



ESTIMATED COSTS AND PROFIT AT COMPLETION (ECC)

The Dashboard For The Builder/Owner To See All At A Glance

(CHS is gathering this data FOR you! Do Away With Time Eating Spreadsheets!)

This Estimated Costs At Completion Worksheet is one of THE most important windows in the CHS program. It is meant for the builder/owner to put 'hands on' to review the current status of jobs and profit. All of the numbers shown on the ECC Worksheet below are automatically gathered by CHS from all areas of the program for a job. CHS calculates the current Estimated Costs At Completion (ECC) for you by bringing this data together and comparing it. This Help Document explains how Estimated Costs at Completion are calculated, how to review the resulting Estimated Profit, how to drill down to the detail behind the data, how to mark costs as Done, how to spot costs that need correction, and more.

To open the ECC Worksheet, click on the button labeled *Estimates / Budgets..* on the Home tab. Then find the job in the list of Jobs With Budgets and click on a link labeled *ECC Work* for the job. OR use the **ACTIVE Jobs Dashboard** button on the Home tab, select the job, and then click the link for *Estimated Costs At Completion (ECC)*. Either way, the window shown below will open.

Close All Tabs Except Last One **Fantastic Builders, Inc. User: Demo 1** Session will expire if left idle for 30 minutes. A 5 minute warning will let you extend time. [Please Logoff](#)

Home Budgets ECC List ✖ ECC For Job H11RIVER ✖

Estimated Costs At Completion Worksheet For Job H11RIVER HELP Current Row: Cost Code 3420 Structural Slabs CLOSE

ECC TOTALS
REPORTS: ECC, Cost Variances, Revenues, Profit, etc.
CHECK MARKS Tools
Quick DONE CHECK MARKS
PRICE / PROFIT
ALLOWANCES Tools
Send to EXCEL?

Keyword SEARCH
OR
Fields SEARCH
OR
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
1 2 3 4 5 6 7 8 9 0
SHOW ALL
REFRESH

Records: 89 Red A is for Allowance. Report of Search Results ONLY (No Groups, Good For Excel Export)

Cost Code	Cost Code Title (Hover for full title.)	Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget	% Done Red Years	Paid	Outstandi...	
3420	Structural Slabs Sum	217	0	217	0	200	+PO	0	0	<input type="checkbox"/>	200	-17	0.00%	0	200	
3600 - PLUMBING																
3610	Rough Plumbing Sum	5,187	0	5,187	0	5,187	+PO	0	5,187	<input type="checkbox"/>	5,187	0	100.00%	5,187	0	
3620	Topout Plumbing Sum	5,187	0	5,187	0	5,187	+PO	0	5,187	<input type="checkbox"/>	5,187	0	100.00%	2,125	3,062	
3630	Final Plumbing Sum	5,344	0	5,344	0	5,344	+PO	0	0	<input type="checkbox"/>	5,344	0	0.00%	0	5,344	
3631	Plumbing Fixtures A Sum	5,000	0	5,000	0	5,413	+PO	0	2,711	<input type="checkbox"/>	5,413	413	50.09%	5	5,408	
3650	Bathtubs and Show... A Sum	5,000	0	5,000	0	0	+PO	0	0	<input type="checkbox"/>	5,000	0	100.00%	0	5,000	
3655	Fiberglass Shower P... Sum	0	783	783	0	783	+PO	0	783	<input checked="" type="checkbox"/>	783	0	100.00%	783	0	
3690	Plumbing Extras Sum	0	0	0	379	379	+PO	0	0	<input type="checkbox"/>	379	379	100.00%	-379	758	
3700 - ELECTRICAL																
3705	Electrical-Turnkey Sum	11,100	0	11,100	0	11,138	+PO	0	10,661	<input checked="" type="checkbox"/>	10,661	-439	100.00%	6,561	4,100	
3790	Electrical Extras Sum	0	425	425	0	425	+PO	0	425	<input checked="" type="checkbox"/>	425	0	100.00%	425	0	
JOB TOTALS																
		Budget	COs	Total Budget			POs			Actual Costs	ECC	Over Budget			Paid	Outstanding
		341,898.53	8,056.06	349,954.59			321,382.03			218,205.00	352,942.40	2,987.81			175,857.31	177,085.09

ESTIMATED COSTS AT COMPLETION - WHAT DOES THAT MEAN?

The most important benefit of CHS is that it instantly relates accounting data to the builder's Budgets/Estimates, Bids, Change Orders, and Purchase Orders in order to provide immediate information about the changing status of estimated job costs. In order to make sound business decisions, Builders need to watch their **Estimated Costs at Completion on a daily basis**. Estimated Costs at Completion represent the DAILY, REVISED estimate of what the total costs of the job will be when the job is complete. The changing "Estimated Costs at Completion" should be constantly reviewed and **compared to the Original Job Budget**. There are several factors that can cause the "Estimated Costs At Completion" to be different than the original Budgeted Costs. Some of them are:

- A Change Order has been agreed upon with the customer.
- Agreement to pay Trades or Suppliers more OR less than the budgeted amount.
- Theft, vandalism, damages / Variance Purchase Orders
- Unavailability of materials or trade; substitution due to things like weather or delays
- Trade error (no backcharge), Superintendent Error
- Job Budget Errors or Omissions
- Overpaying a trade or supplier (which shouldn't happen with all the "over budget" alerts in the program)

To monitor the above changes AND their effect on the Estimated Costs at Completion **can be an OVERWHELMING task**. The builder can keep creating scribble sheets to figure this out, or create massive spreadsheets that need to have constant data entry, **OR the builder can use the Estimated Costs at Completion window in CHS!** The window instantly gathers the Job Budget data, Change Order Data, Purchase Orders Data, and Actual Posted Costs to Date to calculate the current "Estimated Costs at Completion" for you. It even provides a place to enter your own Revised ECC!

A SIMPLE TABLE is shown below to demonstrate the concept. STUDY EACH LINE and you will be able to see how the Estimated Costs at Completion were calculated. CHS Will Gather and Calculate ALL the numbers in Black for YOU!

	Budget	Est. CO Costs	Bud+COs	PO's	Enter Revised	Costs-To Date	Est. Costs at Completion
Plan Costs	\$3,000	\$500	\$3,500	\$3,500		\$1,500	\$3,500
Trim	\$8,000	\$ 0	\$8,000	\$8,000	\$7,500	\$3,000	\$7,500
Paint	\$5,000	\$300	\$5,300	\$5,400		\$2,000	\$5,400
Carpet	\$4,000	\$ 0	\$4,000	\$4,000		\$4,100	\$4,100
Totals	\$20,000	\$800	\$20,800			\$10,600	\$20,500

Budget + Est. Change Order Costs = \$20,800 Actual Costs To Date = \$10,600 Variance = \$10,200 UNDER

What does the Variance above really tell you? NOT MUCH UNTIL THE JOB IS COMPLETE.

Budget + CO = \$20,800 Today's Estimated Costs at Completion = \$20,500 Difference = \$300 UNDER

The Difference above DOES TELL YOU SOMETHING! EVERY DAY! The Job is currently estimated to come in \$300 UNDER the budgeted costs.

Know when to promise extra frills, OR NOT, EARLY in the Job!

ESTIMATED COSTS AT COMPLETION (ECC) - Examples From Worksheet

Let's take a look at how Estimated Costs at Completion are calculated by CHS for you. We have placed the numbers 1-6 by the Estimated Costs At Completion (ECC) that we will discuss. See discussion for each one below the screenshot.

Cost Code	Cost Code Title (Hover for full title.)	Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget	% Done Red Years	Paid	Out-standi...
3705	Electrical-Turnkey	11,100	0	11,100	0	11,138	+PO	0	10,661	<input checked="" type="checkbox"/>	10,661 1	-439	100.00%	6,561	4,100
3790	Electrical Extras	0	425	425	0	425	+PO	0	425	<input checked="" type="checkbox"/>	425	0	100.00%	425	0
3800 - HVAC															
3805	HVAC-Turnkey	10,000	0	10,000	0	10,150	+PO	0	10,157	<input type="checkbox"/>	10,157 2	157	100.00%	7,307	2,850
3900 - SECURITY/INTERCOM/VAC															
3910	Security Prewire	1,500	671	2,171	0	2,171	+PO	2,300	2,171	<input type="checkbox"/>	2,300 3	129	94.40%	2,171	129
3940	Stereo Prewire	1,000	1,300	2,300	0	2,300	+PO	0	1,300	<input type="checkbox"/>	2,300 4	0	100.00%	1,300	1,000
4000 - ROOFING															
4030	Roofing - Turnkey	20,500	3,000	23,500	850	24,350	+PO	0	11,800	<input type="checkbox"/>	24,350 5	850	100.00%	11,800	12,550
4090	Roofing - Extras	0	0	0	0	0	+PO	100	11	<input type="checkbox"/>	100	100	11.00%	11	89
4100 - MASONRY															
4110	Masonry-Turnkey	15,100	0	15,100	0	15,100	+PO	0	15,014	<input checked="" type="checkbox"/>	15,014	-86	100.00%	15,014	0
4120	Masonry-Fireplace S...	2,000	0	2,000	0	1,910	+PO	0	0	<input type="checkbox"/>	1,910 6	-90	0.00%	0	1,910

CHS is calculating the Estimated Costs at Completion for you! Some examples are:

1 - Electrical Turnkey: ECC: \$10,661- Even though the Budget was \$11,100, the Est Cost at Completion is \$10,661. That's because the user has placed a check mark to the right of the Actual Costs of \$10,661, meaning ALL actual costs are posted, and no more are expected.

2 - HVAC Turnkey: ECC: \$10,157 - Even though the budget was \$10,000, and PO's were issued for \$10,150, the actual posted costs of \$10,157 are higher than either the budget or the PO's. HIGHER Actual Posted Costs will override all other numbers on the worksheet and become the ECC.

3 - Security Prewire: ECC: \$2,300 - Even though the budget plus change order costs total \$2,171, the builder has entered a revised amount of \$2,300. A revised estimate amount will override budget, change orders, and P.O.'s totals. As long as the actual posted costs are not higher than the revised amount, the revised amount is supplied as the ECC.

