

Accounts Payable Subcontractor Improvements

Many enhancements have been made to the Subcontractor programs in STRUCTURE's Accounts Payable module.

The Subcontractors menu has changed slightly to accommodate new features.

Accounts Payable	Subcontractors
Vouchers/Invoices	VSM Subcontractor Maintenance
Payments	VPR Subcontractor Payment Release
Retainage	
Inquiries	
Reports	
Subcontractors	INQUIRIES WITH PRINTS
Notes, Letters and Labels	VSI Subcontractor
Month and Year End	VSD Subcontractor with Voucher Detail
Purge Vendor History	
SET UP	REPORTS
Vendors	VSL Subcontractor List
Controls	VSR Subcontractor Report Generator
	VOR Subcontractor Change Orders
	VSA Subcontractor Analysis
	VSW Minority % Of Work
	VMS Monthly Minority Subcontractor

Accommodating Pennies

Many users have expressed concern about monetary field accuracy in the subcontractor files because they use whole dollars (no pennies), and not precise currency amounts.

Therefore, **VPR, VSM, VOR, VSA, VSI, VSR, and PJQ** have been updated to accommodate the use of pennies on screens and in reports.



C/F DATA SYSTEMS

97 Libbey Parkway - Suite 200 - Weymouth, MA 02189
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VSM - Subcontractor Maintenance

Notable changes include:

- Accommodates contracts that include pennies.
- The subcontract file will accept, and track vouchers posted against the change orders (Subcontractor Distribution section) of a subcontract.
- The screen will now show billed and paid to date information.
- Users cannot delete grid rows that have associated voucher activity.
- Added a display of the PO# in the top right corner of VSM when a subcontract came from a PO (this data was not visible before).

JWK - Documentation Company VSM - Subcontractor Maintenance marily Session: 1 VIEW Mode Structure 17.99.00.5610 CF18Beta UNC Path - \\JKE\TESTING\CF18BETA\

Documents PrintScreen Who Hot Keys Help

Change

1. Vendor#	42150	Kelliher Karpel Installers	P.O.# 009590
2. Job#	Q12646 000 001	FOXBORO STADIUM-U TAX	
3. Phs Cat Type	S	9. Sub Trade#	00970
6. Alt G/L		10. Trade	SPECIAL FLOORIN
7. Subcontract#	555-11	11. Retainage%	5.00
8. Date	4/06/17	12. Terms	NET 60
		13. Signed Contract	Y
		14. Insur Cert	Y Expire Date 12/31/22
		15. 2nd Insur Cert	Expire Date
		16. Lien Waiver	N Waiver Date 2/19/21
		17. Contract Amount	30,000.00

Base Contract	30,000.00	23,500.00	6,100.00	0
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Field 18 **** Subcontractor Distribution ****

Ln #	Reference	Description	Code	C/O	Phs	Cat	Type	Amount	Billed	Paid	Idx#
001	C/O1	ADDITIONAL WORK #11115		000	000	0010	S	300.00	0.00	0.00	0
002	C/O2	ADDED FOR C/O#003 ON JOB	1	003	000	0000	S	600.00	500.00	0.00	0
003	PO 009590	REV 01		000	000	0000	S	1,593.88	0.00	0.00	0
Change Order Amount								2,493.88	500.00	0.00	0
Revised Contract Totals								32,493.88	24,000.00	6,100.00	0

Type Field # To Change or (Enter)

Field Mnt Doc Mgt OK Del Line# Del Subcontract Undo Exit



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VSI - Subcontractor

This program has been expanded to show the total amount billed and paid against the base contract and its changes.

