

## ACP-PROBILL TUTORIAL Lesson 3

STEP BY STEP INSTRUCTIONS for entering and completing a sample project

### Prepare Subsequent Submittal-Updates

All subsequent Submittal-Updates follow the same routines as covered in lesson 2. However, one important thing happens automatically when going from screen 1 to screen 2. That is the previously recorded work data is updated (there being no previous work accomplished for the first submittal). This will be more apparent as we progress.

From the Main Menu, double click on the **Submittal-Update** [SU] hotspot to go to screen one.

**SU - Screen 1** - If the "SAMPL-01" file is not active, select it now. Then double click on the [C>] hotspot to go to screen 2. Again increase the period ending date by one month, click "OK", and the update process begins as you will see below.

**SU - Screen 2** - Note that for record 1, the work that was completed during the previous period ending in SAMPL-01 is now in "**Previous Work Completed**" and the "**work completed this period**" is empty. This is because we just went from the last day of the billing cycle for "SAMPLE-01" to the 1st day of this cycle which will become "SAMPL-02". For the time being it is called "SAMPLE-ST".

Now double click on the select record [S] hotspot and in the dialog box which comes up, click on the up arrow to get record 4 and click "OK".

Note that in record 4 (work item 03000) that the \$50 of work accomplished the previous period is now in the "**previous work completed**" total and the "**work completed this period**" is zero. However, that the materials on site is still there (\$150). Remember that was the amount of unused material onsite at the **end** of the "SAMPLE-01" period, and consequently it is now the amount onsite at the **beginning** of this period. The evaluator will now determine for this period, how much labor and material was consumed during the period, and how much material is left onsite at the end of the period.

Unless the evaluator has this program on a portable computer, the operator would now go directly to screen 3 and print out a copy of the new "SAMPL-ST" file as shown in Lesson 2 for the evaluator's use.

Lets assume that this has been done and the operator will now input the new data which the evaluator has provided. Go back to record 1 by using the select record hotspots.

Record # 1 - Double click on the [Update] hotspot.

Update Data Input Dialog Box

Work Completed: enter **10**  
Materials Presently Stored: enter **0**  
Click "**OK**"

Use the select next record **[N]** hotspot to advance.

Record # 2

This record is not a line item that can be updated, so an appropriate message will appear if you try to update. Use the select next record **[N]** hotspot to advance.

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

Let's make an intentional mistake to force an Operator Action message to appear:

Update Data Input Dialog Box  
Work Completed: enter **100**  
Materials Presently Stored: leave the **100** entry  
Click "**OK**"

The message block says "**Total Completed can't equal the Scheduled Value, if any unused materials remain !**".

If work was done during the period, then some or all of the material was consumed or there is excess material left onsite. Lets assume that 100% of the work item was completed and there was \$10 of material left over. In this case, the leftover material belongs to the contractor and must be disposed of, so click "**OK**" and enter

Update Data Input Dialog Box  
Work Completed: enter **200**  
Materials Presently Stored: enter **0**  
Click "**OK**"

Use the select next record **[N]** hotspot to advance.

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

Update Data Input Dialog Box  
Work Completed: enter **100**  
Materials Presently Stored: enter **50**  
Click "**OK**"

Use the select next record **[N]** hotspot to advance.

Record # 5 - Double click on the **[Update]** hotspot.

Update Data Input Dialog Box  
Work Completed: enter **50**  
Materials Presently Stored: enter **250**  
Click "**OK**"

Use the select next record **[N]** hotspot to advance.

Record # 6 - This one of those records that can't be updated.

Use the select next record **[N]** hotspot to advance.

Record # 7 - Let's assume this change order is simply to furnish a desk (no labor involved) and it was delivered to the site.

Double click on the **[Update]** hotspot.

Update Data Input Dialog Box  
Work Completed: enter **250**  
Materials Presently Stored: leave as **0**  
Click "**OK**"

Now assume that the data entered has been reviewed and is correct - double click on the **[Continue]** hotspot. Click on "Permanent File" & "**OK**" to permanently save the file as "SAMPL-02".

From screen 3, **print** out the "SAMPL-02" application in the Invoice format in order to compare it with the "SAMPL-01" invoice. Don't forget to set the print date to a day or so after the period ending date.

Now proceed to the Main Menu Screen.

## Prepare the Next to the Last Submittal-Update

A project is usually only completed after many submittals, and all of them follow the procedure above. So this time we will complete the project. But then, why do I say the "Next to the Last" ? Because this project has Retainage and the submittal for payment of the retainage will be the last submittal.

By now you know how to get to screen 2, so go there now.

### **SU - Screen 2**

**TIP:** When a line item is totally completed, any left over material is yours. Take it away and ENTER "**0**" for material on-site.

### Record # 1

If you double click on the [\[Update\]](#) hotspot, you will get a message saying that this line item is already completed. Try it. So double click on the select next record [\[N\]](#) hotspot to goto record 2.

Record # 2, & 3 - Also completed, proceed to #4

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

Update Data Input Dialog Box

Work Completed: enter **150**

Materials Presently Stored: enter **0**

Click "**OK**"

Use the select next record [\[N\]](#) hotspot to advance.