4 - Stereo Prewire: ECC: \$2,300 - The Budget of \$1,000 plus Estimated Change Order costs of \$1,300 totals to \$2,300 and is higher than the Actual posted costs, so the Budget plus CO Costs are supplied as the ECC.

5 - Roofing Turnkey: ECC: \$24,350 - Purchase Orders have been issued for \$24,350, which is higher than budget plus CO Estimated costs. Therefore, the total of the Purchase Orders is supplied as the ECC.

5 - Masonry - Fireplace: ECC: \$1,910 - Purchase Orders have been issued for \$1,910, and EVEN THOUGH the budget is \$2,000, the user has placed a check mark to 'Use POs' as the Estimated Cost at Completion.

INSTANTLY SEE THE REVISED ESTIMATED PROFIT BASED ON THE CURRENT ECC

Click the PRICE / PROFIT button on the ECC Worksheet to instantly display the current Revised Estimated Profit at Completion. The Revised Estimated Profit will automatically react to things that affect the ECC (like issuing Purchase Orders, Change Orders, and posting actual costs). This informs you on a daily basis how the Estimated “bottom line” is changing in response to events related to the job throughout the program.

The screenshot to the right shows the Revised Profit calculation when the job is marked as a **Fixed Contract**. If it is a Fixed Contract, CHS will use a price that you type in and add any Change Orders AND any Allowance overages to calculate a 'Current Revised Price'. THEN it will subtract the current Estimated Costs At Completion from the revised price to display the current Revised Estimated Profit.

Estimated Costs At Completion Worksheet For Job H11RIVER

View/Edit Original and Revised Contract Price and Profit Calcs for Job H11RIVER

Calculate Original/Revised Price and Profit (Current ECC = Estimated Costs At Completion As Of Today)

ALL CHANGES MADE ON THIS WINDOW WILL BE AUTOMATICALLY SAVED AND POSTED TO AUDIT TABLE!! Use your tab key after making a change so data will refresh!
CAUTION! Do NOT include a builder fee or profit cost code line in your Budget! Doing that will distort estimated profit calculations of Price less Estimated Costs!!

JOB: H11RIVER 11 RIVER RUN-Brown

Job Budget Info (Use other tools on Budget Worksheet to markup the budget itself.)

Job Budget	Marked Up Amount	Budget Marked Up	Calc Budget MU %	Marked Up With Tax
\$341,898.53	\$85,474.62	\$427,373.15	25.0000%	\$427,373.15

Select Contract Type For Job

Fixed Contract Cost Plus Markup Cost Plus Fee

Contract Type: Fixed

Current ECC: \$352,942.40

Revenues Received: \$212,115.95

Desired Profit %: 20.00%

BE SURE To Type In The Price You'd Like To Print On Original Budget Reports! (CHS is not able to decide that for you.)

Enter A Price! \$427,373.14 (IMPORTANT! The Price you type here will be the one that prints on job budget reports!)

Contract Type: FIXED (or UNKNOWN)

Original Price and Profit	Current Revised Price	Revised Estimated Profit	Estimated Profit Variance
Fixed Price \$427,373.14	Fixed Price \$427,373.14	Revised Price \$437,265.07	Profit \$ Diff (\$1,151.94)
- Job Budget \$341,898.53	Change Orders \$9,503.80	- Current ECC \$352,942.40	Profit % Diff -0.72%
Orig Est. Profit \$ \$85,474.61	Allowance Adj \$388.13	Revised Profit \$ \$84,322.67	
Orig Est. Profit % 20.00%	Revised Price \$437,265.07	Revised Profit % 19.28%	

The screenshot to the right shows the Revised Profit calculation when the job is marked as a **Cost Plus Markup Contract**. If it is a Cost Plus Markup contract, CHS will use the current Estimated Costs At Completion and add a calculated markup amount to the ECC to calculate the Current Revised Price. This means that the current Revised Estimated Profit will always be the SAME as the the amount of the calculated markup on the ECC. That is the nature of Cost Plus Markup contracts.

Estimated Costs At Completion Worksheet For Job H11RIVER

View/Edit Original and Revised Contract Price and Profit Calcs for Job H11RIVER

Calculate Original/Revised Price and Profit (Current ECC = Estimated Costs At Completion As Of Today)

ALL CHANGES MADE ON THIS WINDOW WILL BE AUTOMATICALLY SAVED AND POSTED TO AUDIT TABLE!! Use your tab key after making a change so data will refresh!
CAUTION! Do NOT include a builder fee or profit cost code line in your Budget! Doing that will distort estimated profit calculations of Price less Estimated Costs!!

JOB: H11RIVER 11 RIVER RUN-Brown

Job Budget Info (Use other tools on Budget Worksheet to markup the budget itself.)

Job Budget	Marked Up Amount	Budget Marked Up	Calc Budget MU %	Marked Up With Tax
\$341,898.53	\$85,474.62	\$427,373.15	25.0000%	\$427,373.15

Select Contract Type For Job

Fixed Contract Cost Plus Markup Cost Plus Fee

Contract Type: Cost Plus Markup

Current ECC: \$352,942.40

Revenues Received: \$212,115.95

Desired Profit %: 20.00%

BE SURE To Type In The Price You'd Like To Print On Original Budget Reports! (CHS is not able to decide that for you.)

Enter A Price! \$427,373.14 (IMPORTANT! The Price you type here will be the one that prints on job budget reports!)

Contract Type: COST PLUS MARKUP (Uses Job Markup %)

The JOB Markup Percent will control how CHS calculates the Original and Revised Price and Profit numbers for Cost Plus Markup jobs!

Enter Job Markup %: 25.0000%

Original Price and Profit	Current Revised Price	Revised Estimated Profit	Estimated Profit Variance
Budget + MU \$427,373.14	Current ECC \$352,942.40	Revised Price \$441,177.98	Profit \$ Diff \$2,760.97
- Job Budget \$341,898.53	25.00% Of Current ECC:	- Current ECC \$352,942.40	Profit % Diff 0.00%
Orig Est. Profit \$ \$85,474.61	+ ECC Markup \$ \$88,235.58	Revised Profit \$ \$88,235.58	
Orig Est. Profit % 20.00%	Revised Price \$441,177.98	Revised Profit % 20.00%	

Continue to the next page to see the calculation of estimated profit IF the job is marked as a Cost Plus Builder Fee contract....

INSTANTLY SEE THE REVISED ESTIMATED PROFIT BASED ON THE CURRENT ECC - continued

The screenshot below shows the calculation of the current Revised Estimated Profit IF the job is marked as a **Cost Plus Builder Fee** contract. CHS uses the original Job Budget PLUS a Builder Fee that you enter to display the Original Price And Profit. THEN it uses the current Estimated Costs At Completion PLUS the Builder Fee PLUS any Change Order fees that have been added to the estimated costs of Change Orders to calculate the Current Revised Price. (Change Order Fees are based on the total of Change Order Prices LESS the total of the estimated costs of Change Orders.) The Revised Estimated Profit is, of course, the Current Revised Price LESS the current Estimated Costs At Completion

SO YOU CAN SEE HOW VALUABLE THE ESTIMATED COSTS AT COMPLETION CAN BE FOR BEING ABLE TO SEE WHERE YOUR PROFIT ON A JOB IS HEADING! (Whether the job is a Fixed Contract, Cost Plus Markup Contract, OR a Cost Plus Builder Fee Contract.)

Calculate Original/Revised Price and Profit (Current ECC = Estimated Costs At Completion As Of Today) HELP Audit CLOSE

ALL CHANGES MADE ON THIS WINDOW WILL BE AUTOMATICALLY SAVED AND POSTED TO AUDIT TABLE!! Use your tab key after making a change so data will refresh!
CAUTION! Do NOT include a builder fee or profit cost code line in your Budget! Doing that will distort estimated profit calculations of Price less Estimated Costs!!

JOB: H11RIVER 11 RIVER RUN-Brown

Job Budget Info (Use other tools on Budget Worksheet to markup the budget itself.)				
Job Budget	Marked Up Amount	Budget Marked Up	Calc Budget MU %	Marked Up With Tax
\$341,898.53	\$85,474.62	<u>\$427,373.15</u>	25.0000%	\$427,373.15

Read CHS Opinion About Including Owner Time On Budget or Draws

Select Contract Type For Job		Contract Type	Current ECC	Revenues Received
Fixed Contract <input type="checkbox"/>	Cost Plus Markup <input type="checkbox"/>	Cost Plus Fee <input checked="" type="checkbox"/>	<u>\$352,942.40</u>	<u>\$212,115.95</u>

Type In Desired Profit % To Get Calculations Based On Desired Profit Percent

Desired Profit %: To Get Desired Profit Based On Budget: Price: \$427,373.16 Markup: 25.00% OR Builder Fee: \$85,474.63

BE SURE To Type In The Price You'd Like To Print On Original Budget Reports! (CHS is not able to decide that for you.)

Enter A Price! (IMPORTANT! The Price you type here will be the one that prints on job budget reports!)

Contract Type: COST PLUS FEE (Uses Builder Fee)

The Builder Fee will control how CHS calculates the Original Price, Revised Price, and Profit numbers for Cost Plus Builder Fee jobs!

Enter Builder Fee: [Click This To Set Builder Fee To Get Desired Profit %](#)

Original Price and Profit		Current Revised Price		Revised Estimated Profit		Estimated Profit Variance	
Budget + Fee	\$427,373.16	Current ECC	\$352,942.40	Revised Price	\$439,864.77	Profit \$ Diff	\$1,447.74
- Job Budget	\$341,898.53	+ Builder Fee	\$85,474.63	- Current ECC	<u>\$352,942.40</u>	Profit % Diff	-0.24%
Orig Est. Profit \$	\$85,474.63	+ Chg Ord Fees	<u>\$1,447.74</u>	Revised Profit \$	\$86,922.37		
Orig Est. Profit %	20.00%	Revised Price	\$439,864.77	Revised. Profit %	19.76%		

INSTANTLY SEE THE REVISED ESTIMATED PROFIT OF ALL OPEN JOBS - BASED ON THE CURRENT ECC

On the window that is opened to find the job for opening the ECC Worksheet, there is a button for *Jobs Summaries / Averages* that will open a list of reports. One of those reports is the **Profit And Cash Status of Open Jobs** report shown below. If you study this report, you will see HOW important your Estimated Costs At Completion are for spotting jobs that are heading towards lower profits than you anticipated. Since the calculation of your current ECC allows you to spot those that are heading down early in the job's construction progress, you can take steps to cut some of the costs that will occur later in the progress. This is VERY valuable information for a professional home builder that wants to monitor where the estimated profit is headed on jobs at ALL TIMES! (P.S. This is ALSO a great report to see how much you are needing to draw to cover your payables for a job!)

