ACP-PROBILL TUTORIAL Lesson 2

STEP BY STEP INSTRUCTIONS for entering and completing a sample project

Using the Review and Correct Function

Before we continue, let change the retainage percentages back to the initial ones from lesson 1.   Go to the "**Main Menu**" screen, if you are not there already, and double click on the "**Review & Correct**" **[RC]** (yellow) hotspot.   You will now be on screen 1 and if "**SAMPL-00**" file is not active, select it now by double clicking on the "**Select**" **[S]** hotspot.

Next double click on the "**Retainage**" **[R]** hotspot.   When you are in the "**Review & Correct**" function <u>AND</u> the **Schedule of values (-00)** is active, as is the case at this point,   you may change the **type** of retainage from Constant to Variable or vice-versa.

In this case we don't want to change the type but rather just the values, so click "**CANCEL**" in this dialog box.

The next dialog box is for Constant Work Retainage, so enter 0.1 for "Completed Work", and then click "**OK**".

The following dialog box is for Constant Materials Retainage, so enter 0.05 for "Stored Material", and then click "**OK**".

While we are here, lets tranform this project into the <u>Construction-Manager Advisor</u> edition. Double click on the "**C-Ma**" **[O]** hotspot.   This brings up the "**VIA**" dataList which also stores the architects' and inspectors' data.   Use the arrow key to find and select "CMa ASSOCIATES".   Now click on "insert" and then "**OK**".

> By the way, the "O" in the hotspot stands for "Optional", as not all projects have one.   When printing in the AIA format, the data will automatically be positioned for the <u>G702/CMa</u> form and **not** the regular G702 form.   If the INVOICE format is selected, the CMa data will be printed.

Next double click on the "**Continue**" **[C]** hotspot to go to screen 2 which will save the changes.   As there is nothing to change regarding the line items, double click on the "Continue" hotspots on screens 2 & 3 to return to the "Main Menu" screen.

Printing with the "Print Application" function

At any time you can start up ACP-ProBill, and with this function; activate and print any project dataFile in the index.   Now set aside the forms previously printed as they were only examples of the printing capabilities of this program.   We will use the "**INVOICE**" format from now on to take us from the beginning of a project to it's end.

Double Click on the "**Print Application**" **[PA]** hotspot to start this function.   If the "**SAMPL-00**" dataFile is not already active, then double click on the "**Select**" **[S]** hotspot to activate it.   Next double click on the "**Print**" **[P]** hotspot to print it out.   Select the Invoice format in order to save your AIA forms which cost more than plain paper.   This is the revised "**Schedule of Values**" with the retainage values of 10% (work) and 5% (mat'l).

Prepare the in-house working forms for the first Submittal-Update

This program was designed to not only save time, but to also allow a typist or clerk (operator) to operate the program instead of a project manager, accountant, or owner.   The following procedure should be done by the ACP-ProBill "operator" several days prior to the end of the current billing period to prepare the in-house working forms for this billing period.

Double click on the "**Submittal-Update**" **[SU]** hotspot to go to screen **1** of this function.

SU - Screen 1   -   The only purpose of screen **1** for this function is to make certain that the project you want is **active**.   If the "**SAMPL-00**" dataFile is not already active, then double click on the "**Select**" **[S]** hotspot to activate it.   Now double click on the "**Continue**" **[C]** hotspot to go to screen **2**.

A dialog box will appear for you to enter the date which ended the billing period for this application.   Let's assume it was one month after the contract was signed, which is the date showing in the dialog box.   Simply click once on the up arrow for the month to advance the date one month, and then click "**OK**".   The program now updates the "**-00**" file for the next submittal, and assigns the application number as "SAMPL**-ST**".   This is the Submittal Temporary file.   The first line item record is retrieved and screen 2 appears showing that record.

SU - Screen 2   -   When going from screen 1 to screen 2, the program updated the file from the last day of the previous period to the first day of this period.   This Update will become more apparent in future submittals, as major math calculations are performed automatically by the computer instead of you.

Nothing is to be done at this time on this screen, so double click on the "**continue**" **[CONTINUE]** hotspot which takes us to screen **3**.   An "**Operator Decision**" message box will appear.   Be sure to to save this submittal-update as a temporary file
so that the file is saved as "**SAMPL-ST**".