Record # 5 - Double click on the [\[Update\]](#) hotspot.

Update Data Input Dialog Box

Work Completed: enter **350**

Materials Presently Stored: enter **0**

Click "**OK**"

An "Operator Alert" message box now pops up saying that the project has been completed (Work Complete = Total Contract) as records 6 & 7 are also completed.

### **BUT WHAT ABOUT THAT SECOND CHANGE ORDER?**

Let's assume that it was approved and completed during this billing cycle. Click "**OK**" to close the message box and then Double Click on the [\[GO TO CO'S>\]](#) (yellow) hotspot.

Record # 8 - This record is automatically entered as a separator, and in this case says "Change Orders since App. #01".

Now double click on the [\[Add New C.O.\]](#) hotspot.

### Record # 9

a) Change Order Entries Dialog Box

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

Click on "**OK**"

#### b) Line Item & Change Order Input Dialog Box

Description: **Second Change Order**

Item #: **03050**

Value: **100**

Click on "**OK**"

Now double click on the **[Continue>]** hotspot to accept the new C.O. and return to the line updates. Note that the total records are now 9, and that both the total records and the contract value is now \$1,350. Also note that the "Total Complete" is \$1,250.

Go to record #9 if you are not already there and double click on the **[Update]** hotspot.

#### Update Data Input Dialog Box

Work Completed: enter **100**

Materials Presently Stored: enter **0**

Click "**OK**"

Again the "Operator Alert" message box pops up saying that the project has been completed (Work Complete = Total Contract).

Click on "**OK**" and then on the **[Continue]** hotspot to go to screen 3. Be sure to click on the "Permanent File" to save it as "SAMPL-03". Print the Invoice, compare it to the previous Invoice, and then proceed to the "Main Menu" screen.

### Prepare the Final Submittal-Update

Before the required time to "hold retainage" expires, prepare the submittal with that date of retainage release. Doesn't hurt to get it approved and submitted ahead of time and maybe you will get paid on time (with some gentle reminders to the project owner).

Now using the Submittal-Update function again, go to screen 2 and you will note that all items have the Previous Work Completed values equal to the Scheduled values. Also note that each line item still shows the amount retained for that item.

**Important:** If additional Change Orders have been approved and have not as yet been added to the Schedule of Values, you would do it now and this submittal will **not** become the "Final Submittal" because all work has not been completed.

Lets assume that all has been completed. Now, all that's needed to do is to 1) double click on the **[Continue]** hotspot, 2) click on "Permanent File" to save the "SAMPL-FS" file, and 3) then on to screen 3 to **print** it out.

As the retainage is now zero and the # of line items in this project is less than 13, it now qualifies as a candidate for the "Short Invoice" format and the "Operator Decision" box comes up. Click on

"Cancel" and continue as before to print the standard "INVOICE".

**Note** that on screen 3 line 5, the "Retainage" is now zero and the "Current Payment Due" (line 8) is the amount that had been retained leaving a "Balance to Finish" of zero. Also **note** that the "INVOICE" format changed to not mention the word retainage. If you were printing the data on the AIA forms, then zeros would be put in the appropriate places for retainage.

**You now have completed all of the progress billings for this project, from the "Schedule of Values" to the "Final Submittal for Retainage".**

## **Delete the Tutorial Project:**

This last step will not only illustrate the **DELETE** function, but will permit the Tutorial to be taken by others.

- Return to the Main Menu Screen.
- Now double click on the Delete Project files **[DP]** hotspot. If the SAMPLE project is not currently active, double click on the Select **[S]** hotspot to make it active. Note that the latest data file for that project is selected as the active file .
- Next double click on the Delete **[D]** hotspot. When the "Project File Deletion" dialog box comes up, you will see that you have two choices, either to delete the just the latest data file, or to delete all of the data files for the selected project.
- Choose the later and click on "OK". For prevention of accidental deletions, a confirmation message box appears. If it reads "Delete ALL files with the 'SAMPL' project name?", then click on "OK". **TIP:** Only use the "ALL" when the project is definately completed and you have paper files for all your applications regarding that project.
- As part of the deletion process, a DOS window will come up - simply follow the instructions to use the **[Alt][F4]** keys to close it.
- Now double click on the Back **[B]** hotspot to return to the Main Menu Screen and we are finished.

## **Final Comments:**

That's it, you took a project (very simple granted) from start to finish in three easy lessons. All five functions of this program were covered in this tutorial. You may wish to repeat it using Variable Retainage values to see how that works. Use the "Help" menu to learn about other features, such as loaner copies for your subs to use, standard projects, and more. If you do need assistance, Technical Support is only a phone call (813-989-0085), an email (harley.brook@mcione.com), or a PeerChat away!

**If you haven't already purchased and registered the Unlimited version of ACP-ProBill yet, do it soon to**

### **SIMPLIFY YOUR LIFE.**

Soon there will be a companion software program to further simplify your life. This Estimating program, will not only let you prepare your BEST BID for new projects, but once you win the contract, it will let you export the "Schedule of Values" directly into ACP-ProBill. That will eliminate the work of creating a New Project as covered in lesson 1.

AND THEN ..... we have still more plans.