Fantastic Builders, Inc.

Profit And Cash Status of Open Jobs (Marked Active, Not Marked Closed, Have Contract Price, Budget, and Actual Costs)

5-January-2016

Use Set Price button on Budget worksheet to set Contract Type and to calc Prices and Profits.														TODAY'S CASH STATUS		
														Includes ALL Accounting Entries For Job Whether Posted To Job Revenues/Costs or Not! See Job Cash Flow reports!		
	Job Markup / Builder Fee	A Original Price Calc	B Original Budgeted Costs	C (A - B) Original Estimated Profit	D Revised Price Calc	E Est. Costs At Completion	F (D - E) Revised Estimated Profit	G (F - C) Revised Profit Variance	H Job Revenues Received	I (D - H) Revenues Remaining To Receive	J Actual Job Costs PAID	K (E - J) Costs Remaining To Pay	L (I - K) Net Cash Due In OR Out	M Cash Flow Balance	N Unpaid Accounts Payable	O (M - N) Job Cash Available
Contract Type: Cost Plus Fee (Original Price is based on Budget Plus Builder Fee. Revised Price Based on ECC Plus Builder Fee plus Change Order Fees.)																
SPRING1234	1234 Spring Drive-	298,251.60	238,251.60	60,000.00	302,152.35	242,152.35	60,000.00	0.00	0.00	302,152.35	0.00	242,152.35	60,000.00	0.00	8,000.00	-8,000.00
				20.11%			19.85%	-0.26%								
Contract Type: Cost Plus Markup (Original Price is based on Budget Plus Markup. Revised Price Based on ECC Plus Markup)																
DemoJob	1000 Demo Street-King	303,081.25	242,465.00	60,616.25	304,488.44	243,590.75	60,897.69	281.44	0.00	304,488.44	0.00	243,590.75	60,897.69	0.00	19,492.00	-19,492.00
				20.00%			20.00%	0.00%								
H11RIVER	11 RIVER RUN-Brown	427,373.14	341,898.53	85,474.61	441,177.98	352,942.40	88,235.58	2,760.97	212,115.95	229,062.03	175,857.31	177,085.09	51,976.94	30,887.38	42,269.91	-11,382.53
				20.00%			20.00%	0.00%								
Contract Type: Fixed (Original Price is based on manually entered Contract Price. Revised Price is original price plus Change Orders plus Allowance Adjustment.)																
TEST2	1000 Test Job-	193,000.00	154,190.63	38,809.37	193,000.00	162,736.63	30,263.37	-8,546.00	0.00	193,000.00	580.80	162,155.83	30,844.17	-580.80	0.00	-580.80
				20.10%			15.68%	-4.42%								
TEST3	2000 Main Street-Smith	357,245.64	285,796.51	71,449.13	358,395.64	291,961.88	66,433.76	-5,015.37	23,139.21	335,256.43	8,654.58	283,307.30	51,949.13	14,484.63	0.00	14,484.63
				20.00%			18.53%	-1.46%								
ROUNDED GRAND TOTALS		1,578,952	1,262,602	316,349	1,599,214	1,293,384	305,830	-10,519	235,255	1,363,959	185,093	1,108,291	255,668	44,791	69,762	-24,971

An added note about the value of keeping up with your Estimated Costs At Completion... CHS can use the ECC totals to calculate the percent complete of jobs through a selected date, AND then apply that percent complete to the Current Contract Price to determine how much Revenue has been earned through that date, AND for a selected period. A report like the one shown below can be quickly opened and can save you DAYS of work if you use the Percentage of Completion method of accounting, which many consultants recommend. (OR if your Builder 20 club asks you to prepare a report like this).

Percentage Of Completion Worksheet*

For The Period From 12/01/2015 To 12/31/2015

Note: We have hidden the job codes to protect the privacy of the builder's data we used here.

JOB	Job START Date	Job CLOSED Date	CURRENT CONTRACT Revised Per Contract Type	Estimated COSTS At Completion ECC	Estimated PROFIT	Est. Profit %	PRIOR Period COSTS Incurred	CURRENT Period COSTS Incurred	Job TO DATE COSTS Incurred	% Complete	PRIOR Period REVENUE EARNED	CURRENT Period REVENUE EARNED	Job TO DATE REVENUE EARNED	REVENUES RECEIVED TO DATE (Deposits)	Rev Rec'd Over / Under Earned	Current Period GROSS PROFIT	Current Period PROFIT %
			6,181,039.29	5,328,482.15	852,557.14	13.79%	2,376,518.85	80,586.41	2,457,105.26	46.11%	2,756,781.88	93,480.24	2,850,242.10	2,920,117.28	89,875.18	12,893.83	13.79%
			1,347,922.48	1,100,344.88	247,577.60	18.38%	849,026.45	91,850.00	940,876.45	85.50%	1,040,057.40	112,516.25	1,152,573.65	947,884.00	-204,689.65	20,686.28	18.37%
			1,450,000.00	1,185,748.77	264,251.23	18.22%	988,140.94	56,523.12	1,022,864.08	88.24%	1,181,451.25	89,119.84	1,250,570.88	311,513.00	-939,057.88	12,598.52	18.22%
			1,850,323.68	1,595,108.60	255,215.08	13.79%	1,528,282.28	52,348.32	1,580,630.60	99.00%	1,772,784.25	60,724.05	1,833,508.30	1,872,531.00	39,022.70	8,375.73	13.79%
			2,228,001.37	1,884,684.84	343,316.53	15.38%	2,008,019.02	248,934.73	2,244,953.75	91.08%	2,412,730.81	283,893.84	2,698,624.65	2,601,000.00	104,842.91	27,020.28	13.04%

ESTIMATED COSTS AT COMPLETION - Drill Down To Detail Behind The Original Budget

Click on an Original Budget amount for a Cost Code on the ECC Worksheet to pop up the original budget numbers and notes.

Estimated Costs At Completion Worksheet For Job

ECC TOTALS REPORTS: ECC, Cost Variances, Revenues, Profit, etc.

Keyword SEARCH OR Fields SEARCH OR A B C D

Records: 89 Red A is for Allowance. Report of Search Results

Use the PDF button to open a PDF report that honors Page breaks, headers, etc. AND that will open your own installed PDF reader and t
NOTE! IF items do not show up on the report the first time it is opened, try closing it and opening it again!

Export To PDF Excel Print HTML

Job: H11RIVER-11 RIVER RUN, City of the Hills, TX Buyer: JACK AND JILL BROWN

Internal Notes are printed in italics. Buyer notes are underneath internal notes.

Group: 1000-PERMITS AND FEES

	Meas	Qty	Qty %	Unit \$	BUDGET	Markup	MARKED UP
1010 Building Permits	Total	1	100.00%	\$4,300.00	\$4,300.00	25.00%	\$5,375.00
<i>Job Budget Notes: City of Austin - \$2000.00, County \$2,300.00</i>							
Permits:							
<ul style="list-style-type: none"> • City of Austin \$2,000 • Travis County \$2,300 							
ITEMS	UOM	Qty	Footage	\$UOM	TOTAL	Tax	With Tax
City of Austin Permit	Total	1	0	Ea	\$2,000.00	0.000%	\$2,000.00
Travis County Permit	Total	1	0	Ea	\$2,300.00	0.000%	\$2,300.00
Items Totals					\$4,300.00	\$0.00	\$4,300.00
Group Totals					\$4,300.00		\$5,375.00
JOB TOTALS					\$4,300.00		\$5,375.00

Revise the Notes attached to the budget by clicking the pencil edit icon to the right of the amount in the Builder Revise column.

ECC TOTALS REPORTS: ECC, Cost Variances, Revenues, Profit, etc. CHECK MARKS TOOLS Quick DONE CHECK MARKS

Keyword SEARCH OR Fields SEARCH OR A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Records: 89 Red A is for Allowance. Report of Search Results ONLY (No Groups, Good For Excel Export)

Cost Code	Cost Code Title (Hover for full title.)	Orig Budget	Change Orders	Total Budget	Var POs	Total Use POs	Builder Revise
1000 - PERMITS AND FEES							
1010	Building Permits	4,300	0	4,300	0	4,300	+PO
1020	HBA Assessments	300	0	300	0	0	+PO
1090	Misc Permits and Fe...	700	0	700	0	700	+PO
1100 - ARCHITECTURAL/ENGINEERING							
1105	Plan Costs/Architect...	3,668	675	4,343	50	4,218	+PO
1115	Specs/Plats/Bluepri...	500	0	500	0	450	+PO
1120	Surveys	1,000	0	1,000	0	950	+PO
1127	Engineering - Found...	804	0	804	0	804	+PO
1200 - SITE WORK							
1210	Lot Clearing	300	0	300	0	300	+PO
1215	Final Grade	500	0	500	0	500	+PO
1230	Rough Grading	1,000	0	1,000	0	1,000	+PO
JOB TOTALS		Budget	COs	Total Budget	POs	Actual Costs	
		341,898.53	8,056.06	349,954.59	321,382.03	217,142.50	352

Revise ECC For Job H11RIVER and selected cost code

Update Estimated Costs At Completion

1010-Building Permits SAVE Cancel Edits CLOSE

The Revised Estimate amount will be used as Est. Cost At Completion UNLESS the Actual Posted Costs are higher. It will NOT change the original budget.

Revised Estimate Amount: \$0.00

Notes To Buyer (click box for pop up editor)

Permits:

- City of Austin \$2,000

Click in this box to edit the Buyer Notes using Rich Text tools.

