

ACP-PROBILL TUTORIAL Lesson 1

STEP BY STEP INSTRUCTIONS for entering and completing a sample project

This lesson will cover the setup of a New Project and its "Schedule of Values". Double left click on the "New Project" [NP] hotspot (light green square with the letter "NP"). This is located on the "Main Menu" screen which has the licensee data on it. This action will take you to screen 1 for the "general project data" input screen.

Entering the general Project Data

NP - Screen 1 If the white spaces are empty of data, double click on the "Continue" [C>] hotspot. If the white areas currently have data entered, double click on the "New" [N] hotspot to clear the data. Either hotspot will initiate a sequence of data entry dialog boxes which will take you through the input of the general project data, as follows:

1a - Project Data Input Dialog Box

Project Name: **Sample Project**

Project Address: Optional

Architect's Project Nos.: **1234**

Contract for: **Construction**

Contract Date: leave as is (current date is displayed)

Original Contract Sum: **1000**

Click on "OK", the data will be entered into the Project Data cells, and the next dialog box will appear.

1b - Selection of Retainage Type Dialog Box

Click on **Constant** retainage

Completed Work: **.10** (decimal format)

Stored Material: **.05**

Click on "OK", the data entered will appear in the Retainage Block, and the next dialog box will appear.

1c - Issuance Dialog Box (Option 1)

Click on **To Owner From Contractor** (you)

Click on "OK", and the next dialog box will appear.

Note: Option 2 permits pay requests to be submitted to a General Contractor from you as a Sub, or in the case of loaner disks to you as the General Contractor from your subs.

1d - To Owner Selection Dialog Box

NOTE: If Mr. Sample's data (1e below) has been previously entered, skip to 1f.

Click on the "New" option (left Bottom)

Click on "OK"

Owner's Name: **A. Sample**

Street Address: **1234 Sample St.**

City, State, Zip: **Sample City, SC 55555**

Click on "**OK**" and this Owner's data is saved to the "TO" dataList.

1f - To Owner Selection Dialog Box

Click on the **up** arrow to select Mr. Sample's data.

Click on "**Insert**"

Click on "**OK**" and the select "TO" data is inserted into the appropriate area.

1g - The next dialog box to appear depends on which version of the software you are running:

"Via" Architect Selection Box (Contractor's versions - Demo, Limited, or Unlimited)

Same as above - either enter a new Architect or select an existing one in the dataList.

Note: the "From" Contractor's data is pre-filled in with the Licensee's data.

"From" Contractor Selection Box (Architect's or Academic versions)

Same as above - either enter a new Contractor or select an existing one in the dataList.

Note: the "Via" Architect's data is pre-filled in with the Licensee's data. In the "Academic" version it will be the educational entity's license data.

1h - Operator Decision Message Box

To move this msg, left click and HOLD on the title bar and move the box so all data can be verified before proceeding.

If an error is noted, click on "**Cancel**" and then double click on the appropriate hotspot for the data you wish to correct. After all corrections have been made, double click on the "**Continue**" [**C>**] hotspot to continue on to screen 2.

Note: If this project has a Construction Manager-Advisor, you would click "cancel" in this dialog box and then double click on the [**O**] hotspot to insert the appropriate data.

If no errors exist, click on "**OK**" in the message box which will take you to the:

1i - New Product Name Dialog Box

Last step on screen 1 - enter: **SAMPL** (do not use any other project name)

Click "**OK**" - the data on this screen is saved and screen 2 appears for the line item input phase.

NP - Screen 2 Note at the top right of the banner, the application # reads "SAMPL-PT" which indicates that the currently active project is "SAMPL" and that it has been saved as a Project Temporary file.

Before we start entering Line Items, let's go back to Screen 1 by double clicking on the [**<BACK**] hotspot now.

NP - Screen 1 In order for you to see all of the forms that may be printed, we are going to change the retainage values to zero. If retainage is set for constant and the values are zero, than the INVOICE format will print **without** the word "retainage" being mentioned. You may have customers who don't know about retainage and why would you alert them to this? Of course, the preprinted AIA forms do contain the words retainage but as the values are zero in this case, nothing prints out for retainage in the AIA format. Now double click on the [**R**] hotspot to get the:

Selection of Retainage Type Dialog Box

Click on **Constant**

Completed Work: **0**

Stored Material: **0**

Click on "**OK**", and an "**alert**" box will appear.

Click on the "help" button and read the note.

Close the help window and click "**OK**" to accept the retainage values.

