates the creation of a new project file that has not been completed. A -PT file may be saved and completed at a later date from the New Project function. When it is finished, the -PT suffix will be replaced by the -00 suffix.



**ACProBill** **TOTAL DONE BLOCK** - screen 2

This info block shows the value of all work completed to date for all work items and change orders. This value covers the period from the beginning of the project through the date shown for the period ending. As additional work is entered during a submittal-update of a project, this value will automatically be updated.

**ACE ProBill** **TO: DATA BLOCK** - screen 1

This block contains the name & address of:

- A) the Owner when your company is the Contractor,
- B) the Contractor when your company is the Sub-contractor,
- C) your company when the application is from your sub-contractors.

## **-ST files**

This notation designates the creation of a new submittal file that has not been completed. An -ST file may be saved and completed at a later date from the Submittal-Update function. When it is finished the -ST suffix will be replaced by the next -## suffix.

## **ACP-ProBill TUTORIAL**

The easiest way to understand and evaluate the ACP-ProBill System is to use the Step by Step Tutorial. You will find the 3 lessons under the "TUTORIAL" option of the Main Menu at the top of the screen. You may either use the [Alt][Tab] keys to switch between the lesson and the program, or print the lessons.

These tutorial lessons will guide you through the creation of a New Project with a few line items, a couple of updates to simulate application submittals, with and without change orders, and then the final submittal for retainage. This can be done in an hour or two at the most. This tutorial may also be repeated, but it is first necessary to delete the "SAMPL" data files with the Delete Function as shown in the last lesson. This will allow more than one person to evaluate the program.

You may then wish to run an actual project side by side with your current billing methods. If you have a project underway, use that one and you can double check your actual applications submitted against those prepared by the ACP-ProBill system. If you have the "Tutorial" version, simply delete the "SAMPL" data files and then enter your project data. However, you must name your project "SAMPL" as only this project name is permitted.

NOTE: If you are using the "Evaluation" version, only use the "SAMPL" project name when doing the TUTORIAL, as any other project name will count as 1 of the 3 "real" projects that are permitted in this version.

**UPDATE INPUT CELLS** A white rectangle in a dialog box, where data can be entered or modified. These are value cells and will only accept numerical data. Either enter the \$ value, or a decimal representing the percentage of the scheduled value which the program will use to calculate the \$ value.

**VARIABLE RETAINAGE RADIO BUTTON** Select this radio button for variable retainage. The values below will automatically be blank when the OK button is clicked.

## **ACP-ProBill VERIFICATION**

If you choose to cancel, you will return to the previous dialog box to revise your data.

After clicking OK, the personalization process will continue and when it has finished you will be able to use the ACP-ProBill program. This is a one time procedure.

**ACE ProBill VIA: DATA BLOCK** - screen 1

This block contains the name & address of:

- A) the Owner's Architect when your company is the Contractor,
- B) the Contractor's Inspector when your company is the Sub-contractor,
- C) your company's Inspector when the application is from your sub-contractors.





## **WORK DONE BLOCK** - screen 2

This data block shows the work performed to date for the record indicated. The "Previous Work Completed" corresponds to column D of G703 and is automatically updated each time a Submittal-Update is performed. The "Work completed this period" and the "Materials presently stored" are entered during each Submittal-Update phase and correspond to Columns E and F of G703.

## **WORK ITEM**

One task of many to be accomplished in the completion of a project contract. Each work item is entered in one or more line item records on screen 2 during the New Project phase. They are then updated for work completed during the Submittal-Update phase, also on screen 2. The collection of work items for a specific project is called the "Schedule of Values" and are printed out on the AIA form G703, or the INVOICE continuation page.

**ACP ProBill** **WORK SUMMARY BLOCK** - screen 2

This data block is calculated automatically as data is entered above. The data corresponds to Columns G, H, and I of form G703.

**ACP ProBill** **WORK TO DO BLOCK** - screen 2


During the New Project phase, each task to be performed will be entered as a record. The data entered corresponds to columns A, B, and C of form G703. Each line entry is given a record # which is shown above.



BUTTON DIVDER - screen 1

**OPTION:**     **BACK TO MAIN MENU**

**FUNCTION:**   **Delete Project** file(s)  
options.

Use the << & >> buttons above for other

**SELECTED:**   from Screen 1            by the      Hot Spot     **Ctrl+B**  
  or the **Options|B** Command     **Alt+OB**


**GO TO:**                            the Main Screen                      


**SUMMARY:**

This option will return you to the Main Menu. Changes to the project index reflecting any deletions will have been saved automatically.

**OPTION:** **DELETE** Project file(s)

**FUNCTION:** **Delete Project** Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1 by the  Hot Spot **Ctrl+D**  
or the **Options|D** Command **Alt+OD**

**REQUIRES:** Data Input in a ACP-ProBill box.


**RETURN TO:** Screen 1 ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option will permit the deletion of just the last submittal file or of all files for the selected (and active) project.

**OPTION:** **SELECT**

**FUNCTION:** **Delete Project** Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1 by the  Hot Spot **Ctrl+S**  
or the **Options|S** Command **Alt+OS**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 1 ACP-ProBill

**SUMMARY:**

Only the latest file of a project may be selected and activated.



**OPTION:** **BACK TO MAIN MENU**

**FUNCTION:** **New Project** Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1 by the [ACP-ProBill](#) Hot Spot **Ctrl+B**  
or the **Options|B** Command **Alt+OB**

**GO TO:** the Main Screen [ACP-ProBill](#)  
[ACP-ProBill](#)


**SUMMARY:**

This option will return you to the Main Menu without saving any changes that may have been made on screen 1. To save changes, always continue to screen 2.

**OPTION:**     **CONTINUE TO SCREEN 2**

**FUNCTION:**   **New Project**  
options.

Use the << & >> buttons above for other

**SELECTED:**   from Screen 1           by the      Hot Spot     **Ctrl+C**  
or the   **Options|C**   Command     **Alt+OC**

**REQUIRES:**   Data Input           in a **ACP-ProBill**   box, when naming a new project.

**GO TO:**                   New Product Screen 2           **ACP-ProBill**  
**ACP-ProBill**

**SUMMARY:**

This option will send you to screen 2, saving any changes that may have been made on screen 1. If any mandatory data has not been entered on screen 1, the appropriate input dialogs will appear until all required data has been entered. Only then will the program shift to screen 2.

**OPTION:**     **FROM:** Contractor (or Subcontractor)

**FUNCTION:** **New Project**                    Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1            by the **F**                    Hot Spot     **Ctrl+F**  
or the **Options|F** Command     **Alt+OF**

**REQUIRES:** Data Input            in a ACP-ProBill box.

**RETURN TO:** Screen 1                ACP-ProBill  
ACP-ProBill


**SUMMARY:**

Select this option to enter the name and address of the entity that is issuing this Application. If that entity is the registered software user, then this step is not necessary. The program will automatically place the registered user's data in the project file. The "ISSUANCE" option controls this.

**OPTION:** **ISSUANCE**

**FUNCTION:** **New Project**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 1 by the  Hot Spot **Ctrl+I**  
or the **Options|I** Command **Alt+OI**

**REQUIRES:** Data Input in a ACP-ProBill box.


**RETURN TO:** Screen 1 ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option is to select the type of issuance.

**OPTION:** **MODIFY** project data

**FUNCTION:** **New Project** Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1 by the  Hot Spot **Ctrl+M**  
or the **Options|M** Command **Alt+OM**

**REQUIRES:** Data Input in a ACP-ProBill box.


**RETURN TO:** Screen 1 ACP-ProBill

**SUMMARY:**

This option permits changes to the project data shown on this screen.

**OPTION:** **NEW** Project file

**FUNCTION:** **New Project** Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1 by the  Hot Spot **Ctrl+N**  
or the **Options|N** Command **Alt+ON**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 1 ACP-ProBill


**SUMMARY:**

This option will de-activate any temporary new project currently active, and bring up the dialog to create another new project.



**OPTION:**     **RETAINAGE**

**FUNCTION:**   **New Project**  
options.

Use the << & >> buttons above for other

**SELECTED:**   from Screen 1     by the          Hot Spot     **Ctrl+R**  
or the     **Options|R** Command     **Alt+OR**

**REQUIRES:**   Data Input     in a          box.

**RETURN TO:**   Screen 1       


**SUMMARY:**

This option is to select between constant and variable retainage. If constant then the values are also entered at this time.

**OPTION:**     **SELECT**

**FUNCTION:**   **New Project**  
options.

Use the << & >> buttons above for other

**SELECTED:**   from Screen 1  
**Ctrl+S**

by the        [ACP-ProBill](#)                Hot Spot

or the        **Options|S** Command     **Alt+OS**

**REQUIRES:**   Data Input

in a        [ACP-ProBill](#)     box.

**RETURN TO:**   Screen 1  
[ACP-ProBill](#)

[ACP-ProBill](#)


**SUMMARY:**

Use this option only, if there is a new project file started but not finished, as only "-PT" files can be selected in this function. If you want to create a new project file, use the "NEW" option.



**OPTION:**     **TO:** Owner (or Contractor)

**FUNCTION:** **New Project**                    Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1            by the                     Hot Spot     **Ctrl+T**  
or the **Options|T** Command     **Alt+OT**

**REQUIRES:** Data Input            in a ACP-ProBill box.


**RETURN TO:** Screen 1  
ACP-ProBill                                ACP-ProBill

**SUMMARY:**

Select this option to enter the name and address of the entity that will receive this Application. If that entity is the registered software user, then this step is not necessary. The program will automatically place the registered user's data in the project file. The "ISSUANCE" option controls this.

**OPTION:**     **VIA:** Architect (or Inspector)

**FUNCTION:** **New Project**                    Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1            by the                     Hot Spot     **Ctrl+V**  
or the **Options|V** Command     **Alt+OV**

**REQUIRES:** Data Input            in a **ACP-ProBill** box.

**RETURN TO:** Screen 1                **ACP-ProBill**

**SUMMARY:**

Select this option to enter the name and address of the entity that will certify this Application. If the registered software user is an architect, then this step is not necessary. The program will automatically place the registered user's data in the project file. If not, then this data block shall be filled out with the architect's or the inspector's data. The "ISSUANCE" option controls this.

**OPTION:** **BACK TO MAIN MENU**

**FUNCTION:** **Print Application**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 1 by the ACP-ProBill Hot Spot **Ctrl+B**  
or the **Options|B** Command **Alt+OB**

**GO TO:** the Main Screen ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option will return you to the Main Menu.

**OPTION:** **PRINT** Application

**FUNCTION:** **Print Application**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 1 by the **P** Hot Spot **Ctrl+P**  
or the **Options|P** Command **Alt+OP**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 1 ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option permits a choice of the AIA or the Invoice formats, page selection, and number of copies to be printed.