Internal Budget Notes (Tab out to Save.)

Job Budget Notes: City of Austin - \$2000.00, County \$2,300.00

Click in this box to edit the Internal Budget Notes.

ESTIMATED COSTS AT COMPLETION - Drill Down To Detail Behind Change Orders

Click on a Change Order amount for a Cost Code on the ECC Worksheet to pop up the data and info about the Change Orders behind the amount. NOTICE that the amount for Change Orders on the Estimated COSTS At Completion Worksheet is YOUR estimated COST for the Change Order, and NOT the Price charged to the buyer for the change order. This means that in order for Change Orders to show up on the ECC Worksheet, you must enter an estimated cost for the CO when creating it. THAT'S BECAUSE THE ESTIMATED COSTS AT COMPLETION are about YOUR ESTIMATED COSTS!

1000 - PERMITS AND FEES			
1010	Building Permits	Sum	4,300 0
1020	HBA Assessments	Sum	300 0
1090	Misc Permits and Fe...	Sum	700 0
1100 - ARCHITECTURAL/ENGINEERING			
1105	Plan Costs/Architect...	Sum	3,668 675
1115	Specs/Plats/Bluepri...	Sum	500 0
1120	Surveys	Sum	1,000 0
1127	Engineering - Found...	Sum	804 0
1200 - SITE WORK			
1210	Lot Clearing	Sum	300 0
1215	Final Grade	Sum	500 0
1230	Rough Grading	Sum	1,000 0
JOB TOTALS		Budget	COs Tot

Approved Change Orders - Grouped By Cost Code		
5-January-2016		
Job: H11RIVER-11 RIVER RUN - Brown		
	Est. Cost	CO Price
Cost Code 1105-Plan Costs/Architect Fees		
Change Order: H11RIVER-10-Change Order		
Plan Costs For Added Sunroom	\$675.00	\$776.25
Change Order: H11RIVER-10-Change Order	\$675.00	\$776.25
Cost Code 1105 Totals	\$675.00	\$776.25
TOTAL APPROVED COs FOR JOB H11RIVER	\$675.00	\$776.25
TOTAL PROFIT		\$101.25

ESTIMATED COSTS AT COMPLETION - Drill Down To Detail Behind Purchase Orders

You can View or Edit Purchase/Work Orders for a cost code by clicking on the Purchase Orders amount on the ECC Worksheet. Notice that an active window will open that ALSO shows the Actual Costs that have been posted for each Purchase Order. On that window, you can click on a Purchase Order amount in blue to open AND edit the PO. You can ALSO click on the Posted Cost amounts in blue to see the 'Actual Posted Cost' records AND edit those 'Actual Costs' as needed. Just in case any changes are made to the Purchase Orders or Posted Costs, the Estimated Costs at Completion WILL refresh when the window is closed.

Cost Code	Cost Code Title (Hover for full title.)	Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget	% Done Red Yours	Out-standi...
1100 - ARCHITECTURAL/ENGINEERING														
1105	Plan Costs/Architect...	3,668	675	4,343	50	4,218	+PO	0	4,450		4,450	107	100.00%	4,450

POs and Costs Management For Job H11RIVER and Cost Code 1105

PO's and Job Costs Management For ACTIVE Jobs - Based On Quick Search [HELP] [REFRESH] Results REPORTS POs Vs Actual Detail Reports POs Audit [CLOSE]

To save time opening this window, 100 records will be loaded at a time. If needed, scroll down to fetch more records. **IMPORTANT:** It is fastest to review records using REPORTS of the results.
NOTE! List does NOT contain records for Jobs that have records that were moved to the Historical Table. [Click this for a list of jobs that have records in the historical table.](#)
 Click anywhere on a PO record to display related info here...

Mark ALL POs as DONE For One Selected Job

Records: 4 Click on PO Num or Amount to open the PO. Click on Posted Costs amount to attach costs to proper PO. No PO Number means Posted Costs are not attached to a PO.

PO Number	PO Type	Cost Code	Vendor	Stage	PO Total	Posted Costs	Over / Under PO	PO Done	Out-standing	Posted PAID	Posted UNPAID	Remain To Pay	PO Status	PO Title
Job: H11RIVER-11 RIVER RUN-Brown (Cost Code: 1105-Plan Costs/Architect Fees) Records Loaded: 4 Total POs: \$4,218.00 Total Costs: \$4,449.56 Diff: \$231.56														
	None	1105	DANZE	0		\$129.09	\$129.09	+Var PO	\$0.00	\$129.09	\$0.00	\$0.00	None	
H11RIVER-1105-31	Budget...	1105	DANZE	0	\$3,493.00	\$3,595.47	\$102.47	✓ +Var PO	\$0.00	\$3,595.47	\$0.00	\$0.00	Finished	Plan Costs/Architect
H11RIVER-1105-99	Varian...	1105	DANZE	0	\$50.00	\$50.00	\$0.00	✓	\$0.00	\$50.00	\$0.00	\$0.00	Finished	Plan Costs/Architect
H11RIVER-1105-495	Chang...	1105	DANZE	0	\$675.00	\$675.00	\$0.00	✓	\$0.00	\$675.00	\$0.00	\$0.00	None	Plan Costs/Architect

Besides being able to drill down to the PO and the Posted Costs on the window opened above, you can ALSO click on the Vendor Code to quickly see that vendor's contact info!

POs and Costs Management For Job H11RIVER and Cost Code 1105

PO's and Job Costs Management For ACTIVE Jobs - Based On Quick Search [HELP] [REFRESH] Results REPORTS POs Vs Actual

To save time opening this window, 100 records will be loaded at a time. If needed, scroll down to fetch more records. **IMPORTANT:** It is fastest to review records using REPORTS of the results.
NOTE! List does NOT contain records for Jobs that have records that were moved to the Historical Table. [Click this for a list of jobs that have records in the historical table.](#)
 Click anywhere on a PO record to display related info here...

Mark ALL POs as DONE For One Selected Job

Records: 4 Click on PO Num or Amount to open the PO. Click on Posted Costs amount to attach costs to proper PO. No PO Number means Posted Costs are not attached to a PO.

PO Number	PO Type	Cost Code	Vendor	Stage	PO Total	Posted Costs	Over / Under PO	PO Done	Out-standing	Posted PAID	Posted UNPAID	Remain To Pay	PO Status	PO Title
Job: H11RIVER-11 RIVER RUN-Brown (Cost Code: 1105-Plan Costs/Architect Fees) Records Loaded: 4 Total POs: \$4,218.00 Total Costs: \$4,449.56 Diff: \$231.56														
	None	1105	DANZE	0		\$129.09	\$129.09	+Var PO	\$0.00	\$129.09	\$0.00	\$0.00	None	
H11RIVER-1105-31	Budget...	1105	DANZE	0	\$3,493.00	\$3,595.47	\$102.47	✓ +Var PO	\$0.00	\$3,595.47	\$0.00	\$0.00	Finished	Plan Costs/Architect
H11RIVER-1105-99	Varian...	1105	DANZE	0	\$50.00	\$50.00	\$0.00	✓	\$0.00	\$50.00	\$0.00	\$0.00	Finished	Plan Costs/Architect
H11RIVER-1105-495	Chang...	1105	DANZE	0	\$675.00	\$675.00	\$0.00	✓	\$0.00	\$675.00	\$0.00	\$0.00	None	Plan Costs/Architect

Contact Info

DANZE Type: SUPPLIER

Danze & Davis Architects, Inc.
 P.O. Box 26009
 Austin, TX 78755-0009
[Google Map](#)

Contact: Donovan Davis
 Email: CHSoftware@prodigy.net
 Web Site: ..

Work 1: (512) 343-0714 Ext
 Work 2: .. Ext
 Mobile 1: ..
 Mobile 2: ..
 Home: ..
 Fax: ..

Notes

ESTIMATED COSTS AT COMPLETION - Post a Builder Revised Amount OR Edit Budget Notes

Use the pencil edit icon to the right of an amount in the Builder Revise column on the ECC Worksheet to either enter a revised amount to use as the current Estimated Cost At Completion, OR to add/edit Budget Notes. IF you enter a revised amount, you SHOULD type some notes about the revision. Note that you should probably include your name in the notes so that others reading them will know who typed it. A person entering bills to pay, OR approving bills to pay, will be able to drill down to the ECC for the job and cost code and see these notes.

We call the Builder Revise column the 'scribble column' that can be used to enter an amount for the ECC that will override the budget or any PO's entered. IF Posted Costs are LESS than the revised amount, the ECC WILL change to the revised amount. IF Posted Costs are MORE than the revised amount, the Posted Costs will 'rule' and the Posted Costs will be used for the ECC.

If you use Purchase Orders, as advised, the need to enter Revised amounts will probably not be necessary. But if you know that the ECC is going to be different before related PO's have been entered, you can certainly enter a revised amount so that you can see what the effect is on the Estimated Costs At Completion.

Estimated Costs At Completion Worksheet For Job H11RIVER

Current Row: Cost Code 3910 Security Prewire

Update Estimated Costs At Completion

3910-Security Prewire

The Revised Estimate amount will be used as Est. Cost At Completion UNLESS the Actual Posted Costs are higher. It will NOT change the original budget.

Revised Estimate Amount

Notes To Buyer (click box for pop up editor)

Internal Budget Notes (Tab out to Save.)

Builder has posted a revision to authorize paying \$129 more for the security prewire. Initial PO and budget wrong due to miscommunication with the security prewire company.

Builder Revise	Actual Costs	Done	ECC	Over Budget
0	5,187		5,187	0
0	0		5,344	0
0	2,711		5,413	413
0	0		5,000	0
0	783		783	0
0	0		379	379
0	10,661		10,661	-439
0	425		425	0
0	10,157		10,157	157
3910	Sum		2,300	129

ESTIMATED COSTS AT COMPLETION - Drill Down To Detail Behind Actual Costs (Cost that have been posted.

