

ACP-ProBill - NEW INFO

The purpose of this file is to inform the user of new features and changes to the program which have not as yet been fully incorporated entirely into the Help System (screen shots). This help update is scheduled for the next annual release of the program.

In order to gain the maximum from the ACP-ProBill program, please take the time to "page" through this file by using the Page Down keys.

To switch between this file and the program, hold down the Alt key and press the Tab key.

To exit at any time, hold the Alt key down and then press the F4 key.

NEW FEATURES IN RELEASE 3.30 (May 2000)

Permits changing the calculated "Previous Certificates for Payment"

Accessible only on screen 3 (yellow) in the Submittal-Update **[SU]** and the Review & Correct **[RC]** functions. The hot spot is the gray square with the question mark **[?]** and also in the options menu.

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, 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) Enter the sum of your last Columns D + E as new "work completed".
 - 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 data as xxxx-ST and repeat 2A).
 - B) Click on the **[?]** and a dialog box will appear.
 - C) In the dialog box, enter the value from the 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.
Next double click on "Continue" to final save your data as "xxxxx-01" which is the same as your actual last submittal.

Case # 3: 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. Print out the forms before you change the calculated value and then the one with the change. This may come in handy latter. Note that this case is not recommended and that you should discuss it with me.

Adds access to the MS Calculator from the tool bar

As a convience for the operator, the MS Calculator may be accessed by clicking on the icon next to the Help (?) icon at the bottom of the screen. For this icon to function correctly, the calculator program (calc.exe) must be located in the C:\Windows directory. _____

Adds feature to save project data in 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 from the ADMIN menu on the main screen (gray).

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. This feature can be accessed from the "ADMIN" menu on the main screen (gray).

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 immediately.

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, use the "EXPORT" option to back up your current project data on a 3.5" floppy disk. It's a good idea to have 2 or 3 disks and rotate them, always annotating the disks with the date as disks do fail occasionally.

Now let's assume that you are going to work on a project at home. Take the latest data disk home and use the "IMPORT" 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 "EXPORT" feature to back up the latest data. The next day, use that disk and "IMPORT" to put the office computer in sync with your home computer.

Permits changing the Retainage percents on submittal-updates

Accessible from the Review & Correct [RC] function. 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 changes are done on screen 1 (green) and Variable retainage changes on screen 2 (blue).

NOTE: Changing from Constant to Variable retainage and vice-versa can only be done PRIOR to your first application or "-00".

Adds 2 new options, Show and Round for Retainage

The Print dialog now has following 2 new options.

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 Off** box, otherwise they will be shown with rounded off cents.

Variable Retainage will always be shown whether the **Show** box is checked or not, but the **Round Off** box must be checked for the line item retainage values to be rounded off to the nearest dollar. If not checked, the line item retainage values will be shown with cents.

Now the Final Submittal may also be changed with the [RC] function.

RELEASE 3.20 (Mar 2000)

This release contains the beta versions of release 3.3 above.

RELEASE 3.10 (JAN 2000)

This release now permits entries including cents.

The Short Invoice format now permits values not to exceed: \$
999,999.99

The Std Invoice format now permits values not to exceed: \$
99,999,999.99

The AIA Invoice format now permit values not to exceed:
\$999,999,999.99

RELEASE 3.00 (JUNE '99)

New Web Site

With a new web site and a publisher, ACP-ProBill may now be ordered online, using secure credit card payment, and immediately downloaded. This release ties your software directly to the web site, the publisher for upgrade orders, and to the ACP-ProBill staff via email and the internet for registration and support. Of course, orders may still be made directly to ACP-ProBill for payment by check and this release simplifies that through an automated order form.

The software has been updated to reflect all current methods of contact.

More Flexibility

As the names and addresses of the parties involved may change during the lifetime of a project, these can now be changed at any time by using the Review & Correct function. Of course, if the licensee's name and/or address changes, then an option upgrade must be purchased before these changes can be made with the software. More details regarding option upgrades are covered in the Help Section under "Versions - Registration".

RELEASE 2.00 (March '99)

G701 Change Order

A new feature has been added to permit the generation of Change Orders. It may be printed directly on the AIA form G701 or in the alternate format which prints both the form and data on plain paper.

Construction Manager-Advisor Edition

The program will now handle the AIA Construct Manager-Advisor editions, G701-CMa and G702-CMa. The G703 does not change for the CMA edition.)

Small Job Invoice

The alternate INVOICE format now includes a one page invoice for small jobs (12 line items or less), which combines the G702 and G701 data on the same page. There is also a more abbreviated version for printing on company letter head.

Improved Communications to the ACP-ProBill Web Site

The main menu now includes the options to register, go to our home page, and to order upgrades via the internet. As an alternative method you may also print out the registration and order forms for transmission by fax or slow mail.

Tutorial now an intergral part of the software

This tutorial is 4 lessons and accessible from the main menu. This is the recommended method to learn ACP-ProBill.

RELEASE 1.10 (July '98)

Internet

We are now on the internet and our web site address is <http://biznet.maximizer.com/ACP-ProBill>. The software has been updated (release 1.10) to permit online support.

Personal Notes

The user may now 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

Print Margins

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. For more information, press the "HELP" button on the dialog box.

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.

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).

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 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 section on back up procedures.

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

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.

RELEASE 1.00 (JAN '98)

WINDOWS RELEASE

in January of 1998, we released the upgrade from DOS to Windows. It will run on WIN3.x, WIN95, and WIN-NT. Our DOS customers received the Beta version and we thank them for their help in the Beta testing. All say that they are extremely happy with the Windows version and would never want to go back to DOS.

DOS VERSION (1993)

DOS RELEASE

The DOS version was first released in 1993, and over the following three years went through many improvements and the incorporation of many new features. We owe a great deal of thanks to JOAN of Thief River Falls MN, (our third customer and by far the most demanding, helpful, and patient one) in helping us get the program where all of our customers needs were met to their satisfaction. Her last request, just before she married and moved to Texas, was to put out a Windows version. Heeding her advice and seeing the writing on the wall, 1997 was spent doing just that. Unfortunately, she is no longer in the construction business, so we only have occasional chats.

Use the Ctrl-Home keys to return to the begining. Use the Alt-F4 keys to exit.