**OPTION:**     **SELECT**

**FUNCTION:**   **Print Application**  
options.

Use the << & >> buttons above for other

**SELECTED:**   from Screen 1           by the     [ACP-ProBill](#)            Hot Spot  
                  **Ctrl+S**

  or the     **Options|S** Command     **Alt+OS**

**REQUIRES:**   Data Input           in a     [ACP-ProBill](#)     box.

**RETURN TO:**   Screen 1                            [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

Any project file may be selected for printing.





**OPTION:**     **FROM:** Contractor (or Subcontractor)

**FUNCTION:** **Review & Correct** -00 files     Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1     by the [ACP-ProBill](#)     Hot Spot     **Ctrl+F**  
or the **Options|F** Command     **Alt+OF**

**REQUIRES:** Data Input     in a [ACP-ProBill](#) box.

**RETURN TO:** Screen 1     [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

Select this option to modify the name and address of the entity that is issuing this Application. If that entity is the registered software user, then this step is not necessary. The program will automatically place the registered user's data in the project file. The "ISSUANCE" option controls this.





**OPTION:** **MODIFY** project data

**FUNCTION:** **Review & Correct** -00 files Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1 by the ACP-ProBill Hot Spot  
**Ctrl+M**

or the **Options|M** Command **Alt+OM**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 1 ACP-ProBill

**SUMMARY:**

This option permits changes to the project data shown on this screen.

**OPTION:**     **RETAINAGE**

**FUNCTION:**   **Review & Correct** -00 files     Use the << & >> buttons above for other options.

**SELECTED:**   from Screen 1                    by the     ACP-ProBill                    Hot Spot  
                  **Ctrl+R**

  or the     **Options|R** Command     **Alt+OR**

**REQUIRES:**   Data Input                    in a     ACP-ProBill     box.

**RETURN TO:**   Screen 1                                    ACP-ProBill  
ACP-ProBill

**SUMMARY:**

Select this option to change the type of retainage.

**OPTION:**     **SELECT**

**FUNCTION:**   **Review & Correct** -00 files     Use the << & >> buttons above for other options.

**SELECTED:**   from Screen 1                    by the     ACP-ProBill                    Hot Spot  
                  **Ctrl+S**

  or the     **Options|S** Command     **Alt+OS**

**REQUIRES:**   Data Input                    in a     ACP-ProBill     box.

**RETURN TO:**   Screen 1                                 ACP-ProBill  
ACP-ProBill

**SUMMARY:**    Use Page Down key for more

Only files that have the suffix of "-00", but which have not as yet been updated to a "-ST" or "-01" file, are acceptable selections for changing data entries on this screen.

If the file you wish to change has a suffix of "-PT" or "-ST", then use the New Project or Submittal-Update functions to change and/or complete the file.

If updates have been made to the file you wish to change, then you may select the latest file, however screen 1 data changes will not be permitted.

Review & Correct "-##" files

**OPTION:**     **TO:** Owner (or Contractor)

**FUNCTION:** **Review & Correct** -00 files     Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1     by the [ACP.ProBill](#)     Hot Spot     **Ctrl+T**  
or the **Options|T** Command     **Alt+OT**

**REQUIRES:** Data Input     in a [ACP.ProBill](#) box.

**RETURN TO:** Screen 1     [ACP.ProBill](#)  
[ACP.ProBill](#)

**SUMMARY:**

Select this option to modify the name and address of the entity that will receive this Application. If that entity is the registered software user, then this step is not necessary. The program will automatically place the registered user's data in the project file. The "ISSUANCE" option controls this.

**OPTION:**     **VIA:** Architect (or Inspector)

**FUNCTION:** **Review & Correct** -00 files     Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1             by the ACP-ProBill             Hot Spot  
**Ctrl+V**

or the **Options|V** Command     **Alt+OV**

**REQUIRES:** Data Input             in a ACP-ProBill box.

**RETURN TO:** Screen 1             ACP-ProBill  
ACP-ProBill

**SUMMARY:**

Select this option to modify the name and address of the entity that will certify this Application. If the registered software user is an architect, then this step is not necessary. The program will automatically place the registered user's data in the project file. If not, then this data block shall be filled out with the architect's or the inspector's data. The "ISSUANCE" option controls this.



**OPTION:**     **CONTINUE TO SCREEN 2**

**FUNCTION:** **Review & Correct** -## files    Use the << & >> buttons above for other options.

**SELECTED:** from Screen 1            by the     ACP-ProBill       Hot Spot     **Ctrl+C**  
  or the     **Options|C** Command     **Alt+OC**

**GO TO:**                                New Product Screen 2     ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option will send you directly to screen 2 to make any changes necessary in columns E and F. Modifications to Change Orders which were entered during the last Submittal-Update as well as additional CO's are permitted.



**OPTION:**     **SELECT**

**FUNCTION:**   **Review & Correct** -## files   Use the << & >> buttons above for other options.

**SELECTED:**   from Screen 1                    by the     ACP-ProBill                    Hot Spot  
                  **Ctrl+S**

  or the     **Options|S** Command     **Alt+OS**

**REQUIRES:**   Data Input                    in a     ACP-ProBill     box.

**RETURN TO:**   Screen 1                                 ACP-ProBill  
ACP-ProBill

**SUMMARY:**    Use Page Down key for more

This option ONLY permits selection of the latest file for any project, and changes to the file data is only permitted on screen 2.

If the file you wish to change has a suffix of "-PT" or "-ST", then use the New Project or Submittal-Update functions to change and/or complete the file.

If no updates have been made to the file you wish to change, then you may select the "-00" file and screen 1 data changes will be permitted.

Review & Correct "-00" files

**OPTION:** **BACK TO MAIN MENU**

**FUNCTION:** **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 1 by the [ACP-ProBill](#) Hot Spot **Ctrl+B**  
or the **Options|B** Command **Alt+OB**

**GO TO:** the Main Screen [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:** This option will return you to the Main Menu.

**OPTION:**     **CONTINUE TO SCREEN 2**

**FUNCTION:** **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 1     by the [ACP-ProBill](#)     Hot Spot     **Ctrl+C**  
or the **Options|C** Command     **Alt+OC**

**REQUIRES:** Data Input     in a [ACP-ProBill](#)     box.

**GO TO:**     New Product Screen 2     [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option will send you to screen 2. The date that this period ends will be requested in a dialog box. The program will then automatically update Column D of G703 to include the work completed during the previous period (column E). Column E will then be empty of data, awaiting the update entries for the current period on Screen 2.

**OPTION:**     **SELECT**

**FUNCTION:**   **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:**   from Screen 1            by the     [ACP-ProBill](#)            Hot Spot  
                  **Ctrl+S**

  or the     **Options|S** Command     **Alt+OS**

**REQUIRES:**   Data Input            in a     [ACP-ProBill](#)     box.

**RETURN TO:**   Screen 1                            [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

Only the latest file is an acceptable entry, or one that has already been saved as a "-ST" file.

divider - screen 2

**OPTION:**     **ADD NEW line item**

**FUNCTION:**   **New Project**  
options.

Use the << & >> buttons above for other

**SELECTED:**   from Screen 2           by the [ACP-ProBill](#)   Hot Spot       **Ctrl+A**  
or the       **Options|A**                Command       **Alt+OA**

**REQUIRES:**   Data Input           in a [ACP-ProBill](#)        box.

**RETURN TO:**   Screen 2                         [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This is the second step in preparing the new project. Here all the tasks required by the contract are listed one by one with an "Item No.", "Description of Work", "Scheduled Value", and retainage rate if variable by line item. When all items have been entered, the sum of the line items should equal the "Contract Value" entered on screen 1. When they are equal and the "Continue to Screen 3" option is selected, the project suffix will change to "-00" and the New Project has been completed. For more details, click on [record types](#).

**OPTION:**     **BACK TO SCREEN 1**

**FUNCTION:**   **New Project**  
options.

Use the << & >> buttons above for other

**SELECTED:**   from Screen 2

by the

**< BACK**

Hot Spot

**Ctrl+B**

or the

**Options|B**

Command

**Alt+OB**

**GO TO:**

Screen 1

**ACP ProBill**

**ACP ProBill**

**SUMMARY:**

This option will return you to the Screen 1 without saving any changes that may have been made on screen 2. To save changes, always continue to screen 3.

**OPTION:**      **CONTINUE TO SCREEN 3**

**FUNCTION:**   **New Project**  
options.

Use the << & >> buttons above for other

**SELECTED:**   from Screen 2

by the

**CONTINUE >**

Hot Spot

**Ctrl+C**

or the

**Options|C**

Command

**Alt+OC**

**GO TO:**

New Product Screen 3

**ACP Pro Bill**

**ACP Pro Bill**

**SUMMARY:**

This option will send you directly to screen 3. The program will automatically save the New Project file with the "-PT" suffix if the sum of the entered line item records does not equal the Contract Value. If it does, then the file is saved with the "-00". If by chance, the sum of the records is greater than the Contract Value, the program will warn you and not permit you to go to screen 3. You may then either correct the mistake or lower the sum of the records to less than the Contract Value so as to proceed to screen 3 and print out the records to discover where the mistake was made. If the Contract Value was incorrectly entered, you may go back to screen 1 and correct it. Always go through screen 3 so that your corrections are saved.



**OPTION:**     **DataList input**

**FUNCTION:**   **New Project**  
options.

Use the << & >> buttons above for other

**SELECTED:**   from Screen 2     by the     DataList     Hot Spot     **Ctrl+D**  
or the     **Options|D**   Command     **Alt+OD**

**REQUIRES:**   Data Input     in a     ACP-ProBill     box.

**RETURN TO:**   Screen 2     ACP-ProBill  
ACP-ProBill

**SUMMARY:**

Your company may always perform the same tasks over and over. In this case, time may be saved by developing a dataList of those "standard" work items by selecting this option. They may also include commonly used headers as well. The item no's and descriptions can be changed as required during the building of a specific project file, so generalities can be entered here and specifics entered as required when selecting the "ADD NEW LI" option.

**OPTION:**     **MODIFY line Item**

**FUNCTION:** **New Project**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2

by the

**MODIFY L.I.**

Hot Spot

**Ctrl+M**

or the

**Options|M**

Command

**Alt+OM**

**REQUIRES:** Data Input

in a

**ACP ProBill**

box.

**RETURN TO:** Screen 2

**ACP ProBill**

**ACP ProBill**

**SUMMARY:**

This option allows you to modify the contents of the displayed record, move it to a new position, or delete it.

**OPTION:** Next record

**FUNCTION:** New Project  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2

by the  Hot Spot **Ctrl+N**  
or the **Options|N** Command **Alt+ON**

**RETURN TO:** Screen 2

ACP ProBill

ACP ProBill

**SUMMARY:**

This option will display the next higher record, unless it is the last one. In that case, it will bring up record # 1.

**OPTION:** Previous record

**FUNCTION:** New Project  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2

by the



Hot Spot

**Ctrl+P**

or the

**Options|P** Command

**Alt+OP**

**RETURN TO:** Screen 2



**SUMMARY:**

This option will display the previous record, unless it is record # 1. In that case, it will bring up the last record entered.