VSI - Subcontractor

Vendor# 42150 Kelliher Karpel Installers
Job# Q12646-000 001 FOXBORO STADIUM-U TAX
Phs Cat Type 000 0000 S Sub Trade# 970 Signed Contract Y
Alt G/L 0000-000 Trade SPECIAL FLOORIN Insur Cert Y Expire Date 12/31/22
Subcontract# 555-11 Retainage% 5.00 2nd Insur Cert Expire Date
Date 04/06/17 Terms NET 60 Lien Waiver N Waiver Date 02/19/21
Contract Amount 30,000.00

Base Contract	30,000.00	23,500.00	6,100.00	0
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Ln #	Reference	Description	Code	C/O	Phs	Cat	Type	Amount	Billed	Paid	Idx#	
001	C/O1	ADDITIONAL WORK #11115			000	000	0010	S	300.00	0.00	0.00	0
002	C/O2	ADDED FOR C/O#003 ON JOB	1		003	000	0000	S	600.00	500.00	0.00	0
003	PO 009590	REV 01			000	000	0000	S	1,593.88	0.00	0.00	0

Change Order Amount	2,493.88	500.00	0.00	0
Revised Contract Totals	32,493.88	24,000.00	6,100.00	0

Print History View History Doc Mgt Restart Exit

[Print History] has been expanded to show contract information displayed on the screen as well as the voucher information.

VSI marily
DATE 07/21/21 12:53
Doc. Company IKE\B\J

SUBCONTRACTOR REPORT FOR PRINT HISTORY
JOB Q12646-000 - Q12646-000
VENDOR 42150 - 42150

PAGE 1

Vendor#	42150 Kelliher Karpel Installers	Orig Contract Amt	30,000.00
Job#	Q12646-000 001 FOXBORO STADIUM-U TAX	Date:	04/06/17
Phase/Cat/Type	000/0000/S	Signed Contract	Y
Alt G/L		Insurance Cert	Y Expires: 12/31/22
Subcontract #	555-11	2nd Insurance Cert	Expires: N/A
		Lien Waiver	N Waiver: 02/19/21

LN	REFERENCE	DESCRIPTION	C/O AMOUNT	INVOICE #	INV DATE	INV AMOUNT	RETAINAGE	PAID AMOUNT	PAY DATE	CHECK #	CHECK AMOUNT
001	Sub-Contract Original Amount		30,000.00								
				2	04/06/17	1,000.00	.00	500.00	06/29/17	000682	800.00
								250.00	02/19/21	000740	250.00
								250.00	02/19/21	000744	1,050.00
					10/15/20	20,000.00	.00				
								2,000.00	02/19/21	000736	4,500.00
								3,000.00	02/19/21	000743	3,000.00
								100.00	02/19/21	000744	1,050.00
001	Sub-Contract Original Amount		30,000.00	001-003	03/23/21	2,500.00	.00				
						23,500.00	.00	6,100.00			
1	C/O1	ADDITIONAL WORK #11115	300.00								
2	C/O2	ADDED FOR C/O#003 ON JOB	600.00	Seq#001 Ln#2-1	07/21/21	500.00	25.00				
3	PO 009590	REV 01	1,593.88								
						24,000.00	25.00	6,100.00			
	CHANGE ORDER AMOUNT		2,493.88								
	REVISED CONTRACT AMOUNT		32,493.88								



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[View History] screen:

Vendor# 42150 Kelliher Karpel Installers
Job# Q12646 000 001 FOXBORO STADIUM-U TAX
Phs Cat Type 000 0000 S Sub Trade# 970 Signed Contract Y
Alt G/L 0000-000 Trade SPECIAL FLOORIN Insur Cert Y Expire Date 12/31/22
Subcontract# 555-11 Retainage% 5.00 2nd Insur Cert Expire Date
Date 04/06/17 Terms NET 60 Lien Waiver N Waiver Date 02/19/21
Contract Amount 30,000.00

Voucher#	Invoice#	Invoice Date	Due Date	Code	Invoice Amt	Open Amt	Retainage Amt
002663	2	04/06/17	05/06/17	C	1,000.00	0.00	0.00
002737		10/15/20	11/14/20		20,000.00	14,900.00	0.00
002756	001-003	03/23/21	04/22/21		2,500.00	2,500.00	0.00
002762	Seq#001 Ln#2-1	07/21/21	08/20/21		500.00	475.00	25.00
Totals					24,000.00	17,875.00	25.00

Revised Contract Amount 32,493.88
Billed To-Date 24,000.00
Paid To-Date 6,100.00

Print History View History Doc Mgt Back

New PROC

VSD - Subcontractor with Voucher Detail

This program is a variation of the Subcontractor Inquiry (VSI) which shows both the subcontract information and the vouchers in the same grid.