To simply view Actual Costs that have been posted, click an Actuals Cost amount for a cost code. To EDIT the Actuals Costs, click on the pencil edit icon to the right of the Actual Cost. If you spot a cost that has been posted to the wrong cost code, for example, you can try to change it using a pencil edit icon on the window that pops up. However, IF any of the Actual Costs have been attached to Purchase Orders, it will be easier to click on the Purchase Orders amount on the ECC Worksheet to open the Purchase Orders and Costs Management window. (See next page about this.)

Report of Search Results ONLY (No Groups, Good For Excel Export)

Cost Code	Cost Code Title (Hover for full title.)	Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget	% Done Red Years	Paid
3790	Electrical Extras	0	425	425	0	425	+PO	0	425		425	0	100.00%	42
3800 - HVAC														
3805	HVAC-Turnkey	10,000	0	10,000	0	10,150	+PO	0	10,157		10,157	157	100.00%	7,30

Actual Job Costs for Job H11RIVER and Cost Code on list row.

Actual Job Costs Detail CLOSE

Records: 3

100 Per page **REPORTS** Show/Hide Search Row

Doc	Cost Code	Stage	Job	Vendor	Description	Amount	Status	Paid Date	Check Num	PO?	Cost Type	GL Date	Doc	Journal	GL Num	Dept	Markup	Draw Num	
3805-HVAC-Turnkey Records: 3																			
	3805	29	H11RIVER	SANMARCO	Rough HVAC installation	\$7,115.80	PAID	05/11/02	11525	Yes	LABOR	04/12/02	5257-B	AP	1430	CH	25.00%	4	
	3805	29	H11RIVER	SANMARCO	Rough in and mount fans	\$191.00	PAID	05/19/02	11557	Yes	LABOR	05/19/02	051901	AP	1430	CH	25.00%	4	
	3805	29	H11RIVER	SANMARCO	Final HVAC	\$2,850.00	UNPAID			Yes	OTHER	06/30/02	65478	AP	1430	CH	25.00%	4	
Total For 3 Record(s) In Cost Code 3805						\$10,156.80													
Total All Pages						\$10,156.80													

100 Per page **REPORTS** Show/Hide Search Row

Use the pencil edit icons to the left of any of the Posted Costs records to edit the record.

Use The ECC Worksheet To Spot Actual Costs That Have Been Posted To The Wrong Cost Code

CHS is very active in warning a user that a new Purchase Order OR Actual Costs being posted as bills will cause a cost center to go over budget. IF a user gets an over budget warning, the user SHOULD pause and drill down to the budget to see if they have used a wrong cost code. However, sometimes users will ignore those warnings and still post a PO or an Actual Cost to the wrong cost code.

On the ECC Worksheet below, notice that the Lot Clearing ECC is OVER BUDGET by \$500! It is pretty easy to look at this and realize that both the POs AND the Actual Costs probably include records that should have been posted to the Final Grade cost code. If you study the worksheet, you can see that the Estimated Costs At Completion for the job will be OVERSTATED by \$500 due to this error. See info below the screenshot about how to correct the cost codes in BOTH the PO and the Actual Cost.

Cost Code	Cost CodeTitle (Hover for full title.)		Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget
1200 - SITE WORK													
1210	Lot Clearing	Sum	300	0	300	0	800	<input type="checkbox"/>	+PO	0	<input type="checkbox"/>	800	500
1215	Final Grade	Sum	500	0	500	0	0	<input type="checkbox"/>	+PO	0	<input type="checkbox"/>	500	0
1230	Rough Grading	Sum	1,000	0	1,000	0	1,000	<input type="checkbox"/>	+PO	0	<input type="checkbox"/>	1,000	0
1400 - UTILITY CONNECTIONS													
1405	Sanitary Toilet	Sum	700	0	700	0	736	<input type="checkbox"/>	+PO	0	<input type="checkbox"/>	736	36

Since there are obviously Purchase Orders that the Actual Costs are attached to, the easiest way to make the correction is to click on the PO's amount on the ECC Worksheet to open the POs and Costs Management window for the cost code. Then drill down and edit both the POs and Posted Actual Costs as needed.

NOTE! IF the Total POs amount is zero on the ECC Worksheet, you can simply try to edit the Cost Code for the Actual Costs by clicking the pencil edit icon to the right of the Actual Costs amount. IF you are unable to change the Cost Code, look for tips about why it cannot be changed at the top of the edit window. Also, click the [Change?](#) link for more info.

There is a separate Help document that provides details about changing the Cost Code on PO's And Actual Costs!

Mark Actual Costs As Done When You Know There Will Be No More Actual Costs Posted

As shown on previous pages, the total of the Estimated Costs At Completion is used to calculate where your profit on a job is heading. Therefore, it is a good idea to review the ECC Worksheet every day and make adjustments as needed. For example, as soon as you know that there will be no more Actual Costs posted to a cost center, you should check mark that they are Done. This will cause the ECC for that cost center to be the SAME as the Actual Costs posted.

In this screenshot, notice that Metal Fireplace Box and Front Door are not marked as Done, so the ECC for them is still the same as the budget and PO's. Notice that the TOTAL ECC for the job is \$352,879.90 and that the OVER BUDGET for the job is showing over by \$2,925.31.

Cost Code	Cost Code Title (Hover for full title.)	Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget	% Done Red Years
4090	Roofing - Extras	0	0	0	0	0	+PO	100	11		100	100	11.00%
4100 - MASONRY													
4110	Masonry-Turnkey	15,100	0	15,100	0	15,100	+PO	0	15,014	✓	15,014	-86	100.00%
4120	Masonry-Fireplace S...	2,000	0	2,000	0	1,910	+PO	0	0		1,910	-90	0.00%
4200 - FIREPLACE BOX													
4220	Metal Fireplace Box ...	1,500	0	1,500	0	1,500	+PO	0	1,405		1,500	0	93.67%
4500 - WINDOWS AND DOORS													
4510	Windows	5,000	0	5,000	0	5,000	+PO	0	5,610	✓	5,610	610	100.00%
4535	Front Door	4,100	0	4,100	0	4,100	+PO	0	3,348		4,100	0	81.65%
4540	Exterior Doors	3,000	0	3,000	0	3,000	+PO	0	2,975	✓	2,975	-25	100.00%
4550	Interior Close Doors	0	102	102	0	246	+PO	0	102	✓	102	0	100.00%
4570	Garage Doors	1,500	0	1,500	0	1,400	+PO	0	0		1,400	-100	0.00%
4580	Window & Door Har...A	2,000	0	2,000	0	2,000	+PO	0	0		2,000	0	0.00%
JOB TOTALS													
		Budget	COs	Total Budget		POs	Actual Costs		ECC		Over Budget	Paid	Outstanding
		341,898.53	8,056.06	349,954.59		321,382.03	217,142.50		352,879.90		2,925.31	174,794.81	178,085.09

After drilling down on the Actual Costs, we know that we have posted all the costs for those 2 Cost Centers. So, on this screenshot, we check marked both of them as done so that the ECC for both of them is now the SAME as the Actual Costs posted. Notice that the TOTAL ECC for the job is now \$352,032.70 and that the OVER BUDGET has gone down to \$2,078.11.

Cost Code	Cost Code Title (Hover for full title.)	Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget	% Done Red Years
4090	Roofing - Extras	0	0	0	0	0	+PO	100	11		100	100	11.00%
4100 - MASONRY													
4110	Masonry-Turnkey	15,100	0	15,100	0	15,100	+PO	0	15,014	✓	15,014	-86	100.00%
4120	Masonry-Fireplace S...	2,000	0	2,000	0	1,910	+PO	0	0		1,910	-90	0.00%
4200 - FIREPLACE BOX													
4220	Metal Fireplace Box ...	1,500	0	1,500	0	1,500	+PO	0	1,405	✓	1,405	-95	100.00%
4500 - WINDOWS AND DOORS													
4510	Windows	5,000	0	5,000	0	5,000	+PO	0	5,610	✓	5,610	610	100.00%
4535	Front Door	4,100	0	4,100	0	4,100	+PO	0	3,348	✓	3,348	-752	100.00%
4540	Exterior Doors	3,000	0	3,000	0	3,000	+PO	0	2,975	✓	2,975	-25	100.00%
4550	Interior Close Doors	0	102	102	0	246	+PO	0	102	✓	102	0	100.00%
4570	Garage Doors	1,500	0	1,500	0	1,400	+PO	0	0		1,400	-100	0.00%
4580	Window & Door Har...A	2,000	0	2,000	0	2,000	+PO	0	0		2,000	0	0.00%
JOB TOTALS													
		Budget	COs	Total Budget		POs	Actual Costs		ECC		Over Budget	Paid	Outstanding
		341,898.53	8,056.06	349,954.59		321,382.03	217,142.50		352,032.70		2,078.11	174,794.81	177,237.8

Quick DONE Check Marks

When you click to check mark Actual Costs as Done on the Estimated Costs At Completion Worksheet itself (as described on the previous page), CHS needs to go update the record on the server, so it will take a moment for the check mark and ECC calc to happen. To quickly check mark more than one and THEN have CHS update all of those records at once, use the button labeled *Quick DONE CHECK MARKS*. The window shown to the right will open.

AFTER check marking the records as needed, use the SAVE button at the top of the window. When the window is closed, the ECC Worksheet will refresh. You will need to click the REFRESH TOTALS button at the bottom of the worksheet to see the new job totals.

Worksheet For Quick Check Mark Of Done Costs
Records: 89

If edited, you must Save or Cancel Edits! **SAVE** Cancel Edits CLOSE

Job	Cost Code	Cost Code Title	Budget Plus COs	Actual Costs	Done
H11RIVER	1010	Building Permits	\$4,300.00	\$4,300.00	<input checked="" type="checkbox"/>
H11RIVER	1020	HBA Assessments	\$300.00	\$0.00	<input type="checkbox"/>
H11RIVER	1090	Misc Permits and Fees	\$700.00	\$700.00	<input checked="" type="checkbox"/>
H11RIVER	1105	Plan Costs/Architect Fees	\$4,342.65	\$4,449.56	<input checked="" type="checkbox"/>
H11RIVER	1115	Specs/Plats/Blueprints	\$500.00	\$400.71	<input checked="" type="checkbox"/>
H11RIVER	1120	Surveys	\$1,000.00	\$850.00	<input checked="" type="checkbox"/>
H11RIVER	1127	Engineering - Foundation Dsgn	\$804.10	\$687.00	<input type="checkbox"/>
H11RIVER	1210	Lot Clearing	\$300.00	\$300.00	<input checked="" type="checkbox"/>
H11RIVER	1215	Final Grade	\$500.00	\$500.00	<input checked="" type="checkbox"/>
H11RIVER	1230	Rough Grading	\$1,000.00	\$450.00	<input type="checkbox"/>
H11RIVER	1405	Sanitary Toilet	\$700.00	\$526.72	<input type="checkbox"/>

Right now the 3 circled ones are NOT checked as Done. On the Worksheet For Quick Check Mark Of Done Costs, we will quickly check mark them, Save, and Close.