**OPTION:** **Select record**

**FUNCTION:** **New Project**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2

by the



Hot Spot

**Ctrl+S**

or the

**Options|S**

Command

**Alt+OS**

**REQUIRES:** Data Input

in a

**ACP Pro Bill**

box.

**RETURN TO:** Screen 2

**ACP Pro Bill**

**ACP Pro Bill**

**SUMMARY:**

Use this option when you know the record number that you want to be displayed.

**OPTION:** **ADD NEW line item**

**FUNCTION:** **Review & Correct** -00 files Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 by the [ACP-ProBill](#) Hot Spot **Ctrl+A**  
or the **Options|A** Command **Alt+OA**

**REQUIRES:** Data Input in a [ACP-ProBill](#) box.

**RETURN TO:** Screen 2 [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

If new line items need to be added to a "-00" file, select this option. Unlike entering new line items in the New Project function, the Review & Correct function will automatically increase the "Contract Value" by the same amount as the new line item. For more details, click on [record types](#). Headers and/or blank lines can also be added with this option. For more details, click on [record types](#).







**OPTION:**     **DataList input**

**FUNCTION:**   **Review & Correct** -00 files     Use the << & >> buttons above for other options.

**SELECTED:**   from Screen 2             by the     [ACP.ProBill](#)             Hot Spot     **Ctrl+D**  
  or the     **Options|D** Command     **Alt+OD**

**REQUIRES:**   Data Input             in a     [ACP.ProBill](#)     box.

**RETURN TO:**   Screen 2                             [ACP.ProBill](#)  
[ACP.ProBill](#)

**SUMMARY:**

Your company may always perform the same tasks over and over. In this case, time may be saved by developing a dataList of those "standard" work items by selecting this option. They may also include commonly used headers as well. The item no's and descriptions can be changed as required during the building of a specific project file, so generalities can be entered here and specifics entered as required when selecting the "ADD NEW LI" option.

**OPTION:**     **MODIFY line Item**

**FUNCTION:**   **Review & Correct** -00 files     Use the << & >> buttons above for other options.

**SELECTED:**   from Screen 2                    by the [ACP-ProBill](#)   Hot Spot       **Ctrl+M**  
  or the    **Options|M**            Command       **Alt+OM**

**REQUIRES:**   Data Input                    in a [ACP-ProBill](#)            box.

**RETURN TO:**   Screen 2                                    [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option allows you to modify the contents of the displayed record, move it to a new position, or delete it.

**OPTION:**     **Next record**

**FUNCTION:**   **Review & Correct** -00 files     Use the << & >> buttons above for other options.

**SELECTED:**   from Screen 2             by the     [ACP-ProBill](#)     Hot Spot     **Ctrl+N**  
  or the     **Options|N** Command     **Alt+ON**

**RETURN TO:** Screen 2             [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option will display the next higher record, unless it is the last one. In that case, it will bring up record # 1.



**OPTION:** **Select record**

**FUNCTION:** **Review & Correct** -00 files Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 by the ACP-ProBill Hot Spot **Ctrl+S**  
or the **Options|S** Command **Alt+OS**

**REQUIRES:** Data Input in a ACP-ProBill box.


**RETURN TO:** Screen 2 ACP-ProBill

**SUMMARY:**


Use this option when you know the record number that you want to be displayed.

**OPTION: ADD CHANGE ORDERS**

**FUNCTION: Review & Correct** -## files Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 - CO by the  Hot Spot **Ctrl+A**  
or the **Options|A** Command **Alt+OA**

**REQUIRES:** Data Input in a  box.

**RETURN TO:** Screen 2   


**SUMMARY:**

If new change orders need to be added to a "-##" file, select this option. Unlike entering new line items in the New Project function, the Review & Correct function will automatically increase the "Contract Value" by the same amount as the new change order. Headers and/or blank lines can also be added with this option. For more details, click on record types.

**OPTION:**     **BACK TO SCREEN 1**

**FUNCTION:** **Review & Correct** -## files    Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2            by the [ACP-ProBill](#)    Hot Spot     **Ctrl+B**  
  or the   **Options|B**            Command     **Alt+OB**

**GO TO:**                            Screen 1                    [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option will return you to the Screen 1 without saving any changes that may have been made on screen 2. To save changes, always continue to screen 3.

**OPTION:**     **CONTINUE TO SCREEN 3**

**FUNCTION:** **Review & Correct** -## files    Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2            by the ACP-ProBill    Hot Spot     **Ctrl+C**  
  or the    **Options|C**            Command     **Alt+OC**

**GO TO:**                            Review & Correct Screen 3 ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option will send you directly to screen 3. The program will automatically save the file with the same suffix. Always go through screen 3, so that your corrections are saved.





**OPTION:** **Enter** period ending date

**FUNCTION:** **Review & Correct** -### files Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 by the **ENTER** Hot Spot **Ctrl+E**  
or the **Options|E** Command **Alt+OE**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 2 ACP-ProBill  
ACP-ProBill

**SUMMARY:**

Use this option when the period ending date needs to be changed.

**OPTION:** GOTO CO's

**FUNCTION:** Review & Correct -## files Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 by the **GO TO CO's >** Hot Spot **Ctrl+G**  
or the **Options|G** Command **Alt+OG**

**GO TO:** Review & Correct Screen 2-CO ACP Pro Bill  
ACP Pro Bill

**SUMMARY:**

This option will change the menu options and screen hot spots so that Change Orders entered for this submittal can be modified and/or new ones entered.

**OPTION:**     **MODIFY change order**

**FUNCTION:** **Review & Correct** -## files     Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 - CO     by the **MODIFY C.O.**     Hot Spot     **Ctrl+M**  
or the **Options|M**     Command     **Alt+OM**

**REQUIRES:** Data Input     in a *ACP Pro Bill*     box.

**RETURN TO:** Screen 2 - CO     *ACP Pro Bill*  
*ACP Pro Bill*

**SUMMARY:**

This option allows you to modify the contents of the displayed change order, move it to a new position, or delete it.







**OPTION:**    **Previous record**

**FUNCTION:**   **Review & Correct** -## files    Use the << & >> buttons above for other options.

**SELECTED:**   from Screen 2 - CO    by the    [ACP-ProBill](#)    Hot Spot    **Ctrl+P**  
or the    **Options|P** Command    **Alt+OP**

**RETURN TO:** Screen 2 - CO    [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option will display the previous change order, unless it is first one for this application . In that case, it will bring up the last change order entered.



**OPTION:** **Select record**

**FUNCTION:** **Review & Correct** -## files Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 by the ACP-ProBill Hot Spot **Ctrl+S**  
or the **Options|S** Command **Alt+OS**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 2 ACP-ProBill

**SUMMARY:**

Use this option when you know the record number that you want to be displayed.

**OPTION:** **Select record**

**FUNCTION:** **Review & Correct** -## files Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 - CO by the ACP.ProBill Hot Spot **Ctrl+S**  
or the **Options|S** Command **Alt+OS**

**REQUIRES:** Data Input in a ACP.ProBill box.


**RETURN TO:** Screen 2 - CO ACP.ProBill  
ACP.ProBill

**SUMMARY:**

Use this option when you know the record number of the change order that you want to be displayed.

**OPTION:** **Update** line items

**FUNCTION:** **Review & Correct** -## files Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 by the  Hot Spot **Ctrl+U**  
or the **Options|U** Command **Alt+OU**

**REQUIRES:** Data Input in a ACP Pro Bill box.

**RETURN TO:** Screen 2 ACP Pro Bill

**SUMMARY:**

Use this option to modify the entries for the "work completed this period" and the "materials presently stored".



**OPTION: ADD CHANGE ORDERS**

**FUNCTION: Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2 - CO by the [ACP-ProBill](#) Hot Spot **Ctrl+A**  
or the **Options|A** Command **Alt+OA**

**REQUIRES:** Data Input in a [ACP-ProBill](#) box.

**RETURN TO:** Screen 2 [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

If new change orders need to be added to a "-###" file, select this option. Unlike entering new line items in the New Project function, the Review & Correct function will automatically increase the "Contract Value" by the same amount as the new change order. Headers and/or blank lines can also be added with this option. For more details, click on record types.

**OPTION:**     **BACK TO SCREEN 1**

**FUNCTION:** **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2     by the [ACP-ProBill](#) Hot Spot     **Ctrl+B**  
or the     **Options|B**     Command     **Alt+OB**

**GO TO:**             Screen 1     [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option will return you to the Screen 1 without saving any changes that may have been made on screen 2. To save changes, always continue to screen 3.



**OPTION:**     **CONTINUE with Update**

**FUNCTION:** **Submittal-Update**                    Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 - CO    by the [ACP-ProBill](#)    Hot Spot     **Ctrl+C**  
  or the   **Options|C**                Command     **Alt+OC**

**GO TO:**                            Submittal-Update Screen 2 [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option will take you back to screen 2 - Line Item Update. If any of the new change orders that were added have had work performed, they may now be updated.



**OPTION:** **Enter period ending date**

**FUNCTION:** **Submittal-Update** Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 by the ACP-ProBill Hot Spot **Ctrl+E**  
or the **Options|E** Command **Alt+OE**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 2 ACP-ProBill

**SUMMARY:**

Use this option when the period ending date needs to be changed.

**OPTION:** GOTO CO's

**FUNCTION:** Submittal-Update  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2 by the ACP-ProBill Hot Spot **Ctrl+G**  
or the **Options|G** Command **Alt+OG**

**GO TO:** Submittal-Update Screen 2-CO ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option will change the menu options and screen hot spots so that Change Orders may be entered for this submittal.

**OPTION:** **MODIFY change order**

**FUNCTION:** **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2 - CO by the [ACP-ProBill](#) Hot Spot **Ctrl+M**  
or the **Options|M** Command **Alt+OM**

**REQUIRES:** Data Input in a [ACP-ProBill](#) box.

**RETURN TO:** Screen 2 - CO [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option allows you to modify the contents of the displayed change order, move it to a new position, or delete it.

**OPTION:** Next record

**FUNCTION:** Submittal-Update  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2 by the ACP-ProBill Hot Spot **Ctrl+N**  
or the **Options|N** Command **Alt+ON**

**RETURN TO:** Screen 2 ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option will display the next higher record, unless it is the last one. In that case, it will bring up record # 1.

**OPTION:**    **Next record**

**FUNCTION:**   **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:**   from Screen 2 - CO   by the   [ACP-ProBill](#)   Hot Spot   **Ctrl+N**  
or the   **Options|N**   Command   **Alt+ON**

**RETURN TO:**   Screen 2 - CO   [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option will display the next higher record, unless it is the last one. In that case, it will bring up the first change order for this application.

**OPTION:** Previous record

**FUNCTION:** Submittal-Update  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2 by the ACP-ProBill Hot Spot **Ctrl+P**  
or the **Options|P** Command **Alt+OP**

**RETURN TO:** Screen 2 ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option will display the previous record, unless it is record # 1. In that case, it will bring up the last record entered.