It is used to reassign updated vouchers to any line on the subcontract. Changes made here are only reflected in the subcontractor module. (They are not reflected in job cost, etc.)

Vendor# 42150 Kelliher Karpel Installers
Job# Q12646 000 001 FOXBORO STADIUM-U TAX
Phs Cat Type 000 0000 S Sub Trade# 970 Signed Contract Y
Alt G/L 0000-000 Trade SPECIAL FLOORIN Insur Cert Y Expire Date 12/31/22
Subcontract# 555-11 Retainage% 5.00 2nd Insur Cert Expire Date
Date 04/06/17 Terms NET 60 Lien Waiver N Waiver Date 02/19/21

Double-click a Voucher # to drill-down

Ln #	Reference/	Description/	Code	C/O	Phs	Cat	Type	Contract	Billed	Paid	Remaining	Invoice	Open	Retainage	
	Voucher #	Invoice #						Amount	Amount	Amount	Amount	Amount	Amount	Amount	
000		Base Contract			000	000	0000 S								
	002663	2										1,000.00	0.00	0.00	
	002737											20,000.00	14,900.00	0.00	
	002756	001-003										2,500.00	2,500.00	0.00	
000	Totals							30,000.00	23,500.00	6,100.00	6,500.00	23,500.00	17,400.00	0.00	
001	C/01	ADDITIONAL WORK #11115			000	000	0010 S								
001	Totals							300.00	0.00	0.00	300.00	0.00	0.00	0.00	
002	C/02	ADDED FOR C/O#003 ON JOB			003	000	0000 S								
002	002762	Seq#001 Ln#2-1										500.00	475.00	25.00	
002	Totals							600.00	500.00	0.00	100.00	500.00	475.00	25.00	
003	PO 000500	REV 01			000	000	0000 S								
003	Totals							1,593.88	0.00	0.00	1,593.88	0.00	0.00	0.00	
								Change Order Amount	2,493.88	500.00	0.00	1,993.88	500.00	475.00	25.00
								Revised Contract Totals	32,493.88	24,000.00	6,100.00	6,493.88	24,000.00	17,875.00	25.00

Enter Line # To Reassign Voucher

Print History Doc Mgt Restart Exit

**New PROC****VSD - Subcontractor with Voucher Detail**

- Use to reassign a voucher sub-line to a different line on the subcontract. You may do so by editing the 'Ln#' field.
- Example: If you enter '001' in the Ln# field of a voucher, that voucher will be moved to line 001 on the subcontract. Setting the 'Ln#' to zero will associate the voucher with the base subcontract.
- You may drill-down to the Voucher Detail screen by double-clicking on the voucher line.
- This is a good program to use if you need to keep track of vouchers that should be posted against a change to the contract.

The VSD [Print History] button will print a VOR for the currently selected subcontract.

VSD marily

DATE 07/21/21 13:29

Doc. Company IKE\BI\J

SUBCONTRACTOR REPORT FOR PRINT HISTORY

JOB Q12646-000 - Q12646-000

VENDOR 42150 - 42150

PAGE 1

Vendor#	42150	Kelliher Karpel Installers	Orig Contract Amt	30,000.00							
Job#	Q12646-000 001	FOXBORO STADIUM-U TAX	Date:	04/06/17		Signed Contract	Y				
Phase/Cat/Type	000/0000/S		Retainage%	5.00		Insurance Cert	Y Expires: 12/31/22				
Alt G/L			Terms	NET 60		2nd Insurance Cert	Expires: N/A				
Subcontract #	555-11		Sub Trade	00970 SPECIAL FLOORIN		Lien Waiver	N Waiver: 02/19/21				

