

Accu•Build Construction Accounting Software

Software Features & System Requirements

OVERVIEW

- Complete Package for In-house Job Costing as well as CPA Reporting
- Several software package options designed to give you the options that you need at an affordable price.
- Fully Integrated Modules
 - Payroll (Available as a stand-alone program) Single and Multi-State Options
 - Job Cost
 - Accounts Payable
 - Accounts Receivable
 - General Ledger
 - Client Information
 - Purchase Order
 - Inventory
 - Equipment Cost\Tool Tracking
- Full 32 Bit Software designed specifically for Windows 98SE, NT, 2000, XP. (See 'Product Information' section for more details.)
- Open Database Architecture allowing for unlimited custom reports.
- Date Driven System
 - Reconstruction Reporting Options – Print period reports such as financial statements and job schedules for any month within the current fiscal year without closing or opening an accounting period.
 - Detail Reports – Print detail reports, including Accounts Payable and Accounts Receivable Aging Reports, for any prior year. Historical transactions need only to be removed based on your hard drive capacity.
 - Open Accounting Periods – No forced monthly closeouts.
- Database Integrity Tests
- Unlimited Companies
 - AccuBuild is licensed by site and by the number of simultaneous users. Multiple companies can be set up at any one site and is only limited by the capacity of your hardware.
 - Company templates are included to facilitate new company setup.
- Automatic Printer Assignments
 - Assign each printer to various functions (ie. Billings, Checks, Forms, Reports).
- Flexible Reporting
 - All reports designed with Crystal Reports, with output options to screen, printer, and file.
 - Options for file output include Lotus 1-2-3, Excel, Word for Windows, Rich Text, HTML, Text, Comma Separated, Record Format, etc.
 - Custom reports can be created with Report Builder Pro (included) or Crystal Reports (purchased separately).
- Built-In File Backup and Restore Utilities.
- Password System
 - User Passwords by Company.
 - Limit user access by module or individual menu options
- Custom menus for each user to access reports and data entry screens.

PAYROLL MODULE FEATURES

- Single-State and Multi-State Versions.
- Employee Information
 - Separate Federal and State Withholding Status
 - Additional Fed and State Withholding Amounts
 - Link to Department, Workers Compensation and Union/Prevailing Wage Codes.
 - Pay methods: Hourly, Salary with No Hours, Salary with Fixed Hours, Salary with Distributed Hours
 - 6 Misc Pays – User Defined
 - Hourly and % of Gross (Withheld or Not W/H)
 - 6 Misc Deductions – User Defined
 - Hourly, % of Gross, Flat Amount, % of Disposable Income, Pre-Tax Amount
 - Employee Numbers – Manual or Auto
- Department Codes – User Defined
 - Classify earnings for financial reporting
 - Link to Job Cost Phase, Workers Comp Code, and Equipment Code
- Union/Prevailing Wage Codes – User Defined
 - Unlimited number of classifications
 - Separate regular and overtime rate fields for pay, deduction & benefit amounts.
 - Include up to 15 different benefits
 - Benefit pay types: Per Hour, % of Gross, Per Day, Per Week and Per Month
 - Link to Department Codes
- Workers Compensation Codes – User Defined
 - Create codes to accrue insurance expense with each time card entry. Amount is automatically expensed to each job or overhead account.
 - Optional field will also factor a percentage for general liability insurance.
- Unlimited Time Card Entries
 - Quickly change between employee's defaulted department, workers comp, union/prevailing wage codes or pay rates with each time card entry.
 - Unlimited entries for each job and phase (cost category).
 - Certify hours by each time card entry as prompted by the job number. Operator discretion can skip certification
- Checks
 - Automatic - Supports Direct Deposit.
 - Handwritten
 - Void – Automatic Reversal of All Entries
- Report Options
 - Union Reports - Weekly or Benefit Summary
 - Includes breakdown of overtime
 - Optionally includes reconciliation of actual vs accrued union burden
 - Certified Payroll/Prevailing Wage Reports
 - With or Without Benefits
 - Quarterly Payroll Tax Reports
 - Prints California DE6 Form
 - Workers Compensation Insurance
 - Automatically adjusts for premium earnings.
 - Detail Reports
 - Sort By Employee, Job, or Department
 - Print W-2s - Magnetic media filing available.