**OPTION:** Previous record

**FUNCTION:** Submittal-Update  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2 - CO by the ACP-ProBill Hot Spot **Ctrl+P**  
or the **Options|P** Command **Alt+OP**

**RETURN TO:** Screen 2 - CO ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option will display the previous change order, unless it is first one for this application .  
In that case, it will bring up the last change order entered.

**OPTION:** **Select record**

**FUNCTION:** **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2 by the ACP-ProBill Hot Spot **Ctrl+S**  
or the **Options|S** Command **Alt+OS**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 2 ACP-ProBill

**SUMMARY:**

Use this option when you know the record number that you want to be displayed.



**OPTION:** **Select record**

**FUNCTION:** **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2 - CO by the ACP-ProBill Hot Spot **Ctrl+S**  
or the **Options|S** Command **Alt+OS**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 2 - CO ACP-ProBill  
ACP-ProBill

**SUMMARY:**

Use this option when you know the record number of the change order that you want to be displayed.

**OPTION:** **Update** line items

**FUNCTION:** **Submittal-Update** Use the << & >> buttons above for other options.

**SELECTED:** from Screen 2 by the [ACP-ProBill](#) Hot Spot **Ctrl+U**  
or the **Options|U** Command **Alt+OU**

**REQUIRES:** Data Input in a [ACP-ProBill](#) box

**RETURN TO:** Screen 2 [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

Use this option to enter the current values for "work completed this period" and/or "materials presently stored".

**OPTION:**     **UNDO Change Orders**

**FUNCTION:** **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 2 - CO by the [ACP-ProBill](#) Hot Spot     **Ctrl+U**  
or the     **Options|U**     Command     **Alt+OU**

**GO TO:**             Submittal-Update Screen 2 [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option will delete the change order header and change orders that have been entered after the header. Program control will resume at the line item Update Menu.


divider - screen 3





**OPTION:** **PRINT** Application

**FUNCTION:** **New Project** Use the << & >> buttons above for other options.

**SELECTED:** from Screen 3 by the  Hot Spot **Ctrl+P**  
or the **Options|P** Command **Alt+OP**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 3 ACP-ProBill

**SUMMARY:**

This option permits a choice of the AIA or the Invoice formats, page selection, and number of copies to be printed of the currently active file.





**OPTION:**     **CONTINUE to Main Menu**

**FUNCTION:**   **Review & Correct** "-00" files   Use the << & >> buttons above for other options.

**SELECTED:**   from Screen 3           by the     [ACP-ProBill](#)     Hot Spot     **Ctrl+C**  
  or the     **Options|C** Command     **Alt+OC**

**GO TO:**                   Main Menu Screen     [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

When finished with with this project file, choose this option to return to the Main Menu.

**OPTION:** **PRINT** Application

**FUNCTION:** **Review & Correct** "-00" files Use the << & >> buttons above for other options.

**SELECTED:** from Screen 3 by the ACP-ProBill Hot Spot **Ctrl+P**  
or the **Options|P** Command **Alt+OP**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 3 ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option permits a choice of the AIA or the Invoice formats, page selection, and number of copies to be printed of the currently active file.



**OPTION:**     **CONTINUE to Main Menu**

**FUNCTION:**   **Review & Correct** "-##" files Use the << & >> buttons above for other options.

**SELECTED:**   from Screen 3             by the     [ACP-ProBill](#)     Hot Spot     **Ctrl+C**  
  or the     **Options|C** Command     **Alt+OC**

**GO TO:**                           Main Menu Screen     [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

When finished with with this project file, choose this option to return to the Main Menu.

**OPTION:** **PRINT** Application

**FUNCTION:** **Review & Correct** "-###" files Use the << & >> buttons above for other options.

**SELECTED:** from Screen 3 by the [ACP-ProBill](#) Hot Spot **Ctrl+P**  
or the **Options|P** Command **Alt+OP**

**REQUIRES:** Data Input in a [ACP-ProBill](#) box.

**RETURN TO:** Screen 3 [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option permits a choice of the AIA or the Invoice formats, page selection, and number of copies to be printed of the currently active file.

**OPTION:**     **BACK TO SCREEN 2**

**FUNCTION:** **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 3     by the     [ACP-ProBill](#)     Hot Spot     **Ctrl+B**  
or the     **Options|B** Command     **Alt+OB**

**GO TO:**             Screen 2             [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

This option will return you to the Screen 2, permitting corrections of any errors that may have been found on screen 3.

**OPTION:**     **CONTINUE to Main Menu**

**FUNCTION:** **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 3     by the     [ACP-ProBill](#)     Hot Spot     **Ctrl+C**  
or the     **Options|C** Command     **Alt+OC**

**GO TO:**             Main Menu Screen     [ACP-ProBill](#)  
[ACP-ProBill](#)

**SUMMARY:**

When finished with with this project file, choose this option to return to the Main Menu.

**OPTION:** **PRINT** Application

**FUNCTION:** **Submittal-Update**  
options.

Use the << & >> buttons above for other

**SELECTED:** from Screen 3 by the ACP-ProBill Hot Spot **Ctrl+P**  
or the **Options|P** Command **Alt+OP**

**REQUIRES:** Data Input in a ACP-ProBill box.

**RETURN TO:** Screen 3 ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This option permits a choice of the AIA or the Invoice formats, page selection, and number of copies to be printed of the currently active file.



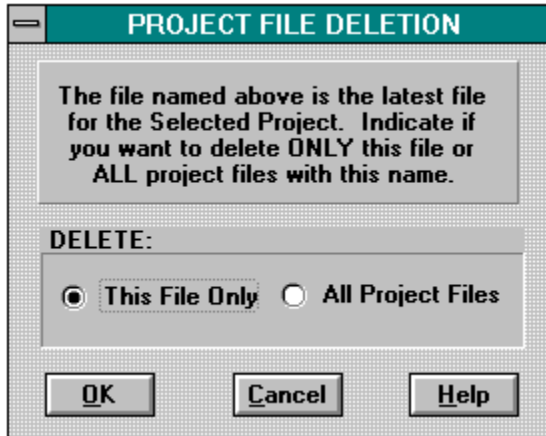
DIALOG DIVIDER

**DIALOG:**     **DELETE:** files

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more



**NOTES:**

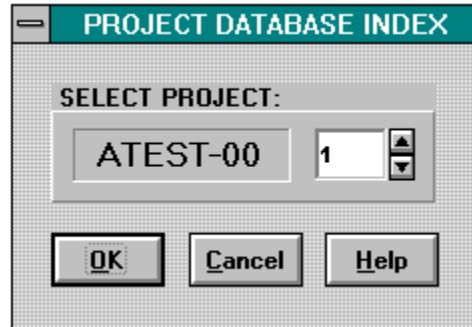
This option will remove the file(s) selected from the hard drive, so be positive that you want to do so. It is wise to retain a hard copy in your paper files for future reference if necessary.

A DOS window will appear, as files are deleted from the hard drive. Click on the "X" at the top right of the DOS window to clear it from the screen.

**DIALOG:** **SELECT** active project file

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest



**NOTES:**

Only the latest submittal is permitted to be selected. You may then choose to select that file or all files with that project name.

**DIALOG:**     **NAME** New Project File

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest



**NOTES:**

This dialog box will only appear when the project has not been named. The project code  
name + suffix will be printed on both the AIA and INVOICE forms as the "APPLICATION NO:".

**DIALOG:**     **FROM:** Contractor or Sub

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

**"FROM" DataList**

**CONTRACTORS (OR SUBCONTRACTORS)**

FULL NAME:

ADDRESS 1:

ADDRESS 2:

New     Modify     Delete     Insert   

**NOTES:**

If your "FROM:" dataList is empty, the dialog box below will appear first. It will also pop up when selecting the "NEW" or "MODIFY" radio buttons. Except for "NEW", first select the data that you wish to "INSERT", "MODIFY", or "DELETE" before clicking the "OK" button. This is done by changing the record #.

**" FROM " dataList**

Contractor's (Subcontractor's) Name:

Street Address:

City, State, and ZIP:

INSERT           

**NOTES:**

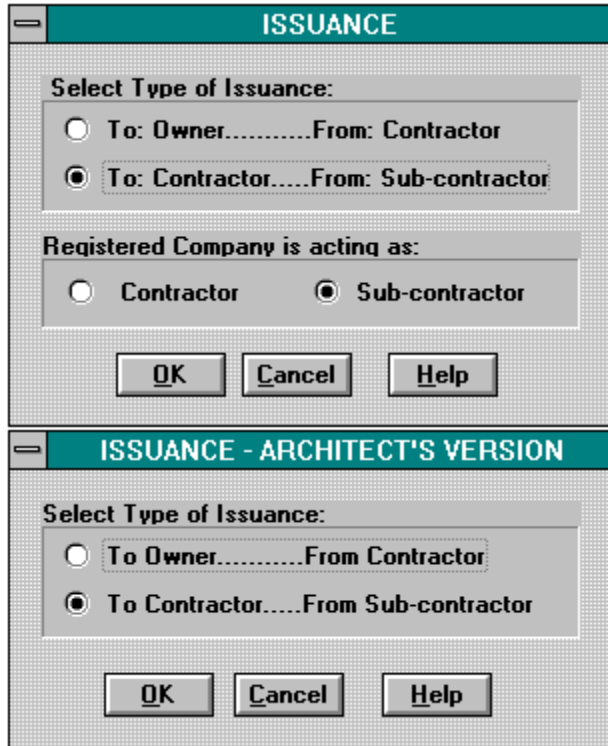
This dialog pops up when the "NEW" or "MODIFY" options have been selected. The input cells will be blank for the "NEW" option, but will contain the data for the record previously selected above. Simply add or edit the data.

**DIALOG: ISSUANCE**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more



**NOTES:**

If you are using an architect's copy of this program, that architect's name and address will always appear in the "VIA" data block, as he is the registered owner of the software. In this case, the dialog to the right will appear.

If your company is the registered software user or you are a sub-contractor for the registered user, then the dialog on the left will appear. The registered user's name and address will always appear in either the "FROM" data block or the "TO" data block as follows:

- A) "To:" a project owner - "From:" the registered user as the contractor.
- B) "To:" a contractor - "From:" the registered user as the sub-contractor,
- C) "To:" the registered user - "From:" the user's subcontractor.

In case C) above, the registered user is preparing the sub-contractor's request for him, or the user has loaned a copy of his software to the sub.

If you are not the registered software user, and would like to use this program for projects not evolving this registered user (architect or contractor), click on [Registration](#) now.

**DIALOG:**     **MODIFY** Project data

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

**PROJECT DATA**

Project Name:  
OK CORRAL SHOPPING CENTER

Architect's Project Nos.:  
FEED STORE # 3

Contract for:  
FACILITY CONTSTRUCTION

Contract Date:                      Original  
3   ▲▼    11   ▲▼    1997   ▲▼                      10000  
MO    DA    YR                      Contract Sum

OK                      Cancel                      Help

**NOTES:**

This dialog permits changes to be made to the currently active new project file. Simply, re-enter the corrected data.