SU - Screen 3   -   At this time the "**operator**" would print out an in-house working copy for the the "**evaluator**".   This person is the one who goes to the site on the last day of this period to decide, line by line, the amount of labor applied and material consumed during this period, as well as the amount of unused materials onsite at the end of this period.

Double click on the "**Print**" [P] hotspot, to print out the SAMPL-ST form.   Choose the standard Invoice form.   Again, why waste the AIA forms for internal usage.

The Operator can then continue on to the "**Main Menu**" screen and close the program until the Evaluator returns the working forms with the "**end of period**" data.   Let's assume that this has happened, so now go to the "**Main Menu**" screen.

Prepare the first Submittal-Update Application

From the "**Main Menu**" screen, again double click on the "**Submittal Update**" [SU] hotspot.

SU - Screen 1   -   Make sure that the active project is "**SAMPLE-ST**", and then go to screen 2.

SU - Screen 2   -   Note that the ending date may be revised on screen 2, if necessary, by double clicking on the "**date ending**" [Modify] hotspot.

Record # 1   -   Double click on the "**Line Item Update**" [Update] hotspot.

Lets assume that Work Item 01000 (record # 1) was completed during this period.

Update Data Input Dialog Box
Work Completed: enter 100
Materials Presently Stored: enter 0
Click on "OK"

Notice that the "**TOTAL COMPLETE**" is now $100 or 10% of the '**TOTAL CONTRACT**" ($1000) and that this line item is 100% completed with no "**BALANCE TO FINISH**", and the "**Retainage**" is $10 or 10%of the "**Work completed**".

If an error had been made in entering the data for this line item record, simply double click on the [Update] hotspot again to modify the data which was just entered.

IMPORTANT: Work Completed This Period is composed of labor expended and material used during the period.   Materials Presently Stored means <u>unused</u> materials on-site on the last day of the period.

Now double click on the light green hotspot with the letters [N>] for the "**Next**" record.   This will retrieve record # 2 of 5 or work item 02000.

Record # 2

If you double click on the [Update] hotspot, an alert will appear saying that this record does not have a scheduled value and therefore cannot be updated.   Double click again on the [N>] hotspot, to retrieve the continuation of this line item which is record # 3.

Record # 3 -   Double click on the [Update] hotspot.

For this line item, let's assume no work (labor) has been performed during this period but that all the material for this item has been placed on site.

Update Data Input Dialog Box
Work Completed: enter **0**
Materials Presently Stored: enter **100** or **.5**
Click "OK"

Notice that the total "**WORK COMPLETE**" is now $200, and for this work item, the "**Total Completed and Stored**" is $100 (50%), the "**Balance to Finish**" is $100 (50%), and the "**Retainage**" is $5 which is 5% of the Material stored on site.

Now double click on the [N>] hot spot to retrieve the next record.

Record # 4   -   Double click on the [Update] hotspot.

Update Data Input Dialog Box
Work Completed: enter **50**
Materials Presently Stored: enter **150**
Click "OK"

Note: The total retainage shown for this line item is **$12.50**, which is the sum of the "**Work Completed**" retainage ($50 times 10% = $5) plus the "**Material**" retainage ($150 times 5% = $7.50), which is $12.50 rounded off to the nearest cent.   The % retainage shown for this line item value is therefore ($13/$200) or 6.25% rounded off to 6.2%.

A note about rounding off: ACP-ProBill rounds off to the nearest cent.   This does not effect the mathematical accuracy.

Now double click on the [N>] hot spot to retrieve the next record.

Record # 5

Let's assume nothing was done on this line item, but that a *Change Order* had been issued by the owner and was underlined approved before this period was completed.   Double Click on the [GO TO CO'S>] (yellow) hotspot.

Record # 6 -   Each time change orders are entered for a *new* Submittal Update, a record is automatically entered as separator, which in this case says "**Change Orders since App. #00**". Also notice that the hotspots have changed and that the top input block (white) is now active and that the lower one is not, as was the case in the New Project function.

Now double click on the [Add New C.O.] hotspot.