This is a screenshot of the updated and refreshed ECC Worksheet after using the Quick Check Mark Tools.

Cost Code	Cost Code Title (Hover for full title.)	Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget	% Done Red Yours	Out-Paid	standl...
1000 - PERMITS AND FEES															
1010	Building Permits	Sum 4,300	0	4,300	0	4,300	<input type="checkbox"/>	+PO	0	4,300	<input checked="" type="checkbox"/>	4,300	0	100.00%	4,300 0
1020	HBA Assessments	Sum 300	0	300	0	0	<input type="checkbox"/>	+PO	0	0	<input type="checkbox"/>	300	0	100.00%	0 300
1090	Misc Permits and Fe...	Sum 700	0	700	0	700	<input type="checkbox"/>	+PO	0	700	<input checked="" type="checkbox"/>	700	0	100.00%	700 0
1100 - ARCHITECTURAL/ENGINEERING															
1105	Plan Costs/Architect...	Sum 3,668	675	4,343	50	4,218	<input type="checkbox"/>	+PO	0	4,450	<input checked="" type="checkbox"/>	4,450	107	100.00%	4,450 0
1115	Specs/Plats/Bluepri...	Sum 500	0	500	0	450	<input checked="" type="checkbox"/>	+PO	0	401	<input checked="" type="checkbox"/>	401	-99	100.00%	401 0
1120	Surveys	Sum 1,000	0	1,000	0	950	<input type="checkbox"/>	+PO	0	850	<input checked="" type="checkbox"/>	850	-150	100.00%	850 0
1127	Engineering - Found...	Sum 804	0	804	0	804	<input type="checkbox"/>	+PO	700	687	<input type="checkbox"/>	700	-104	100.00%	687 13
1200 - SITE WORK															
1210	Lot Clearing	Sum 300	0	300	0	300	<input type="checkbox"/>	+PO	0	300	<input checked="" type="checkbox"/>	300	0	100.00%	200 100
1215	Final Grade	Sum 500	0	500	0	500	<input type="checkbox"/>	+PO	0	500	<input checked="" type="checkbox"/>	500	0	100.00%	500 0
1230	Rough Grading	Sum 1,000	0	1,000	0	1,000	<input type="checkbox"/>	+PO	0	450	<input type="checkbox"/>	1,000	0	47.37%	450 550
JOB TOTALS															
		Budget	COs	Total Budget	POs	Actual Costs	ECC	Over Budget	Paid	Outstanding					
		341,898.53	8,056.06	349,954.59	321,382.03	217,642.50	352,132.70	2,178.11	175,294.81	176,837.89					

Check Mark All Costs That Are Over A Selected % Done As Done

Towards the end of a job, several builders decide that all costs have probably been posted if the percent of the actual costs to estimated costs is greater than a certain percent. To quickly mark actual costs as Done based on the Percent Done, click the button on the ECC Worksheet labeled *CHECK MARK Tools*. On the window that opens, click the link labeled *Check Actual Costs As Done Based on % Complete*.

In our example to the right, we can see that there are Actual Costs on the ECC Worksheet that are NOT check marked as Done, but show % Done of 99% or more. So we are going to use the tool to place Done check marks for every cost center that shows 99% or more done. We've typed 99 in the field and then we'll click the button labeled *Place Checkmarks Based on Percent Entered Above*.

After we use the button and Close the pop up windows, the ECC Worksheet will refresh. See the refreshed ECC Worksheet below and compare it to the one shown to the right. Look for costs that are NOW checked as Done as a result.

The screenshot shows the 'Estimated Costs At Completion Worksheet For Job H11RIVER'. A 'CHECK MARKS Tools' window is open, with the 'Check Actual Costs As Done Based on % Complete' option selected. A dialog box titled 'Use Percent To Update Done' is also open, showing '99.00%' entered in the 'Enter Percent Complete To Use' field. The background table shows columns for 'Actual Costs', 'Done', 'ECC', 'Over Budget', and '% Done Red Years'. Red circles highlight the 'Done' checkboxes and the '% Done Red Years' column in the background table, and the '99.00%' input in the dialog box.

NOTE! IF you look at the ECC Check Mark Tools window in the above screenshot, you will see other Check Mark Tools. The one to *Check All Actual Costs As Done* is very handy if you are completely done posting costs for the job. Watch videos for more info.

Cost Code	Cost Code Title (Hover for full title.)	Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget	% Done Red Years	Paid	Outstandi...
1230	Rough Grading	1,000	0	1,000	0	1,000	+PO	0	450		1,000	0	47.37%	450	550
1400 - UTILITY CONNECTIONS															
1405	Sanitary Toilet	700	0	700	0	736	+PO	0	527		736	36	75.25%	527	209
1406	Dumpster	2,500	0	2,500	0	2,724	+PO	0	1,752		2,724	224	70.09%	1,752	972
1410	Electrical Line	0	0	0	0	0	+PO	0	85	✓	85	85	100.00%	85	0
1420	Individual Wells	1,500	0	1,500	0	1,425	+PO	0	1,419	✓	1,419	-81	100.00%	1,419	0
1440	Septic System	1,600	0	1,600	0	1,600	+PO	0	1,600	✓	1,600	0	100.00%	1,600	0
1470	Electric Service Line	750	0	750	0	750	+PO	0	0		750	0	0.00%	0	750
1475	Water Service Line	750	0	750	0	750	+PO	0	0		750	0	0.00%	0	750
2100 - FOOTINGS AND FOUNDATION															
2104	Foundation Turnkey	20,103	0	20,103	0	20,066	+PO	0	20,100	✓	20,100	-3	100.00%	20,100	0
2199	Footings/Foundation...	500	0	500	0	500	+PO	0	159		500	0	31.81%	159	341
3100 - FRAMING MATERIALS															
JOB TOTALS															
	Budget	COs	Total Budget	POs	Actual Costs	ECC	Over Budget	Paid	Outstanding						
	341,898.53	8,056.06	349,954.59	321,382.03	217,642.50	352,060.60	2,106.01	175,294.81	176,765.79						

On The ECC Worksheet: See Budget Notes, Work Done Notes, AND Bill Approval Notes For A Cost Center

Estimated Costs At Completion Worksheet For Job H11RIVER

Current Row: Cost Code 1230 Rough Grading

ECC TOTALS REPORTS: ECC, Cost Variances, Revenues, Profit, etc. CHECK MARKS Tools Quick DONE CHECK MARKS PRICE / PROFIT ALLOWANCES Tools Send to EXCEL?

Keyword SEARCH OR Fields SEARCH OR A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 0 SHOW ALL REFRESH

Records: 89 Red A is for Allowance. Report of Search Results ONLY (No Groups, Good For Excel Export)

Cost Code	Cost Code Title (Hover for full title.)	Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget	% Done Red Years	Out-Paid	Out-standi...
1210	Lot Clearing	300	0	300	0	300	+PO	0	300	<input checked="" type="checkbox"/>	300	0	100.00%	200	100
1215	Final Grade	500	0	500	0	500	+PO	0	500	<input checked="" type="checkbox"/>	500	0	100.00%	500	0
1230	Rough Grading	1,000	0	1,000	0	1,000	+PO	0	900	<input checked="" type="checkbox"/>	900	-100	100.00%	450	450
1400 - UTILITY CONNECTIONS															
1405	Sanitary Toilet	700	0	700	0	736	+PO	0	527	<input type="checkbox"/>	736	36	75.25%	527	209

On the ECC Worksheet (shown above), click on the Notepad icon to the left of an amount in the ECC column to review Budget Notes, Work Done Notes, AND Payment Approval Notes.

This can help you decide whether to check mark an Actual Cost as Done or not.

In our notes, we can see that the Project Manager entered notes to deduct \$100 from the ORGANIC vendor. Since we know we will not be paying that \$100, we have check marked the Actual Costs as done. Notice in the screenshot above that the ECC is now \$100 under the original budget.

View Various Notes For Job H11RIVER and Cost Code 1230

Job Budget Notes - Internal

There are internal notes about the cost center.

Job Budget Notes - Buyer

There are Notes to the Buyer.

Purchase Order Internal Notes AND Work Done Notes

Vendor	PO Type	Amount	PO Internal Notes	Work Done Notes
JACKSONC	Budgeted	\$200.00		
ORGANIC	Budgeted	\$550.00		Per Scott Black: Deduct \$100 from Organic for being way behind schedul...
ROCKLYN	Budgeted	\$250.00		

Payment Approval Notes (On Posted Actual Cost Payables Bills)

Vendor	Amount	OK1	OK2	Status	Approval Notes
JACKSONC	\$200.00			PAID	
ORGANIC	\$450.00			UNPAID	Carol King: Saw by project mgt note to deduct \$100 from Organic's \$550 bill so have only posted \$450 to pay. Scott Black: That's correct. The PO has been marked as Done now.
ROCKLYN	\$250.00			PAID	

CLOSE

ESTIMATED COSTS AT COMPLETION - Click On An ECC Amount For A Cost Code To See How CHS Calculated It

For an explanation of how CHS calculated the Estimated Cost At Completion amount for a Cost Code, click on the ECC amount in the ECC column.