**DIALOG:**     **NEW** project data entry

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

The image shows a software dialog box titled "PROJECT DATA". It contains the following elements:

- Project Name:** A text input field.
- Architect's Project Nos.:** A text input field.
- Contract for:** A text input field.
- Contract Date:** Three spinners for month, day, and year. The month is set to 1, the day to 1, and the year to 1997.
- Original:** A text input field.
- Contract Sum:** A text input field.
- Buttons:** "OK", "Cancel", and "Help" buttons at the bottom.

**NOTES:**

All items in this dialog must be entered to create a new product file. If you are preparing a standard file, make an entry such as "std" in all input cells, except for the contract amount which must be zero.

When a standard file is converted in the Review & Correct function, these entries will be replaced at that time with actual data by selecting the Modify option.



**DIALOG:**     **RETAINAGE**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

**SELECTION OF RETAINAGE TYPE**

**RETAINAGE TYPES:**

**CONSTANT**      **VARIABLE**

**CONSTANT VALUES: {decimal format}**

Constant retainage is applied to each line Item or Change Order with these values:

Completed Work:     Stored Material:

**VARIABLE VALUES:**

The values for this type of retainage will be entered on screen 2 for each Line Item. If you selected this type of Retainage, the Constant Values above will be reset to zero.

**NOTES:**

For standard files, enter the most common retainage types and values. They may be changed when converting the standard file to an actual project file during the Review & Correct function.

**DIALOG:** **SELECT** active project file

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

[ACPProBill](#)

**NOTES:**

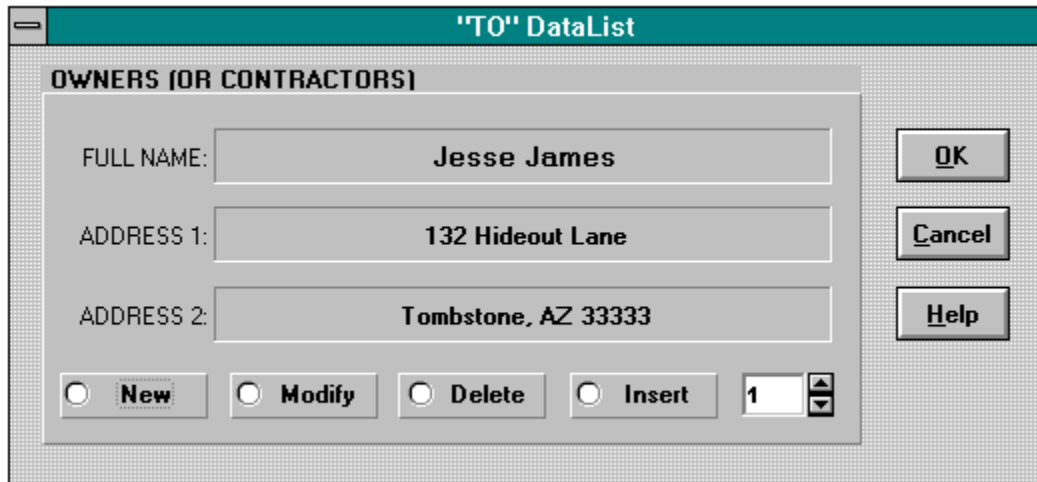
Only files with the -PT suffix may be selected for this function. To start a new project file, use the New option.

**DIALOG:** **TO:** Owner or Contractor

**RETURN TO:** [ACProBill](#)

**SNAPSHOT:** Click on area of interest

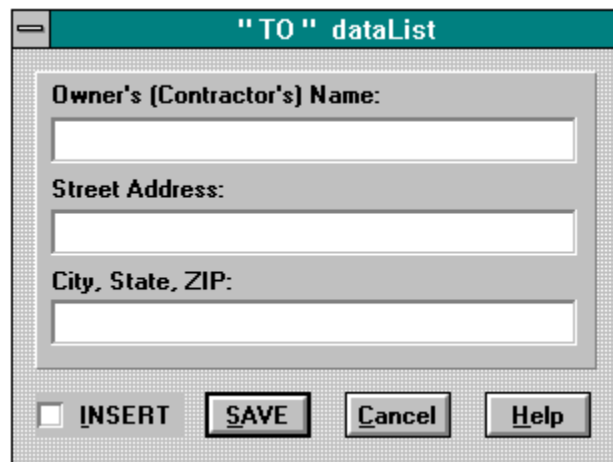
Use Page Down key for more



The screenshot shows a dialog box titled "'TO' DataList" with a teal header. The main area is titled "OWNERS (OR CONTRACTORS)" and contains three text input fields: "FULL NAME:" with the value "Jesse James", "ADDRESS 1:" with "132 Hideout Lane", and "ADDRESS 2:" with "Tombstone, AZ 33333". To the right of these fields are three buttons: "OK", "Cancel", and "Help". At the bottom, there are four radio buttons labeled "New", "Modify", "Delete", and "Insert", followed by a small numeric spinner box showing the value "1".

**NOTES:**

If your "TO:" dataList is empty, the dialog box below will appear first. It will also pop up when selecting the "NEW" or "MODIFY" radio buttons. Except for "NEW", first select the data that you wish to "INSERT", "MODIFY", or "DELETE" before clicking the "OK" button. This is done by changing the record #.



The screenshot shows a dialog box titled "' TO ' dataList" with a teal header. It contains three text input fields: "Owner's (Contractor's) Name:", "Street Address:", and "City, State, ZIP:". At the bottom, there are four buttons: "INSERT" (with an unchecked checkbox), "SAVE", "Cancel", and "Help".

**NOTES:**

This dialog pops up when the "NEW" or "MODIFY" options have been selected. The input cells will be blank for the "NEW" option, but will contain the data for the record previously selected above. Simply add or edit the data.

**DIALOG:**     **VIA:** Architect or Inspector

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

**"VIA" dataList**

**ARCHITECT (OR INSPECTOR)**

FULL NAME: I. M. AWSOME

ADDRESS 1: 67 Designer Circle, Villa 2

ADDRESS 2: Abstract City, AIA 54321

New     Modify     Delete     Insert    1

OK    Cancel    Help

**NOTES:**

If your "VIA:" dataList is empty, the dialog box below will appear first. It will also pop up when selecting the "NEW" or "MODIFY" radio buttons. Except for "NEW", first select the data that you wish to "INSERT", "MODIFY", or "DELETE" before clicking the "OK" button. This is done by changing the record #.

**"VIA" dataList**

**Architect's (Inspector's) Name:**

Street Address:

City, State, \_ZIP:

INSERT    SAVE    Cancel    Help

**NOTES:**

This dialog pops up when the "NEW" or "MODIFY" options have been selected. The input cells will be blank for the "NEW" option, but will contain the data for the record previously selected above. Simply add or edit the data.

**DIALOG:**     **Print:**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

**APPLICATION PRINTING**

**FORMAT:**

AIA FORMS      INVOICE

**PRINT PARAMETERS:**

ALL PAGES (pg 1 is the G702 summary)

ONE PAGE AS SPECIFIED BELOW

There is a total of 2 pages in this application

Pg. #: 2     Number of copies: 1

Date of Application printing:

3 MO     11 DA     1997 YR

OK     Cancel     Help

**NOTES:**

Files with the suffix of -PT, -ST, or -00 will have the record numbers printed down the left margin for ease of use in the SUBMITTAL-UPDATE and REVIEW & CORRECT functions.

**DIALOG:**    **SELECT** active project file

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

[ACP ProBill](#)

**NOTES:**

Any file may be selected for Printing.

**DIALOG:**     **Name** Standard Project File

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

[ACPProBill](#)

**NOTES:**

This dialog box appears so that you can give a specific name to the standard file you are converting. Note that this process does not change the standard file, but rather creates a new project using the standard data as modified.

The project code name + suffix will be printed on both the AIA and INVOICE forms as the "APPLICATION NO:".

**DIALOG:**     **FROM:** Contractor or Sub

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

[ACP ProBill](#)

**NOTES:**

The dialog box below this one will pop up when selecting the "NEW" or "MODIFY" radio buttons. Except for "NEW", first select the data that you wish to "INSERT", "MODIFY", or "DELETE" before clicking the "OK" button. This is done by changing the record #.

[ACP ProBill](#)

**NOTES:**

This dialog pops up when the "NEW" or "MODIFY" options have been selected. The input cells will be blank for the "NEW" option, but will contain the data for the record previously selected above. Simply add or edit the data.



**DIALOG:**     **ISSUANCE**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

[ACP ProBill](#)

[ACP ProBill](#)

**NOTES:**

If you are using an architect's copy of this program, that architect's name and address will always appear in the "VIA" data block, as he is the registered owner of the software. In this case, the dialog to the right will appear.

If your company is the registered software user or you are a sub-contractor for the registered user, then the dialog on the left will appear. The registered user's name and address will always appear in either the "FROM" data block or the "TO" data block as follows:

- A) "To:" a project owner - "From:" the registered user as the contractor.
- B) "To:" a contractor - "From:" the registered user as the sub-contractor,
- C) "To:" the registered user - "From:" the user's subcontractor.

In case C) above, the registered user is preparing the sub-contractor's request for him, or the user has loaned a copy of his software to the sub.

If you are not the registered software user, and would like to use this program for projects not evolving this registered user (architect or contractor), click on [Registration](#) now.

**DIALOG:**     **MODIFY** Project data

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

[ACP ProBill](#)

**NOTES:**

This dialog permits changes to be made to the currently active new project file. Simply, re-enter the corrected data.

**DIALOG:**     **RETAINAGE**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

[ACP ProBill](#)

**NOTES:**

Select the type of retainage, and if "constant", then enter the values.

**DIALOG:**     **SELECT** active project file

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

[ACPProBill](#)

**NOTES:**

Only files with the suffix -00 and only if no submittals have been made are acceptable selections for making corrections. In addition, standard files are converted to Project files with this function.

**DIALOG:**     **TO:** Owner or Contractor

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

[ACP ProBill](#)

**NOTES:**

The dialog box below this one will pop up when selecting the "NEW" or "MODIFY" radio buttons. Except for "NEW", first select the data that you wish to "INSERT", "MODIFY", or "DELETE" before clicking the "OK" button. This is done by changing the record #.

[ACP ProBill](#)

**NOTES:**

This dialog pops up when the "NEW" or "MODIFY" options have been selected. The input cells will be blank for the "NEW" option, but will contain the data for the record previously selected above. Simply add or edit the data.

**DIALOG:**     **VIA:** Architect or Inspector

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

[ACP ProBill](#)

**NOTES:**

The dialog box below this one will pop up when selecting the "NEW" or "MODIFY" radio buttons. Except for "NEW", first select the data that you wish to "INSERT", "MODIFY", or "DELETE" before clicking the "OK" button. This is done by changing the record #.