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ACCOUNTS PAYABLE MODULE FEATURES

- Post Invoices
 - Batch Entry System
 - Unlimited costing per each invoice
- Subcontractor Payment Sheets
 - Automatic % of Completion – Generate an invoice for each subcontract on each job based on the percentage billed to the project owner for each work item.
 - Manual Percentage of Completion – Generate an invoice for a subcontract with a user defined percentage of completion.
 - Automatic Retention – Generate a retention invoice for a subcontract
 - Reprint Payment Sheets at any time.
- Checks
 - Automatic
 - Select invoices to pay by Job, Vendor, G/L Account or Proposed Payment Date
 - Partial payments on Vendor invoices
 - Apply cash discounts
 - Print Vendor Remittance Statements
 - Handwritten - Create joint checks
 - Voids – Automatic reversal of all entries; Vendor invoice is re-instated on aging sched.
- Report Options
 - Accounts Payable Aging Schedule
 - Current or Reconstructed for ANY PRIOR PERIOD in ANY YEAR
 - Sort by Job, Vendor, Invoice, Payment Date or Expense Account
 - Cash Disbursement Reports
 - Detail or year-to-date
 - Sort by Job, Vendor, Check or Expense Account
 - Subcontract Payment Summary
 - Lists all unpaid subcontractor payment sheets by subcontractor.
 - Purchase Journal
 - Print 1099's

GENERAL LEDGER MODULE FEATURES

- Chart of Accounts – User Defined and Unlimited
- General Journal
 - Post entries to general ledger and/or job cost
 - Post Closing Journal for prior year adjustments
- Check Register
- Report Options
 - Sort Detail by Source Code, Job or G/L Account
 - Trial Balance - Current Year, Future Year, Prior Year Vs. Current Year
 - User Defined Financial Statements
 - Job Cost Discrepancies
 - Equipment Cost Discrepancies
 - General Ledger Reports
 - Summary or Detail
 - MTD, YTD, or multiple periods
- Bank Reconciliation
 - Quickly tag all cleared items
 - Unlimited bank accounts
 - Reprint any reconciliation for any period

ACCOUNTS RECEIVABLE MODULE FEATURES

- Miscellaneous Invoices
 - Unit billings with unlimited text
 - Optional link to user-defined sales codes - used for taxable items
 - Optional link to Equipment module
 - Optional link to jobs - will update total contract or total change order amounts on the job.
 - Automatically apply a percentage of overhead/profit to the total invoice price.
- Cash Receipts
 - Direct Payments
 - Joint Check Receipts (Single Entry)
 - Interfaces with Accounts Payable Invoices
 - Automatic 1099 tracking
 - Miscellaneous Non-Invoiced Receipts
 - Backcharge Receipts
 - Reduce accounts receivable and post the backcharge as a job expense with one entry.
- Report Options
 - Accounts Receivable Aging Schedule
 - Current or Reconstructed for ANY PRIOR PERIOD in ANY YEAR
 - Sort by Job, Client, or Invoice Number
 - Cash Receipts Report
 - Sort by Invoice, Job or Receipt Type
 - Sales Journal Report
 - Customer Activity Report
 - Print Customer Statements
 - Reprint billings at any time.

CLIENT/VENDOR INFORMATION MODULE FEATURES

- Database for Clients and Vendors
 - Name, Address, Etc.
 - 1099 Information
 - Misc Code fields for use with custom reports
 - Link customers to a sales tax district
 - Link vendors to default job cost phase, expense account, payment terms and discount %
 - Link one client to another and include notes.
- Client Profile
 - 10 user-defined fields to track expiration dates or items completed (i.e. Workers Comp, General Liability Insurance, Additional Insured)
 - Fields can be linked to accounts payable to remind of any profile violations when accounts payable checks are generated.
- Preliminary Lien Notice Information
 - Track liens and releases by Job, Vendor and Supplier
 - Fields can be linked to accounts payable to remind user of any profile violations when accounts payable checks are generated.
- Report Options
 - Address List
 - Profile Status - Profile Items or Lien Info
 - Sort by Job or Vendor
 - Option to print only vendors with profile violations
 - Mailing Labels