Record # 7

a) <u>Change Order Entiries Dialog Box</u>

Click on the "**add new CO to end of list**" option.
Click on "**OK**"

b) <u>Line Item & Change Order Input Dialog Box</u>
Description: **First Change Order**
Item #:   **04100**
Value: **250**
Click on "**OK**"

Note that the total records and total contract values show the addition of this C.O. The [Modify C.O.] hotspot will permit changes to be made to this active record. The [<UNDO] hotspot will delete the C.O. separator record and all C.O.'s which followed the separator.

Now double click on the [Continue>] hotspot to accept the new C.O.('s) and return to the line updates.   Note that the total records are now 7, and that both the total records and the contract value is now $1,250.

Let's assume that this Change Order was not completed during this period and everything that happened during this period has now been entered, so now double click on the [Continue>]   hotspot.

Be sure to click on "**temporary file**", so that the file is saved as "**SAMPL-ST**".

SU - Screen 3   -   Note that <u>line 2</u> shows the change order that was included this period, as reflected below in the "**Change Order Summary**".   <u>Line 4</u> now includes the work completed & materials stored to date as entered on screen 2.   <u>Line 5</u> now shows the corresponding retainage figures and **line 8** shows the current payment due.

The operator would now print out the <u>draft</u> application for approval.   For this simulation, lets assume that the approval was provided immediately and that we are still at this screen.   Double click on the "**back**" [<<] hotspot now to return to screen 2.

SU - Screen 2 -   If any changes are required, simply use the "**Select Record**" [S] hotspots to go to them and then double click on the [Update] hotspot to modify the incorrect entries.

As the temporary submittal was approved with no changes required, double click on the [Continue] hotspot. This time, when the message box appears, click on "**OK**" to

save the file as "SAMPL-**01**".

SU – Screen 3 - You can now print out as many copies of the first "**Application and Certificate for Payment**" as you need.   If the AIA forms are required by contract, you would now select that format.

For our tutorial, just **print** out 1 copy of the INVOICE format to compare with the "**Schedule of Values**" printed at the beginning of this lesson.   Don't forget to set the "**print date**" to be a couple of days after the "period ending date".   Now return to the "**Main Menu**" screen.

Using the Review & Correct function

Let's assume that the architect would not certify that line item # 1 was 100% complete, but rather only 90%.   Double click on the "**Review and Correct**" **[RC]** (yellow) hotspot on the "**Main Menu**" screen, make sure that "**SAMPL-01**" is active on screen 1 and then go on to screen 2.   As the line item we want to change is record # 1 and is already active in screen 2, double click on the **[Update]** hotspot, enter **0.9** (90%) for the "work completed" and then click "**OK**".   Note that the screen shows $0.90 while the computer calculates the value which then becomes $90.00.   This works for any number entered that is <u>LESS</u> than 1.

Now continue on to screen 3,   **print** out the revised application, and submit it to the Architect for certification.

Initiating a Change Order for Approval

Before we continue with the subsequent Submittal-Updates, let's cover the Change Order form G701.   Change Orders may be initiated by <u>any</u> of the parties envolved, but are only <u>valid</u> contractual documents <u>when</u> they have been approved and <u>signed</u> <u>off</u> by **all** parties envolved in the original contract.   Once approved they are added to the "**schedule of values**" using the procedures as already shown above.   As many change orders are initiated by the <u>contractor</u>, we will now cover the preparation of a change order using the ACP-ProBill software.

Double click on the **[SU]** hotspot to go to screen 1.

SU – Screen 1 - If the "SAMPL-**01**" file is not active, select it now.   Then double click on the **[G]** hotspot to go to the Change Order G701 subprogram.   Note that this hotspot is only active in the Submittal-Update function.

Change Order Sub-Program Data Screen

The title bar at the top of the screen shows that the active project is "**SAMPL**".   Beneath it are the 6 hot spots for the options of this subprogram, and below them is the data screen for all data that will be entered.   At this point, the Change Order dataBase for this project is empty.   As you will recall, the Change Order that was added to the Schedule of Values above was <u>initiated by the</u>

owner and therefore it not neccessary to enter it here.