The image shows a screenshot of a software dialog box. The title bar at the top is teal and contains the text "" VIA " dataList". The main area of the dialog is light gray and contains three input fields stacked vertically. The first field is labeled "Architect's (Inspector's) Name:" and is currently blank. The second field is labeled "Street Address:" and is also blank. The third field is labeled "City, State, \_ZIP:" and is blank. At the bottom of the dialog, there are four buttons: "INSERT" (with a small square icon to its left), "SAVE", "Cancel", and "Help".

**NOTES:**

This dialog pops up when the "NEW" or "MODIFY" options have been selected. The input cells will be blank for the "NEW" option, but will contain the data for the record previously selected above. Simply add or edit the data.

**DIALOG:**     **SELECT** active project file

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

[ACP ProBill](#)

**NOTES:**

Only the latest file of the project may be selected for correcting the latest update.

**DIALOG:**     **Enter Ending Date**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

UPDATE-SUBMITTAL

Enter the date that this Work Period ended:

3 MO 11 DA 1997 YR

OK Cancel Help

**NOTES:**

This dialog will appear automatically when going to screen 2 as the file gets updated. Unless this is the first update, the date that appears in the dialog box is the previous ending date. At this time, the program will not accept a date earlier than the previous one.



**DIALOG:**     **SELECT** active project file

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

[ACPProBill](#)

**NOTES:**

Only the last submitted file for a project may be selected or one having the suffix -ST.

divider

**DIALOG:**     **ADD NEW line item**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

The dialog box titled "ADD NEW LINE ITEM" features a section labeled "Standard line Item dataList selection :". Below this is a table with two columns: "Item #" and "Description". A single row is visible with the values "LI-03" and "TASK THREE". At the bottom left, there is a small numeric spinner control showing the number "3". To the right of the spinner are three buttons: "OK", "Cancel", and "Help".

The dialog box titled "Line Item Entries" contains three radio button options: "ADD record to end of list" (which is selected), "INSERT at this location", and "Use Standard Work Items" (which is checked). At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

The dialog box titled "LINE ITEM & CHANGE ORDER INPUT" has three input fields: "Item #", "Scheduled Value:", and "Retainage:". The "Scheduled Value:" field contains the number "0" and the "Retainage:" field contains the text "Constant". Below these fields is a text area labeled "Description of Work:". At the bottom are three buttons: "OK", "Cancel", and "Help".

The dialog box titled "Line Item & Change Order Input" has three input fields: "Item #", "Scheduled Value:", and "Retainage:". The "Scheduled Value:" field contains the number "0" and the "Retainage:" field contains the number "0". Below these fields is a text area labeled "Item Description:". At the bottom are three buttons: "OK", "Cancel", and "Help".

**NOTES:**

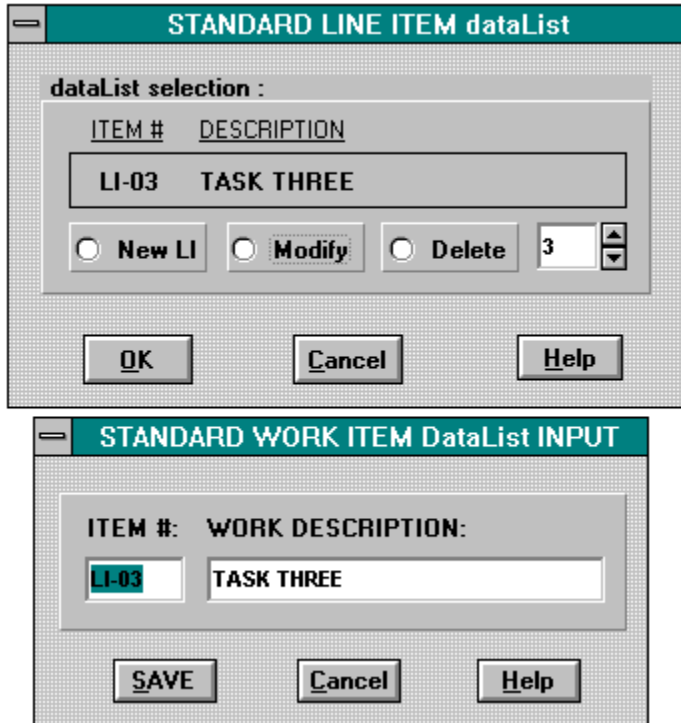
The first dialog box to appear is shown in the upper right above. If the "standard" box is checked, the dialog box in the upper left will appear so the the standard line item may be selected. In either case, one of the two lower dialogs above will then appear so that all information may be entered. Each line is a record and for more details, click on record types.

**DIALOG:**     **DataList input**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more



**NOTES:**

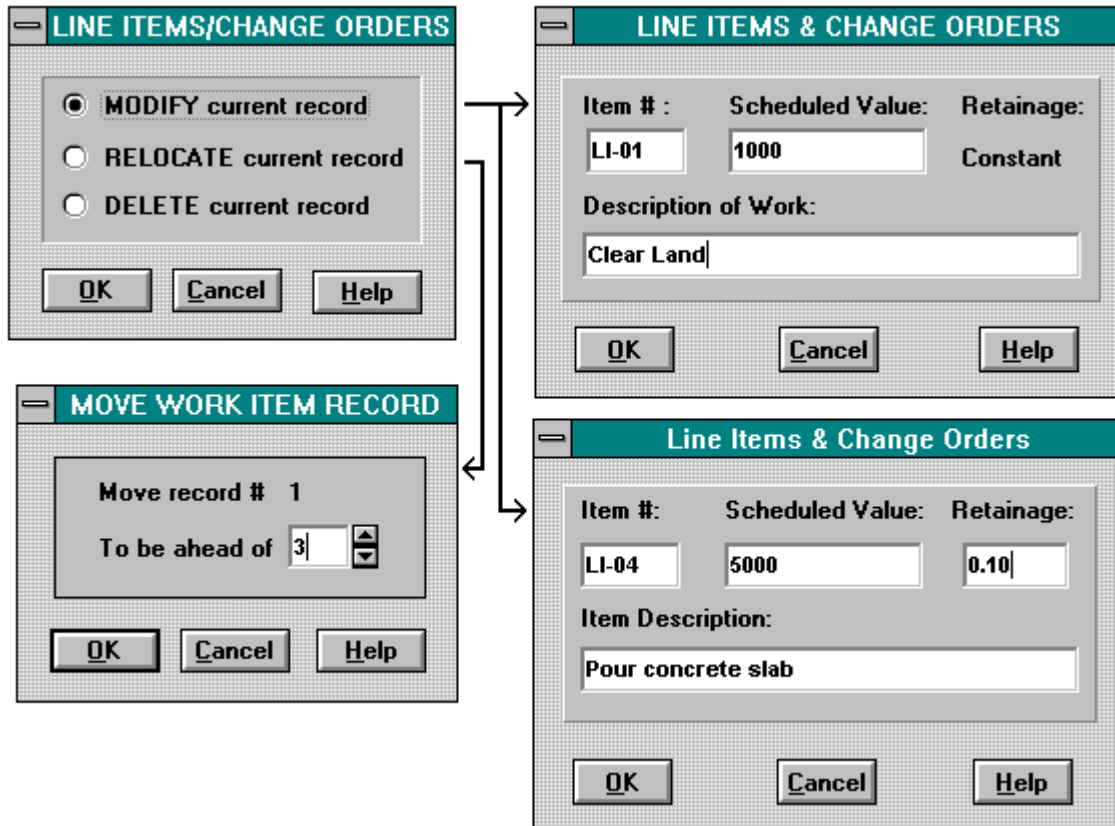
The top dialog will appear first, unless the Standard dataList is empty. This dialog permits you to add a new record to the dataList, or select one to be modified or deleted. The lower dialog will appear empty if "new" was selected, or with the data of the record to be modified. Remember that when a record from this dataList is selected for entry into the project database, it can be modified as required during that process.

**DIALOG:**     **MODIFY line item**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more



**NOTES:**

The top left dialog box will appear first. If you select the "modify" radio button, one of the two dialogs on the right above will appear with the data of the record selected. Simply make your changes and click on the OK button.

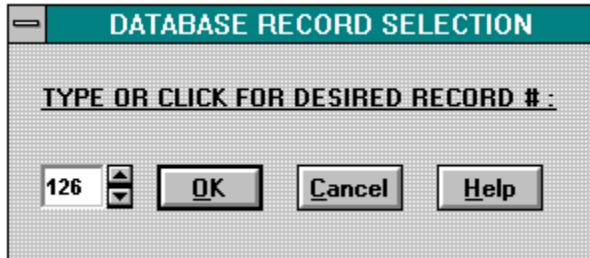
If you select the "relocate" option in the top left dialog, the dialog below it will appear with the number of the active record. You will then enter the position you wish the record to be moved to. The program will renumber the records accordingly.

The "delete" option will delete the active record that is displayed on the screen and renumber the other records as required.

**DIALOG:**     **Select record**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest



**NOTES:**

This option is handy for projects with many records. If you know the record number you want, simply type it in or use the up and down arrows to get it. It is advisable on large projects to print out a copy of the "-PT", "-00", and or the "-ST" files because these print outs will have the record numbers printed in the left hand margin for your reference.

**DIALOG:**     **ADD NEW line item**

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

[ACPProBill](#)

**NOTES:**

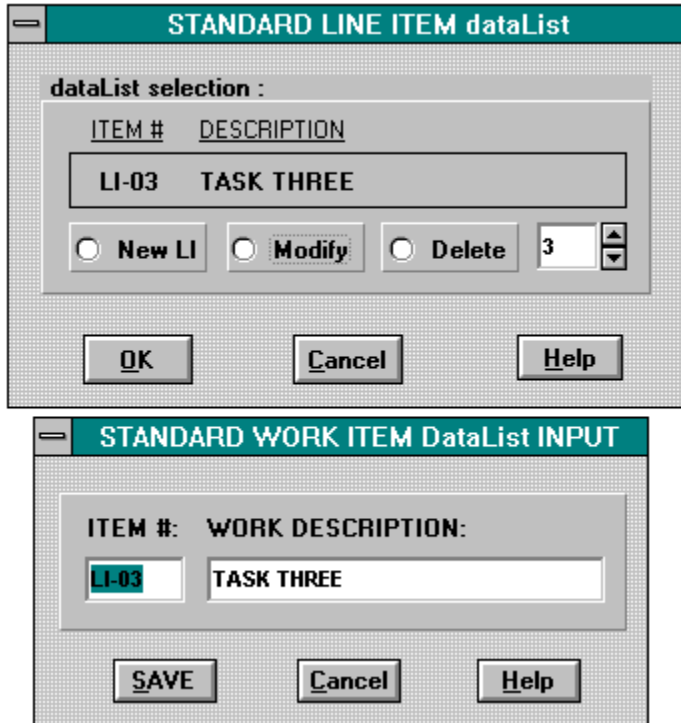
The first dialog box to appear is shown in the upper right above. If the "standard" box is checked, the dialog box in the upper left will appear so the the standard line item may be selected. In either case, one of the two lower dialogs above will then appear so that all information may be entered. Each line is a record and for more details, click on record types.