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JOB COST MODULE FEATURES

- Job Costing – Includes cash & accrual basis costs with fiscal year-to-date and job-to-date totals
- Update Jobs
 - Job Master – Set up or change job site info
 - Estimate Detail – Set up estimated costs and billing information in unlimited detail.
 - Link billing info to one or more G/L Revenue Accounts.
 - Link to a default Workers Comp Code
 - Link to job-site specific payroll deductions
- Phase Master – Create a custom list of cost categories to use on all jobs.
 - May be linked to an expense account
- Job Templates - Set up job cost estimates and schedule of values using:
 - Phase Master List or
 - An existing job or
 - A user defined template
- Residential Detail Options
 - Create lot/plan/elevation master lists. Includes breakdown of cost estimates and billing items.
 - Create buyer option master lists.
 - Use Residential Templates to copy lot and option lists to each.
- Job Estimate Import - A bridge between your estimating software and AccuBuild. Any estimate that can be exported to an ASCII file or Excel spreadsheet can be imported into a job for budgets and a schedule of values.
- Job Cost Master – Customize a list of cost categories to use on one job
- Billing Breakdown – Automatically generate contract amounts for each item based on the job estimate.
- Contract Billings
 - 7 Different Formats including AIA and Residential
 - Based on Percentage, Amount Complete, Units Complete or Lot/Plan/Elevation
 - Automatic Retention – Percentage assigned to each billing item
 - Automatic link between billing items and subcontract items for easy Subcontractor Payment processing.
 - Reprint Contract Billings at any time.
- Void Contract Billings - Reverses all entries; re-instates invoice in user batch for editing.
- Report Options
 - Job Cost Reports
 - Capsheet and Detail – Budget vs. Actual
 - Detail recap of billing items for each billing
 - Track status of change orders
 - Contract Status Reports
 - Work in Progress and Completed Projects Schedules (Bonding Reports)
 - Over \ Under Billing Schedules.
 - Current Contract Earnings.
 - Estimates to Complete.
 - Analysis of Contract/Estimate Changes
 - Track changes in the job schedule from prior year to current year.
 - Job Cost by Expense Account for easy comparison to the general ledger

INVENTORY MODULE FEATURES

- Database for inventory parts - can be used with or without the purchase order module.
- Post Inventory Receivers
- Transfer Inventory to Jobs

PURCHASE ORDER MODULE FEATURES

- Must be used in conjunction with the Inventory module.
- Create Purchase Orders, Stock Orders, Stock Requests, and Subcontracts. Orders contain all coding information for jobs, phases and expense accounts.
- Post Receivers.
- Charge accounts payable invoices against Orders. Track quantity and price billed against ordered amounts.
- Automatically prorates shipping and sales tax amounts to each item on the Order for equal cost distribution thru the job cost and general ledger.
- Options for accruing sales tax when items are purchased for resale.

EQUIPMENT MODULE FEATURES

- Track maintenance costs, depreciation, payments and applied general expenses based on entries from accounts payable and the equipment journal.
- Allocate indirect equipment costs to pieces of equipment based on equipment usage.
- Update equipment meter hours directly from the payroll timecard entries.
- Track the operator and the location of all tools and equipment.
- Customer invoices for equipment rentals can be created with either 'bare' or 'with operator' equipment rates.
- Report Options
 - Equipment Rental Income or Cost by Job
 - Equipment Utilization by Equipment or Expense Account
 - Equipment List by Category or Location
 - Equipment Detail Expense Report

SYSTEM REQUIREMENTS

- 32 Bit Windows application operates under
 - MS Windows® 98SE / NT / 2000 / Terminal Server XP Home (on stand alone setups only) XP Pro (in network environments)
 - Novell® (optional for networks)
 - Citrix® Metaframe (optional for networks)
- Minimum Hardware Requirements
 - Intel Processor 233 Mhz or faster
 - 128 MB Ram
 - 100 MB Free Disk Space
 - VGA Monitor (800 x 600 resolution)
 - Internet Access - Mandatory Requirement
 - Hewlett Packard LaserJet Series 4 or Newer