Cost Code	Cost Code Title	Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget	% Done Red Years	Paid	Out-stand...
3800 - HVAC															
3805	HVAC-Turnkey	10,000	0	10,000	0	10,150	+PO	0	10,157		10,157	157	100.00%	7,307	2,850
3900 - SECURITY/INTERCOM/VAC															
3910	Security Prewire	1,500	671	2,171	0	2,171	+PO	2,300	2,171		2,300	129	94.40%	2,171	129

Estimated Cost At Completion Explained

Estimated Cost at Completion (ECC) Calculation For: 3805 - HVAC-Turnkey

***Get Authorized Amount**

Original Budget	\$10,000.00
Estimated Change Order Costs	\$0.00
Original Budget + C.O. Est. Costs	\$10,000.00
Variance Purchase/Work Orders	\$0.00
(A) Budget + C.O. Est. Costs + Variance PO/WO's	\$10,000.00
(B) TOTAL of Purchase/Work Orders Posted	\$10,150.25
(C) Check mark to use PO/WO that is lower?	<input type="checkbox"/>
(D) HIGHER OF A or B (or Use Lower PO IF C is checked)	\$10,150.25
(E) Revised Estimated Amount Entered by Builder	\$0.00
"Authorized Amount" (D or E, if there is amount in E)	\$10,150.25

CLOSE

"Authorized" Costs are costs that are anticipated either by budget/change order estimation, or by issuing PO's and Work Orders.

However, if you have entered a Revised Estimated Cost:
The Revised amount will be supplied as the Authorized amount.

If you have NOT entered a Revised Estimated Cost:
The higher of the (Budget + COs) OR (POs/WOs) will be supplied as the Authorized amount, UNLESS you have placed a check mark to use a lower PO/WO amount.

Get Estimated Cost At Completion (ECC)

Actual Posted Job Costs	\$10,156.80
Check Marked As Done	<input checked="" type="checkbox"/>
Estimated Costs At Completion (ECC)	\$10,156.80

If Actual Posted Costs are Higher than Authorized Costs:
The Actual Posted Costs will be supplied as the Estimated Cost at Completion.

If Posted Costs are Lower than Authorized Costs, BUT they have been checked as done:
The Actual Posted Costs will be supplied as the Estimated Cost at Completion.

If Posted Costs are Lower than Authorized Costs and have NOT been checked as done:
The Authorized Costs will be supplied as the Estimated Cost at Completion.

Enter Your Own Percents Complete On The ECC Worksheet - For Outstanding Unpaid Costs Report (on next page)

If all actual costs for completed work have not been posted yet, you can use the pencil edit icon to the right of the % Done amount for a cost center to enter percents that will help produce the 'Outstanding Costs To Pay' report shown on next page.. CHS will calculate the Percent Done based on posted costs and the current ECC, but you can override that. IF you enter your own percent complete, it will show in red in the % Done column.

Estimated Costs At Completion Worksheet For Job H11RIVER **HELP** Current Row: Cost Code 3630 Final Plumbing **CLOSE**

ECC TOTALS REPORTS: ECC, Cost Variance **Revise Calculated Percent To Higher Percent** PRICE / PROFIT ALLOWANCES Tools Send to EXCEL?

Keyword SEARCH OR Fields SEARCH Records: 89 Red A is for Allowance. Report

3600 - PLUMBING

Cost Code	Cost CodeTitle (Hover for full title.)	Sum	Actual Costs	Done	ECC	Over Budget	% Done Red Years	Paid	Out-standi...
3610	Rough Plumbing	Sum	5,187	✓	5,187	0	100.00%	5,187	0
3620	Topout Plumbing	Sum	5,187	✓	5,187	0	100.00%	2,125	3,062
3630	Final Plumbing	Sum	0	✗	5,344	0	0.00%	0	5,344
3631	Plumbing Fixtures	Sum	2,711	✗	5,413	413	50.09%	5	5,408
3650	Bathtubs and Show...	Sum	0	✗	5,000	0	100.00%	0	5,000
3655	Fiberglass Shower P...	Sum	783	✓	783	0	100.00%	783	0
3690	Plumbing Extras	Sum	0	✗	379	379	100.00%	-379	758

Below is a screenshot showing the Final Plumbing AFTER entering your own Percent Complete of 50%. Notice that no actual costs have been posted yet and that the 50% is in red. Go to the next page to review the Outstanding Costs To Pay report and how entering your own percents complete can help you see how much money to draw soon to pay for current costs of this job.

Estimated Costs At Completion Worksheet For Job H11RIVER **HELP** Current Row: Cost Code 3630 Final Plumbing **CLOSE**

ECC TOTALS REPORTS: ECC, Cost Variances, Revenues, Profit, etc. CHECK MARKS Tools Quick DONE CHECK MARKS PRICE / PROFIT ALLOWANCES Tools Send to EXCEL?

Keyword SEARCH OR Fields SEARCH OR A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 0 SHOW ALL REFRESH

Records: 89 Red A is for Allowance. Report of Search Results ONLY (No Groups, Good For Excel Export)

Cost Code	Cost CodeTitle (Hover for full title.)	Sum	Orig Budget	Change Orders	Total Budget	Var POs	Total Use POs	Builder Revise	Actual Costs	Done	ECC	Over Budget	% Done Red Years	Paid	Out-standi...
3610	Rough Plumbing	Sum	5,187	0	5,187	0	5,187	0	5,187	✓	5,187	0	100.00%	5,187	0
3620	Topout Plumbing	Sum	5,187	0	5,187	0	5,187	0	5,187	✓	5,187	0	100.00%	2,125	3,062
3630	Final Plumbing	Sum	5,344	0	5,344	0	5,344	0	0	✗	5,344	0	50.00%	0	5,344
3631	Plumbing Fixtures	Sum	5,000	0	5,000	0	5,413	0	2,711	✗	5,413	413	50.09%	5	5,408
3650	Bathtubs and Show...	Sum	5,000	0	5,000	0	0	0	0	✗	5,000	0	100.00%	0	5,000
3655	Fiberglass Shower P...	Sum	0	783	783	0	783	0	783	✓	783	0	100.00%	783	0
3690	Plumbing Extras	Sum	0	0	0	379	379	0	0	✗	379	379	100.00%	-379	758

Outstanding Unpaid Costs Report

To open the Outstanding Unpaid Costs report, click the *REPORTS* button towards the top of the ECC Worksheet. On the window that opens, click the button labeled *Outstanding Unpaid Costs* in the 'Other Related Reports' section.

Outstanding Unpaid Costs 8-January-2016



Job: H11RIVER-11 RIVER RUN-Brown

		Outstanding (Posted Or Not)				
	(A) Estimated Costs At Completion	(B) Percent Complete	(C) Work Completed (A X B)	(D) PAID Posted Costs	(E) Outstanding UNPAID COMPLETED (C - D)	(F) Outstanding UNPAID TO COMPLETE (A - D)
1010	Building Permits	4,300.00	100.00%	4,300.00	4,300.00	
1020	HBA Assessments	300.00	100.00%	300.00	0.00	300.00
1090	Misc Permits and Fees	700.00	100.00%	700.00	700.00	
1105	Plan Costs/Architect Fees	4,449.56	100.00%	4,449.56	4,449.56	
1115	Specs/Plats/Blueprints	400.71	100.00%	400.71	400.71	
1120	Surveys	850.00	100.00%	850.00	850.00	
1127	Engineering - Foundation Dsgn	700.00	100.00%	700.00	687.00	13.00
1210	Lot Clearing	300.00	100.00%	300.00	200.00	100.00
1215	Final Grade	500.00	100.00%	500.00	500.00	
1230	Rough Grading	900.00	100.00%	900.00	450.00	450.00
1405	Sanitary Toilet	736.08	75.24%	553.87	526.72	27.15
1406	Dumpster	2,724.38	70.09%	1,909.63	1,752.35	157.28
1410	Electrical Line	85.02	100.00%	85.02	85.02	
1420	Individual Wells	1,419.40	100.00%	1,419.40	1,419.40	
1440	Septic System	1,600.00	100.00%	1,600.00	1,600.00	
1470	Electric Service Line	750.00	0.00%	0.00	0.00	750.00
1475	Water Service Line	750.00	0.00%	0.00	0.00	750.00
2104	Foundation Turnkey	20,100.00	100.00%	20,100.00	20,100.00	
2199	Footings/Foundation-Extras	500.00	31.81%	159.07	159.07	340.93
3110	Materials-Floors/Walls	27,142.57	100.00%	27,142.57	25,488.91	1,653.66
3150	Framing Labor	20,533.75	100.00%	20,533.75	20,533.75	
3410	Formwork	2,200.00	0.00%	0.00	0.00	2,200.00
3420	Structural Slabs	200.00	0.00%	0.00	0.00	200.00
3610	Rough Plumbing	5,187.11	100.00%	5,187.11	5,187.11	
3620	Topout Plumbing	5,187.11	100.00%	5,187.11	2,125.00	3,062.11
3630	Final Plumbing	5,344.29	50.00%	2,672.15	0.00	2,672.15
3631	Plumbing Fixtures	5,412.50	50.08%	2,710.96	4.71	2,706.25
3650	Bathtubs and Showers	5,000.00	100.00%	5,000.00	0.00	5,000.00
3655	Fiberglass Shower Pans	783.25	100.00%	783.25	783.25	
3690	Plumbing Extras	378.88	100.00%	378.88	378.88	
3700	Electrical Turnkey	10,000.00	100.00%	10,000.00	10,000.00	

Totals on last page of report.....

Job: H11RIVER-11 RIVER RUN-Brown

		Outstanding (Posted Or Not)				
	(A) Estimated Costs At Completion	(B) Percent Complete	(C) Work Completed (A X B)	(D) PAID Posted Costs	(E) Outstanding UNPAID COMPLETED (C - D)	(F) Outstanding UNPAID TO COMPLETE (A - D)
8510	Overhead - misc	1,500.00	33.36%	500.40	66.71	433.69
8520	Contingencies	200.00	50.00%	100.00	0.00	100.00
9010	Superintendents	800.00	100.00%	800.00	800.00	
9991	Builders Risk Insurance	2,000.00	30.38%	607.60	607.50	0.10
TOTALS		351,960.60		241,447.46	175,294.81	66,152.65

PAID Costs are ONLY posted costs for the job that used a Cost Code other than zero. This report depends heavily on accurate posting to the correct Cost Codes, AND accurate entry of Percents Complete for each cost code. Please review Est. Costs at Completion Worksheet carefully.