**DIALOG:**     **DataList input**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more



**NOTES:**

The top dialog will appear first, unless the Standard dataList is empty. This dialog permits you to add a new record to the dataList, or select one to be modified or deleted. The lower dialog will appear empty if "new" was selected, or with the data of the record to be modified. Remember that when a record from this dataList is selected for entry into the project database, it can be modified as required during that process.



**DIALOG:**     **MODIFY line item**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

[ACP ProBill](#)

**NOTES:**

The top left dialog box will appear first. If you select the "modify" radio button, one of the two dialogs on the right above will appear with the data of the record selected. Simply make your changes and click on the OK button.

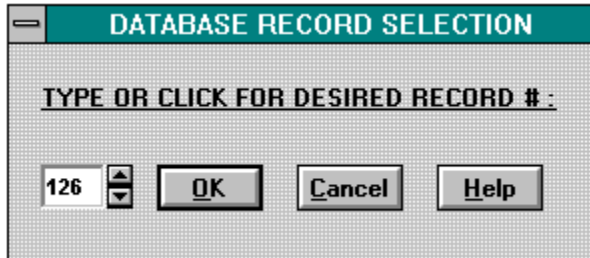
If you select the "relocate" option in the top left dialog, the dialog below it will appear with the number of the active record. You will then enter the position you wish the record to be moved to. The program will renumber the records accordingly.

The "delete" option will delete the active record that is displayed on the screen and renumber the other records as required.

**DIALOG:**     **Select record**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest



**NOTES:**

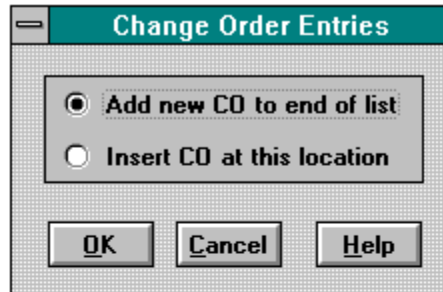
This option is handy for projects with many records. If you know the record number you want, simply type it in or use the up and down arrows to get it. It is advisable on large projects to print out a copy of the "-PT", "-00", and or the "-ST" files because these print outs will have the record numbers printed in the left hand margin for your reference.

**DIALOG:**     **ADD NEW change order**

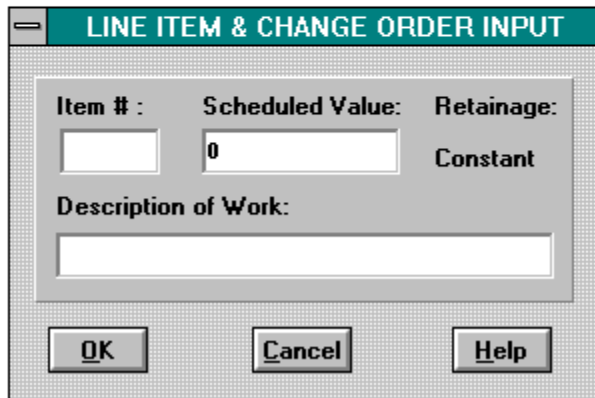
**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

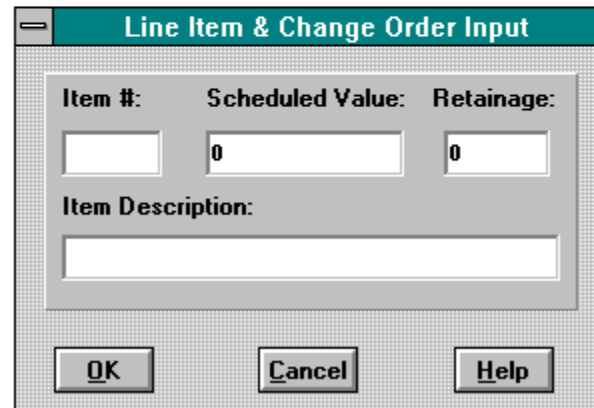
Use Page Down key for more



The dialog box titled "Change Order Entries" has a teal header bar. It contains two radio button options: "Add new CO to end of list" (which is selected) and "Insert CO at this location". At the bottom, there are three buttons: "OK", "Cancel", and "Help".



The dialog box titled "LINE ITEM & CHANGE ORDER INPUT" has a teal header bar. It features three input fields: "Item #:" (empty), "Scheduled Value:" (containing "0"), and "Retainage:" (containing "Constant"). Below these is a "Description of Work:" label and a large empty text area. At the bottom are "OK", "Cancel", and "Help" buttons.



The dialog box titled "Line Item & Change Order Input" has a teal header bar. It features three input fields: "Item #:" (empty), "Scheduled Value:" (containing "0"), and "Retainage:" (containing "0"). Below these is an "Item Description:" label and a large empty text area. At the bottom are "OK", "Cancel", and "Help" buttons.

**NOTES:**

The first dialog box to appear is shown in the upper right above. Choose to insert the change order at the end of the list (most common selection) or at the current location. One of the two lower dialogs above will then appear so that all information may be entered. Each line is a record and for more details, click on [record types](#).

**DIALOG:**     **Enter Ending Date**

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

[ACPProBill](#)

**NOTES:**

This dialog may also be accessed from the screen 2 option hot spot in order to change it, if required. This is required data, however, there is no way the program can prohibit incorrect entries at this point.

**DIALOG:     **MODIFY change order****

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

[ACPProBill](#)

**NOTES:**

The top left dialog box will appear first. If you select the "modify" radio button, one of the two dialogs on the right above will appear with the data of the record selected. Simply make your changes and click on the OK button.

If you select the "relocate" option in the top left dialog, the dialog below it will appear with the number of the active record. You will then enter the position you wish the record to be moved to. The program will renumber the records accordingly.

The "delete" option will delete the active record that is displayed on the screen and renumber the other records as required.

**DIALOG:**     **Select record**

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

[ACPProBill](#)

**NOTES:**

This option is handy for projects with many records. If you know the record number you want, simply type it in or use the up and down arrows to get it. It is advisable on large projects to print out a copy of the "-ST" files because these print outs will have the record numbers printed in the left hand margin for your reference.

**DIALOG:**     **Select record**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

[ACP ProBill](#)

**NOTES:**

This option is like the other select record options, except only the records for change orders entered for this submittal file are accessible.

**DIALOG:**     **UPDATE line items**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

"UPDATE" DATA INPUT

Work Completed This Period:  
0 [ enter \$ or % ]

Materials Presently Stored:  
0 [ enter \$ or % ]

OK    Cancel    Help

**NOTES:**

This dialog will permit "update" modifications to all line items not previously completed, as well as those that were completed during the current period.

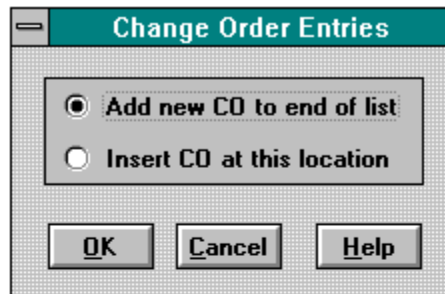


**DIALOG:**     **ADD NEW change order**

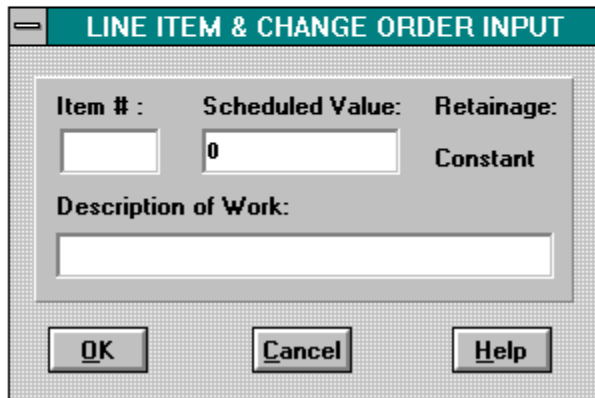
**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

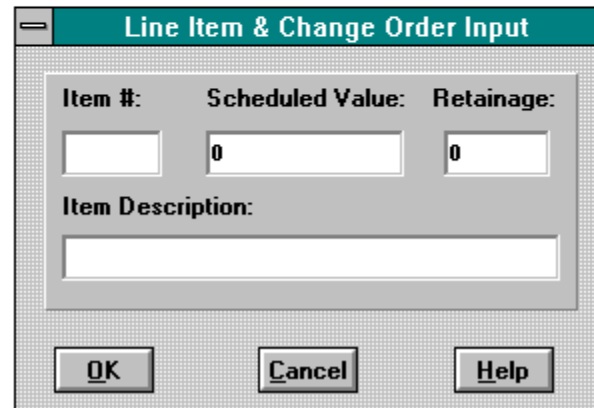
Use Page Down key for more



The dialog box titled "Change Order Entries" has a teal header bar. It contains two radio button options: "Add new CO to end of list" (which is selected) and "Insert CO at this location". At the bottom, there are three buttons: "OK", "Cancel", and "Help".



The dialog box titled "LINE ITEM & CHANGE ORDER INPUT" has a teal header bar. It features three input fields: "Item #:" (empty), "Scheduled Value:" (containing "0"), and "Retainage:" (containing "Constant"). Below these is a text area labeled "Description of Work:". At the bottom, there are three buttons: "OK", "Cancel", and "Help".



The dialog box titled "Line Item & Change Order Input" has a teal header bar. It features three input fields: "Item #:" (empty), "Scheduled Value:" (containing "0"), and "Retainage:" (containing "0"). Below these is a text area labeled "Item Description:". At the bottom, there are three buttons: "OK", "Cancel", and "Help".

**NOTES:**

The first dialog box to appear is shown in the upper right above. Choose to insert the change order at the end of the list (most common selection) or at the current location. One of the two lower dialogs above will then appear so that all information may be entered. Each line is a record and for more details, click on record types.

**DIALOG:**     **Enter Ending Date**

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

[ACPProBill](#)

**NOTES:**

This dialog will appear automatically when going to screen 2 as each file gets updated. At this time, the program will not accept a date earlier than the previous one. This dialog may also be accessed from the screen 2 option hot spot in order to change the date, if required. This is required data, however, there is no way the program can prohibit incorrect entries at this point.

**DIALOG:     **MODIFY change order****

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

[ACPProBill](#)

**NOTES:**

The top left dialog box will appear first. If you select the "modify" radio button, one of the two dialogs on the right above will appear with the data of the record selected. Simply make your changes and click on the OK button.

If you select the "relocate" option in the top left dialog, the dialog below it will appear with the number of the active record. You will then enter the position you wish the record to be moved to. The program will renumber the records accordingly.