LN	REFERENCE	DESCRIPTION	C/O AMOUNT	INVOICE #	INV DATE	INV AMOUNT	RETAINAGE	PAID AMOUNT	PAY DATE	CHECK #	CHECK AMOUNT
001		Sub-Contract Original Amount	30,000.00								
				2	04/06/17	1,000.00	.00	500.00	06/29/17	000682	800.00
								250.00	02/19/21	000740	250.00
								250.00	02/19/21	000744	1,050.00
					10/15/20	20,000.00	.00				
								2,000.00	02/19/21	000736	4,500.00
								3,000.00	02/19/21	000743	3,000.00
								100.00	02/19/21	000744	1,050.00
				001-003	03/23/21	2,500.00	.00				
001		Sub-Contract Original Amount	30,000.00			23,500.00	.00	6,100.00			

1	C/01	ADDITIONAL WORK #11115	300.00								
2	C/02	ADDED FOR C/O#003 ON JOB	600.00	Seq#001 Ln#2-1	07/21/21	500.00	25.00				
3	PO 009590	REV 01	1,593.88								

						24,000.00	25.00	6,100.00			
		CHANGE ORDER AMOUNT	2,493.88								
		REVISED CONTRACT AMOUNT	32,493.88								



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VSL - Subcontractor List

Added an option to show each of the changes to the contract as a separate line when 'Show Detail' is checked.

When 'Subtotal' is checked, the report will subtotal between vendors and give a final total.

VSL marily				SUBCONTRACTOR LIST				PAGE 1	
DATE 07/21/21 13:39				VENDOR# 42150 -42150					
Doc. Company IKE\B1\J				Detail					
VEND#	NAME TRADE	JOB#	SEQ	SUB CONTRACT	DATE	RETAIN %	CONTRACT AMOUNT	BILLED J-T-D	PAID J-T-D
42150	Kelliher Carpet Installers SPECIAL FLOORIN	000088-000	001		2/11/13		300.00	.00	.00
42150	Kelliher Carpet Installers SPECIAL FLOORIN	000088-000	002		2/11/13	10.00	300.00	300.00	270.00
42150	Kelliher Carpet Installers SPECIAL FLOORIN	000088-000	003		2/25/13	2.00	5.00	.00	.00
42150	Kelliher Carpet Installers SPECIAL FLOORIN	000088-000	005		2/28/13		250.00	.00	.00
42150	Kelliher Carpet Installers SPECIAL FLOORIN	000088-000	006		3/21/13		30.00	106.25	106.25
LN#	REFERENCE	DESCRIPTION	CODE C/O PHS CAT TYPE						
001	PO 009251	REV 01	000	000	0010	M	70.00	.00	.00
Revised Contract Totals							100.00	106.25	106.25
42150	Kelliher Carpet Installers SPECIAL FLOORIN	001011-000	001		2/11/13		4.00	230.00	230.00
42150	Kelliher Carpet Installers SPECIAL FLOORIN	001011-000	002		5/11/21		110.00	.00	.00
42150	Kelliher Carpet Installers SPECIAL FLOORIN	001027-000	001		9/20/17		912.00	10.00	.00



C/F DATA SYSTEMS

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VOR - Subcontractor Change Orders

The report has been enhanced to show all the information from Subcontractor Maintenance (VSM), along with a listing of the vouchers that were posted against the base contract or its changes.

The screen will now tell you how you have VCQ/#2060 answered. (Just contracts with changes or all.)

JWK:VOR - Subcontractor Change Orders marly(1) VIEW Mode Structure 17.99.00.5610 CF18... X

PrintScreen Who Hot Keys Help

Print By

☒ Job# ☐ Vendor#

Starting Job# Q12646 000 ▼

Ending Job# Q12646 999 ▼

Starting Vendor# 00000 ▼

Ending Vendor# 99999 ▼

VCQ/#2060 - Print only Contracts with C/O's = Y

Print Cancel

Sample VOR report:

VOR marly

DATE 07/21/21 13:30

Doc. Company IKE\B1\J

SUBCONTRACTOR REPORT FOR PRINT HISTORY

JOB Q12646-000 - Q12646-999

VENDOR ALL

PAGE 1

Vendor#	42150	Kelliher Karpel Installers	Orig Contract Amt	30,000.00							
Job#	Q12646-000 001	FOXBORO STADIUM-U TAX	Date:	04/06/17	Signed Contract	Y					
Phase/Cat/Type	000/0000/S		Retainage%	5.00	Insurance Cert	Y	Expires: 12/31/22				
Alt G/L			Terms	NET 60	2nd Insurance Cert		Expires: N/A				
Subcontract #	555-11		Sub Trade	00970 SPECIAL FLOORIN	Lien Waiver	N	Waiver: 02/19/21				

LN	REFERENCE	DESCRIPTION	C/O AMOUNT	INVOICE #	INV DATE	INV AMOUNT	RETAINAGE	PAID AMOUNT	PAY DATE	CHECK #	CHECK AMOUNT
001		Sub-Contract Original Amount	30,000.00								
				2	04/06/17	1,000.00	.00	500.00	06/29/17	000682	800.00
								250.00	02/19/21	000740	250.00
								250.00	02/19/21	000744	1,050.00
					10/15/20	20,000.00	.00				
								2,000.00	02/19/21	000736	4,500.00
								3,000.00	02/19/21	000743	3,000.00
								100.00	02/19/21	000744	1,050.00
				001-003	03/23/21	2,500.00	.00				
001		Sub-Contract Original Amount	30,000.00			23,500.00	.00	6,100.00			

1	C/01	ADDITIONAL WORK #11115	300.00								
2	C/02	ADDED FOR C/O#003 ON JOB	600.00	Seq#001 Ln#2-1	07/21/21	500.00	25.00				
3	PO 009590	REV 01	1,593.88								

					24,000.00	25.00	6,100.00				
		CHANGE ORDER AMOUNT	2,493.88								
		REVISED CONTRACT AMOUNT	32,493.88								



VVE – Voucher Entry

- When entering a voucher against a subcontractor, the screen to select which subcontract to voucher against has been expanded to allow the user to post against a change to the contract.
- User still has the option to select new subcontract, or not a subcontract.
- If user chooses to 'Show Detail Lines', they may highlight a distribution line to assign the voucher.

SEQ	Trade	Line #	Reference	Contract Amt	Retainage %
001	SPECIAL FLOORIN		Base Subcontract	30,000.00	05.00
		1	C/O1	300.00	
		2	C/O2	600.00	
		3	PO 009590	1,593.88	
002	SPECIAL FLOORIN		Base Subcontract	5,000.00	00.00
003	SPECIAL FLOORIN		Base Subcontract	2,100.00	00.00
		1		3,500.00	

New Control File Questions

- There are two new control questions that will aid in creating invoice #'s for your subcontractors.
- The system will allow for duplicate invoice #'s for a sub against a contract or a change to a subcontract (i.e., "Req #1" could be used by the same subcontractor for multiple jobs).
- See *HMQ/PAY/#2050 & #2051*.
- In this example, we want the seq# and next invoice# assigned. Use this option when your subcontractors do not give you formal invoices.

Voucher# 2763
Vendor# 42150 Job# Q12646
Kelliher Karpel Installers
75 Pheasant Farm Road
N. Walpole MA 02081
FOXBORO STADIUM-U TAX
Seq 1 Line 0
Terms NET 60
Contract 30000.00
Billed 23500.00
Invoice Amt 0.00
Distributed 0.00
Remaining 0.00
Total Vouchers 0
Total Amount 0.00
3 Invoice# SEQ001-001 7 NDisc Amt
4 Inv Date 8 Dis/Rtn% 5.00
5 Inv Amt 9 Dis/Rtn% 0
6 Sales Tax\$ 10 Due Date
11 Reference 12 Post Date
13 Pay Code 14 Check#
15 Paid Amt
Field 17 **** Job / General Ledger Distribution ****
Ln # J/G Job-G/L# Phs Cat T Hours/Qty Amount G/L #
Voucher Memo OK Del Line # Del Voucher Undo Exit