Now double click on the [**C>**] to start:

Entering Project Line Items

NP - Screen 2

First Line Item Entry: (record # 1)

2a - double click on the light blue hotspot entitled [**Add New L.I.**]

2b - Line Item Entries Dialog Box

Click on "**Add record to end of list**"

If there is not a check mark in the "use standard work items, click on it so a check appears.

Click on "**OK**"

2c - Standard Line Item Selection Dialog Box

Click on the **up** or **down** arrows until "ITEM # 01000" appears.

Click on "**OK**"

2d - Line Item & Change Order Input Dialog Box

The standard line item selected above appears.

Value: **100**

Click "**OK**"

Note: Screen 2 now shows the line item 01000 with its description and scheduled value as record # 1. You will also note that the screen shows that this record is 10% of the Total Contract Value and that as no work has been done at this time, the Balance to Finish this line item is 100% or \$100. If a mistake was made, just double click again on the [\[Add New L.I.\]](#) hotspot to make the modifications.

Second Line Item Entry: (record # 2)

2a - double click on the light blue hotspot entitled [\[Add New L.I.\]](#)

2b - Line Item Entries Dialog Box

Click on "Add record to end of list"

Uncheck the "use standard work items" by clicking on it so the check disappears.

Click on "OK"

2c - Line Item & Change Order Input Dialog Box

Description: **This is a very, very long description line** (too long to fit on AIA form G703 - so we will use 2 records for this line item - stop after the word "long")

Item #: **02000**

Value: (leave blank)

Click on "OK"

Second Line Item Entry: (record # 3)

2a - double click on the light blue hotspot entitled [\[Add New L.I.\]](#)

2b - Line Item Entries Dialog Box

Click on "Add record to end of list"

Uncheck the "use standard work items" by clicking on it so the check disappears.

Click on "OK"

2c - Line Item & Change Order Input Dialog Box

Description: **description line** (the remainder of the description line)

Item #: (leave blank)

Value: **200**

Click on "OK"

Note that Line Item 2 required 2 records to be complete, and that the records now total \$300 or 30% of the total.

Third Line Item Entry:

2a - double click on the light blue hotspot entitled [\[Add New L.I.\]](#)

2b - Line Item Entries Dialog Box

Click on "Add record to end of list".

Uncheck the "use standard work items" by clicking on it so the check disappears.

Click on "OK"

2c - Line Item & Change Order Input Dialog Box

Description: **Third Item**

Item #: **03000**

Value: **300**

Click on "OK"

The records now total \$600 or 60% complete. For the moment, let's assume that you cannot finish this project data input now, and you must either turn your computer off or exit ACP-ProBill.

Intitial Review and Saving from Screen 3

Double click on the **[CONTINUE]** (right light purple) hotspot to go to screen 3.

NP - Screen 3 - The line item data to date is now saved and screen 3 appears.

Note that the application is still "SAMPL-PT" because the project has not yet been completely entered. Only when the total value of all the line item records equals the contract value will the New Project be completed. From this summary screen, you can close the program and return at a later time to complete this project. Screen 3 shows the project summary data that will be printed on AIA form G702 or on page 1 of the Invoice format.

Now double click on the Back **[<<]** hotspot and you will return to screen 1.

Final Line Item entries

NP - Screen 2 - Before completing this new project, a few comments:

- You can create a "separator" line by not making any entries, or a "header" line by only entering a "description" without entries in the Item # and Value cells.
- The other two entry areas (white) are not accessible during the "New Project" phase as no work has been done at the signing of a contract. They are used for actual submittals for pay requests.
- The hotspots for record selection **[N]ew[S]elect[P]revious** can be used to review the records entered to date. Very helpful when there are many line items.
- The **[dataList]** hotspot is only available during this "New Project" phase. Double clicking on it, permits addition, modifications, and deletions to the "Standard Line Item" dataList for those items which you use repeatedly.
- The **[Modify L.I.]** hotspot (yellow) permits not only modification of the active record, but also moving it to a new location, or the deletion of it.

LAST Line Item Entry:

2a - double click on the light blue hotspot entitled [\[Add New L.I.\]](#)

2b - Line Item Entries Dialog Box

Click on "Add record to end of list"

Uncheck the "use standard work items" by clicking on it so the check disappears.

Click on "OK"

2c - Line Item & Change Order Input Dialog Box

Description: Last Item

Item #: 04000

Value: 500

Click on "OK"

Note that an "alert" message box appears because the records now total \$1100 and that exceeds the contract total value. Click "OK" and the previous dialog box returns as the program assumes that the last entry was the culprit. If not, click "OK" to close the line item with a zero dollar value. Then review the other records to find the error, correct it and then return to the last record to complete its entry. In this sample, just enter \$400 as the value for the last item and click "OK" again.