The "delete" option will delete the active record that is displayed on the screen and renumber the other records as required.

**DIALOG:**     **Select record**

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

[ACPProBill](#)

**NOTES:**

This option is handy for projects with many records. If you know the record number you want, simply type it in or use the up and down arrows to get it. It is advisable on large projects to print out a copy of the "-ST" files because these print outs will have the record numbers printed in the left hand margin for your reference.

**DIALOG:**     **Select record**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

[ACP ProBill](#)

**NOTES:**

This option is like the other select record options, except only the records for change orders entered for this submittal file are accessible.

**DIALOG:**     **UPDATE line items**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

The image shows a dialog box titled "UPDATE" DATA INPUT. It has a standard Windows-style title bar with a minus sign on the left. The main area contains two text labels with corresponding input fields. The first label is "Work Completed This Period:" followed by an input field containing the number "0" and the text "( enter \$ or % )". The second label is "Materials Presently Stored:" followed by another input field containing the number "0" and the text "( enter \$ or % )". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

**NOTES:**

In this dialog, you will enter the "work completed" for the active line item "this period", which runs from the previous "date ending" to the new "date ending". Note that, unless there are separate line items for the "labor" and "material" portions of a task, the "work completed" entry includes both the labor and the material "applied" during the period. This entry field will always be blank after the general update is performed during the transfer from screen 1 to screen 2.

The entry field for "materials presently stored" will contain the entry from the last Submittal-Update and must be modified to reflect any additions (new materials placed on site) and/or reductions (materials consumed by labor). The program will detect errors, such as negative entries or when the "scheduled value" for the line item has been exceeded.

If a task has been entered as completed, the data for that task may be changed until the file is saved with the new "-##" suffix. However, a task completed this period may be still be changed by using the REVIEW & CORRECT function as long as another Submittal-Update is not performed.

DIVIDER - SCREEN 3

**DIALOG:**     **Print:**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

**APPLICATION PRINTING**

**FORMAT:**

AIA FORMS      INVOICE

**PRINT PARAMETERS:**

ALL PAGES (pg 1 is the G702 summary)

ONE PAGE AS SPECIFIED BELOW

There is a total of 2 pages in this application

Pg. #: 2     Number of copies: 1

Date of Application printing:

3 MO     11 DA     1997 YR

OK     Cancel     Help

**NOTES:**

This option will only print the currently active file. If the active file has a suffix of -PT, or -00, the printouts will have the record numbers printed down the left margin for ease of use during in-house reviews.



**DIALOG:**     **Print:**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

**APPLICATION PRINTING**

**FORMAT:**

AIA FORMS      INVOICE

**PRINT PARAMETERS:**

ALL PAGES (pg 1 is the G702 summary)

ONE PAGE AS SPECIFIED BELOW

There is a total of 2 pages in this application

Pg. #: 2     Number of copies: 1

Date of Application printing:

3 MO     11 DA     1997 YR

OK     Cancel     Help

**NOTES:**

This option will only print the currently active file. If the active file has a suffix of -00, the printouts will have the record numbers printed down the left margin for ease of use during in-house reviews.

**DIALOG:**     **Print:**

**RETURN TO:** [ACP ProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

**APPLICATION PRINTING**

**FORMAT:**

AIA FORMS      INVOICE

**PRINT PARAMETERS:**

ALL PAGES (pg 1 is the G702 summary)

ONE PAGE AS SPECIFIED BELOW

There is a total of 2 pages in this application

Pg. #: 2     Number of copies: 1

Date of Application printing:

3 MO     11 DA     1997 YR

OK     Cancel     Help

**NOTES:**

This option will only print the currently active file.

**DIALOG:**     **Print:**

**RETURN TO:** [ACPProBill](#)

**SNAPSHOT:** Click on area of interest

Use Page Down key for more

[ACPProBill](#)

**NOTES:**

This option will only print the currently active file. If the active file has a suffix of -ST, the printouts will have the record numbers printed down the left margin for ease of use during in-house reviews.

help menus for dialog boxes

**DIALOG:** **New Project Name**

**FUNCTIONS:** Click on the appropriate one

New Project

Review & Correct -00 files

Standard Project Files

**DIALOG:** "FROM" dataList

**FUNCTIONS:** Click on the appropriate one

New Project

Review & Correct -00 files

**DIALOG:**     **Issuance Selection**

**FUNCTIONS:** Click on the appropriate one

New Project

Review & Correct -00 files

**DIALOG:** **New or Modify Project Data**

**FUNCTIONS:** Click on the appropriate one

New Project - "New" option

New Project - "Modify" option

Review & Correct -00 files - "Modify" option



**DIALOG:** **Retainage**

**FUNCTIONS:** Click on the appropriate one

New Project

Review & Correct -00 files

**DIALOG:** **Select record**

**FUNCTIONS:** Click on the appropriate one

New Project

Submittal-Update

Review & Correct -00 files

Review & Correct -## files

Print Application

Delete Project files

**DIALOG:** "TO" dataList

**FUNCTIONS:** Click on the appropriate one

New Project

Review & Correct -00 files

**DIALOG:** "VIA" dataList

**FUNCTIONS:** Click on the appropriate one

New Project

Review & Correct -00 files

**DIALOG:**     **ADD NEW LINE ITEM**

**FUNCTIONS:** Click on the appropriate one

New Project

Review & Correct -00 files

**DIALOG:**     **ADD NEW CHANGE ORDER**

**FUNCTIONS:** Click on the appropriate one

Submittal-Update

Review & Correct -## files

**DIALOG:** **dataList Input**

**FUNCTIONS:** Click on the appropriate one

New Project

Review & Correct -00 files

**DIALOG:** **ENTER ending date**

**FUNCTIONS:** Click on the appropriate one

Submittal-Update

Review & Correct - ## files



**DIALOG:     **INPUT RECORDS****

**FUNCTIONS:** Click on the appropriate one

New Project - new line item

New Project - existing line item

Review & Correct -00 files - new line item

Review & Correct -00 files - existing line item

Submittal-Update - new change order

Submittal-Update - existing change order

Review & Correct -## files - new change order

Review & Correct -## files - existing change order

**DIALOG:**     **MODIFY LINE ITEM/CHANGE ORDER**

**FUNCTIONS:** Click on the appropriate one

New Project

Submittal-Update CHANGE ORDERS

Review & Correct -00 files

Review & Correct -## files CHANGE ORDERS

**DIALOG:**     **Select record**

**FUNCTIONS:** Click on the appropriate one

New Project

Submittal-Update LINE ITEMS

Submittal-Update CHANGE ORDERS

Review & Correct -00 files

Review & Correct -## files LINE ITEMS

Review & Correct -## files CHANGE ORDERS

**DIALOG:**     **UPDATE line items**

**FUNCTIONS:** Click on the appropriate one

Submittal-Update

Review & Correct -## files

**DIALOG:** **Print Application**

**FUNCTIONS:** Click on the appropriate one

New Project

Submittal-Update

Review & Correct -00 files

Review & Correct -## files

Print Application

1 2 3 4 5 6 7 8 9 10 11DIVIDER

**FUNCTION: Delete Project**  
functions.

Use the << & >> buttons above for other

**SELECTED:** from the Main Screen by the ACP Pro Bill Hot Spot  
**Ctrl+D**

or the **Options|D** Command **Alt+FD**

**GO TO:** Delete Project Screen 1 ACP Pro Bill  
ACP Pro Bill

**SUMMARY:**

The purpose of this function is to gain back hard drive memory after the project has been completed and paid for. It is advisable to do this only when there exists a permanent paper copy on file for each submittal.

There may also be times when it is easier to delete the latest Submittal and then redo it instead of using the Review & Correct function.

For safety reasons, you may not delete all files for all projects at one time.

**FUNCTION: New Project**  
functions.

Use the << & >> buttons above for other

**SELECTED:** from the Main Screen by the ACP-ProBill Hot Spot  
**Ctrl+N**

or the **Options|N** Command **Alt+FN**

**GO TO:** ACP-ProBill New Project Screen 1

ACP-ProBill

### **SUMMARY:**

This function creates new dataBase files, each with an unique 5 digit code name.

The operator will:

- 1) input the project general data on screen 1
- 2) input the project line item data on Screen 2
- 3) review the summary on Screen 3

A temporary project file will be saved with the suffix "-PT" added to the Project Name. This permits the operator to stop in the middle of the process and to then return later to finish the new project file.

When completed, the file suffix will change to "-00".



**FUNCTION: Print Application**  
functions.

Use the << & >> buttons above for other

**SELECTED:** from the Main Screen by the ACP Pro Bill Hot Spot  
**Ctrl+P**

or the **Options|P** Command **Alt+FP**

**GO TO:** Print Application Screen 1 ACP Pro Bill  
ACP Pro Bill

**SUMMARY:**

This function will print any project dataBase file at any time in either the AIA format or the INVOICE format.

If the file suffix is "-PT" or "-ST", the continuation pages will list the record number for each line item along the left hand side. These printouts may be used by the project manager to fill in the work completed this period and the amount of material on site at the end of the new period. On projects with many line items, knowing which record number to go to will speed up the final update preparation.

**FUNCTION: Review & Correct**  
functions.

Use the << & >> buttons above for other

**SELECTED:** from the Main Screen by the ACP ProBill Hot Spot  
**Ctrl+R**

or the **Options|R** Command **Alt+FR**

**GO TO:** R & C -00 files Screen 1

ACP ProBill

R & C -### files Screen 1

ACP ProBill

ACP ProBill

**SUMMARY:**

The primary purpose of this function is to correct any errors found in review, or any changes that the responsible architect may have requested. This function is only permitted on -00 or -### files in order to maintain complete integrity, and therefore the suffix is not changed.

A secondary purpose is to convert a standard files into an actual project file. In this case, a new dataBase will be created with a new 5 digit project code name + a suffix of "-00".

**FUNCTION: Submittal-Update**  
functions.

Use the << & >> buttons above for other

**SELECTED:** from the Main Screen by the ACP-ProBill Hot Spot  
**Ctrl+S**

or the **Options|S** Command **Alt+FS**

**GO TO:** Submittal-Update Screen 1 ACP-ProBill  
ACP-ProBill

**SUMMARY:**

This function automatically updates the selected dataBase file " WORK COMPLETED" line item data. That is, the program takes the values entered in Col E of G703, adds them to the values in Col D, and zeros out Col E. The operator will then input the new values for "Work Completed - This Period" as well as changing the "Materials Presently Stored" to reflect the actuals at the end of this new period.

If there have been any change orders since the last update, they will be entered under this function as well.

A temporary submittal file has the suffix "-ST" added to the Project Name and when finished, the suffix will change to the old suffix + 1 (for example if the file being updated was "-00", it becomes "-01"). After the project work has been 100% completed, there will be one last submittal to request payment of the value which was retained. The suffix for this final submittal will automatically be "-FS"