As this is the first time the subprogram has been accessed for the SAMPL project, its dataBase is empty.   Therefore all hotspots exept "EXIT" **[E]** will bring up the "**Change Order Data Entry**" dialog box.

If the SAMPL dataBase already had entries, the SELECT **[S]**, MODIFY **[M]**, PRINT **[P]**, and DELETE **[D]** hotspots would bring up the "**Existing Change Order Selection**" dialog box, as a dataBase record must be active to use those options.

If a dataBase record is active, and you wish to create a new one, double clicking on the NEW **[N]** hotspot will clear the screen and bring up the Data Entry dialog box.

Let's create a change order now.   Double click on any hotspot **except** EXIT.

DATA ENTRY dialog box:

> **Date of Submission:**   The current date will appear and can be changed as required.
> **C.O. Status:**   This starts off as a **Draft**.   This is simply a reminder for your convience, and when the C.O. has been approved the status should be changed.
> **Change Order Schedule of Values:**   The first 3 entries will be those that entered into the Main Program, while the full description only appears on the Change Order form.
>> **Item #:**   03050
>> **Short Description:**   **Second Change Order**
>> **Amount:**   **100**
>> **Full Description:** (there are 9 lines to do this in - just tab or use the mouse to go from one to the other - We will only use one line as an example)   **Per Owner request, 2 outdoor 110vt fixtures are to be installed.**
> **Contract Time will be changed by:** **1** **day(s)**
> **New Date of Substantial Completion:**   (change it to an apporiate date)
> **Terminology:**   (Select the appropriate one based on the contract)
> **Net Change by previously authorized change orders:**   **250**   NOTE: This can be difficult to enter correctly,   as several proposed change orders may be pending and then only some of them may be approved. In addition the approval sequence may be different than the orginal date of creation.   That is why we have the draft and approved classifications as well as the MODIFY hotspot.   In this case, the $250 is the value of the Change Order that was added in the first part of this lessson.

When all entries have been made, click "**OK**".   Now the current C.O. data will be recorded both on the screen and in the SAMPL dataBase.   The program will now perform an error checking routine to prevent entry errors (typical in the ACP-ProBill System).   If any errors are detected, message boxes will appear to guide the operator.

Double click the MODIFY **[M]** hotspot now.   The "**Data Entry**" dialog box again comes up, with the

data you just entered.   If changes were needed, you would simply make them and click OK to record the modifications.   For now just click on the "**Cancel**" button to close the dialog box.   You will see that no changes were made.

Now double click on the "**NEW**" [N] hotspot.   Again the "**Data Entry**" dialog comes up, but this time it is empty.   We could then enter another new C.O., but for now just click on "**Cancel**".   You will again see an empty screen.

Now the fun part, double click on the "**PRINT**" [P] hotspot.   As the screen is empty, the "Index" dialog comes up first.   The only record in the dataBase is the one we just created, so select it (03050) and click "OK".   That record is retrieved and placed in the screen to show that it is active.   Then the "**Print Change Order**" dialog comes up.   You have 3 options to choose from, AIA form G701, AIA form G701/CMa (Construction Manager-Advisor Edition) or the Alternate   (plain paper) Format.   Try the Alternate first.   Then the others, first with plain paper so you can determine the orientation to load the preprinted AIA forms into your printer.   The left and top page margins may have to be used to line up the data with the pre-printed AIA G701 form.

The "**DELETE**" [D] hotspot will delete only the active record displayed and it is used only to delete those Change Orders that were not approved.   When the Project is finally completed and you wish to gain back hard drive memory, all project files are deleted from the **main program** "Delete" function, including the Change Order dataBase created in this subprogram.

That's all there is to it, so now let's go back to the main program by double clicking on the subprogram "**EXIT**" [E] hotspot.   A message box will appear reminding you to use the menu at the top of the screen to actually close the subprogram after the SAMPLE dataBase is saved to the hard drive.   **DO NOT USE THE "X" BUTTON.**   The Main Program then reappears and then you MUST press the **[Esc]** key on the keyboard for the Main Program to regain control.

Now you can double click on the "**Back**" [B] hotspot to return to the main menu page.   A message box will pop up, but as you didn't make any changes in screen 1, just click "OK" and ......

You have now completed Lesson 2 of the Tutorial.