A message box now appears saying that all is in balance. If you still have line items to enter, there must be a wrong entry somewhere in the line item values or in the contract value. In this case, click "OK", find it and fix it. If it was the contract value that was incorrect, go back to screen 1 to correct it.

Now click "OK" in the msg box and if satisfied, double click on the [\[CONTINUE\]](#) hotspot. You will note, that this time on going to screen 3, the file is automatically saved as "SAMPL-00" because it was completed. This file is commonly referred to as the "Schedule of Values" for a project.

Final Review and Printing from Screen 3

NP - Screen 3, - Once the file is a "-00" file and if changes are needed, they must be made with the "Review and Correct" [\[RC\]](#) (yellow) function from the main menu screen. After the first submittal has been made using the Submittal-Update function, no further changes can be made to the data entered during the New Project phase, unless all submittal files are first deleted. So make sure it is correct at the beginning and that all parties agree with it because from that point on, only approved change orders are acceptable line item additions.

Whether the file is a "-PT" or a "-00" file, it may be printed out by double clicking on the green

hotspot with the letter **[P]**, or from the "Print Application" **[PA]** function on the Main Screen. If it is a "-PT" (Temporary Project), a "-ST" (Temporary Submittal), or a "-00" (Schedule of Values) file, the record numbers will be printed down the left hand side of both the AIA or Invoice formats. The record numbers are especially helpful if there are many line items because you may go directly to the record that you need to update or correct.

It's a good idea to print out the "-00" or Schedule of Values and obtain the architects approval on layout at this point, so as to avoid delays that he may cause when certifying your first submittal. Let's do that now by double clicking on the **[P]** hotspot.

As the "SAMPL" project has less than 13 line item records and the retainage is constant and zero, it qualifies for the Short Invoice Format. An "OPERATOR DECISION" message box comes up with this option. Let's use it by clicking "OK" now to bring up the:

SHORT INVOICE FORMAT dialog box

Print Invoice on: click on "Plain Paper"

Print Parameters:

Number of Copies: 1

Top Margin: (leave as is)

Date of Application Printing: (enter an appropriate date based on the displayed Period Ending date)

Click on "OK" and then follow instructions in the next message box to complete the printing.

Note: The Short format is designed for those small jobs where neither an Architect nor a Construction Manager-Advisor is involved.

Next, let's repeat the above process, but this time select "Letter Head" and print it out **ON PLAIN PAPER!** Notice that the format has been shortened to allow for your letterhead. The "Top Margin" number can be changed to suit where your letter head is (top, bottom, or split). Once determined, this number will remain and you can then use your **letter head** paper.

Next, let's double click on the **[P]** again, but this time select the long form by clicking on "CANCEL" in the "Operator Decision" message box which will bring up the:

APPLICATION PRINTING dialog box

FORMAT: select **INVOICE**

CONTINUATION PAGES: (leave unchecked, explanation below)

PRINT PARAMETERS: select **ALL PAGES**

Click on "OK" and then follow instructions in the next message box to complete the printing.

Note that the long invoice will automatically change to include the Construction Manager-Advisor data if applicable. Both the INVOICE and AIA

formats will handle 250 line item records which would be 10 continuation pages. Please notify me if this is not sufficient for you needs.

Continuation pages: If the retainage is **variable** then the values in column I will always be shown. In the case of **constant** retainage, they are not normally shown, so if required check the "Show Line Retainage" box. The "Round off to dollars" check box applies only to the column I retainage values as these are percent calculations usually resulting in cents. **TIP:** You can see the effects of rounding off on screen 3 **before** printing by clicking on "**CANCEL**".

Now let's do it again, this time select **AIA FORMS** to print out the data:

If the Construction Manager-Advisor data has been entered, you will be asked to load your printer with a sheet of G702/CMA, otherwise it will ask for the standard form G702. When the Continuation Sheet is to be printed, it will ask for G703.

At this point, **JUST USE PLAIN PAPER!** Note that only data is printed out. Next place this sheet over the appropriate AIA form so you can determine if the data falls in the appropriate places. If not, the margins need to be adjusted. To do this, double click on the "**Page Margins**" **[M]** yellow hotspot and then click on the "**help**" button for instructions.

Now double click on the light purple hotspot with the letters **[C>]** to return to the main menu screen.

You have now completed lesson one of the tutorial.