Notice on the report to the left that Final Plumbing shows that it is 50% completed. That is the percent YOU entered for Final Plumbing as shown on the previous page. This causes 50% of the current ECC for Final Plumbing to be included in the Outstanding UNPAID COMPLETED column. The total of that column (Column E) is used at the end of the report (shown below) to calculate how much Over or Short the cash for the job is for paying your costs that are currently completed and unpaid.

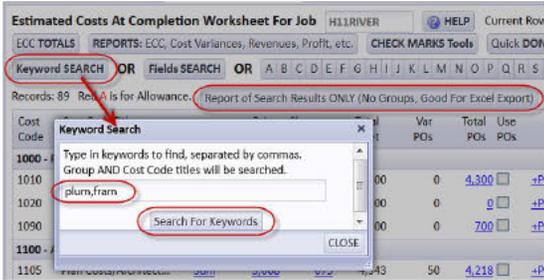
Contract Type	Cost Plus Markup
Est. Costs At Completion	\$351,960.60
Job Markup Percent	25.00%
Plus Markup Amount	\$87,990.13
= Revised Price	\$439,950.73
Revenues Received	\$212,115.95
Remaining to Receive	\$227,834.78

Revenues Received	\$212,115.95
- PAID Posted Costs (D)	\$175,294.81
= Revenues Less Paid	\$36,821.14
- Outstanding Unpaid Completed (E)	\$66,152.64
= Current Over/ (Short)	(\$29,331.50)
+ Remaining Revenues to Receive	\$227,834.78
- Addl O/S Costs through Completion (F-E)	\$110,513.15
= ESTIMATED PROFIT / LOSS	\$87,990.13

SEARCH and RESULTS REPORT On The ECC Worksheet

Search for cost center records on the ECC Worksheet in several ways. Then produce a 'Report Of Search Results ONLY' which will only show the records you have searched for. The Results Report is a good report for sending records to Excel, if needed.

Keyword SEARCH - Click the button labeled Keyword SEARCH to type in keywords to find among the Group Headings and Cost Code Titles. Separate multiple keywords by commas. You may type partial keywords. After entering your keywords, use the button labeled Search For Keywords and only the Groups and Cost Titles that include those keywords will display on the ECC Worksheet.



Search Results...

Cost Code	Cost Code Title (Hover for full title.)	Orig Budget	Change Orders	Total Budget	Var POs	Total POs	Use POs	Build Rev
3100 - FRAMING MATERIALS								
3110	Materials-Floors/W...	26,291	0	26,291	0	17,929	+PO	
3150 - FRAMING LABOR								
3150	Framing Labor						+PO	
3600 - PLUMBING								
3610	Rough Plumbing						+PO	
3620	Topout Plumbing						+PO	
3630	Final Plumbing	5,344	0	5,344	0	5,344	+PO	
3631	Plumbing Fixtures	5,000	0	5,000	0	5,413	+PO	
3650	Bathtubs and Show...	5,000	0	5,000	0	0	+PO	
3655	Fiberglass Shower P..	0	783	783	0	783	+PO	
3690	Plumbing Extras	0	0	0	379	379	+PO	

These records are included in the Keyword search results because they are part of a Group that has the keywords in the Group Title.

Estimated Costs At Completion (ECC) - BASED ON SEARCH RESULTS ONLY! 8-January-2016

The Results Report is shown to the right. When it first opens, there will be a button on the report that can be used to send the results to Excel.

JOB: H11RIVER

Red A is for Allowance. If Percent Done is red, it was manually entered.

X	Actual Costs Are Done Use Lower PO \$	Orig Budget	CO Budget	Total Budget	Variance POs	Total POs	Builder Revision	Actual Costs	ECC Over Bud	ECC Done	% Done	Paid	Out-standing	
	3110 Materials-Floors/Walls	26,291	0	26,291	0	17,929		27,143	X	27,143	852	100%	25,489	1,654
	3150 Framing Labor	21,095	0	21,095	0	21,095		20,534	X	20,534	-561	100%	20,534	0
	3610 Rough Plumbing	5,187	0	5,187	0	5,187		5,187	X	5,187	0	100%	5,187	0
	3620 Topout Plumbing	5,187	0	5,187	0	5,187		5,187	X	5,187	0	100%	2,125	3,062
	3630 Final Plumbing	5,344	0	5,344	0	5,344		0		5,344	0	50%	0	5,344
	3631 Plumbing Fixtures	A 5,000	0	5,000	0	5,413		2,711		5,413	413	50%	5	5,408
	3650 Bathtubs and Showers	A 5,000	0	5,000	0	0		0		5,000	0	100%	0	5,000
	3655 Fiberglass Shower Pans	0	783	783	0	783		783	X	783	0	100%	783	0
	3690 Plumbing Extras	0	0	0	379	379		0		379	379	100%	-379	758
	SEARCH TOTAL	73,104	783	73,887	379	61,317		61,545		74,969	1,082		53,744	21,226

SEARCH and RESULTS REPORT On The ECC Worksheet - continued

Alphabet or Number SEARCH - This feature is usually used just to find a cost record quickly. Click an Alphabet or Number button to find Cost Titles that START with the letter or number. After clicking a letter or number, only the Cost Code Titles that begin with the letter or number clicked will display on the ECC Worksheet.

We clicked the alphabet button for the letter L and then clicked the button labeled *Report Of Search Results ONLY* to open the report shown. You probably won't need a report of costs that start with some letter, but we have opened it for demo purposes.

Estimated Costs At Completion Worksheet For Job H11RIVER

Current Row: Cost Code

RECORDS: 3 Red A is for Allowance. Report of Search Results ONLY (No Groups, Good For Excel Export)

HTML WEB REPORT (For Quick View or Print)

HTML reports do not recognize our page breaks or page headers. Tip: Use your browser Print tools to control info your browser adds to HTML printouts. Use the PDF button to open a PDF report that honors Page breaks, headers, etc. AND that will open your own installed PDF reader and tools.

Export To PDF Excel Print HTML

Estimated Costs At Completion (ECC) - BASED ON SEARCH RESULTS ONLY!

8-January-2016

JOB: H11RIVER

Red A is for Allowance. If Percent Done is red, it was manually entered.

X	Actual Costs Are Done	Orig Budget	CO Budget	Total Budget	Variance POs	Total POs	Builder Revision	Actual Costs	ECC	ECC Over Bud	% Done	Paid	Out-standing
	Use Lower PO \$												
1210	Lot Clearing	300	0	300	0	300		300 X	300	0	100%	200	100
5615	Lighting - Turnkey	3,000	0	3,000	0	3,000		0	3,000	0	0%	0	3,000
6190	Landscaping/Irrigation-Extras	0	0	0	0	0		126 X	126	126	100%	126	0
SEARCH TOTAL		3,300	0	3,300	0	3,300		426	3,426	126		326	3,100

SEARCH and RESULTS REPORT On The ECC Worksheet - continued

Fields SEARCH - This feature is used to search for records on the ECC worksheet based on searches of the various columns on the worksheet. Select or enter various criteria and then click the Search button. Please click the *HELP For Searching* button on the Search window for a videos about using Search Fields like these.

The screenshot shows the 'Fields Search' window with the following details:

- Keyword SEARCH OR Fields SEARCH OR** (Fields SEARCH is selected)
- Records:** 89 (Red A is for Allowance)
- Cost Group:** 1000 - PERMITS AND FEES, 1100 - ARCHITECTURAL/ENGINEERING, 1200 - SITE WORK
- Cost Codes:** 1010 Building Permits, 1020 HBA Assessments, 1090 Misc Permits and Fees, 1105 Plan Costs/Architect Fees, 1115 Specs/Plats/Blueprints, 1120 Surveys, 1127 Engineering - Foundation Dsgn
- Search Criteria:** ECC Over >.01
- Buttons:** Clear Search Fields, Search (highlighted), HELP For Searching

Estimated Costs At Completion (ECC) - BASED ON SEARCH RESULTS ONLY!

9-January-2016

Actual Costs Are Done
 Use Lower PO \$

JOB: H11RIVER

Red A is for Allowance.

Cost Code	Job Stage	Cost Code Title	Orig Budget	CD Budget	Total Budget	Variance POs	Total POs	Builder Revision	Actual Costs	ECC	ECC		Paid	Out-standing
											Over Bud	% Done		
1105	0	Plan Costs/Architect Fees	3,668	675	4,343	50	4,218		4,450 X	4,450	107	100%	4,450	0
1405	0	Sanitary Toilet	700	0	700	0	736		527	736	36	75%	527	209
1406	0	Dumpster	2,500	0	2,500	0	2,724		1,752	2,724	224	70%	1,752	972
1410	0	Electrical Line	0	0	0	0	0		85 X	85	85	100%	85	0
3110	5	Materials-Floors/Walls	26,291	0	26,291	0	17,929		27,143 X	27,143	852	100%	25,489	1,654
3631	24	Plumbing Fixtures	5,000	0	5,000	0	5,413		2,711	5,413	413	50%	5	5,408
3690	24	Plumbing Extras	0	0	0	379	379		0	379	379	100%	-379	758
3805	29	HVAC-Turnkey	10,000	0	10,000	0	10,150		10,157 X	10,157	157	100%	7,307	2,850
3910	12	Security Prewire	1,500	671	2,171	0	2,171	2,300	2,171	2,300	129	94%	2,171	129
4030	9	Roofing - Turnkey	20,500	3,000	23,500	850	24,350		11,800	24,350	850	100%	11,800	12,550
4090	9	Roofing - Extras	0	0	0	0	0	100	11	100	11	11%	11	89
4510	7	Windows	5,000	0	5,000	0	5,000		5,610 X	5,610	610	100%	5,610	0
5235	18	Stairs and Railing	3,000	0	3,000	0	3,050		814	3,050	50	27%	814	2,236
5271	27	Hardware Mats	0	0	0	0	0		14 X	14	14	100%	14	0
5352	20	Marble Tops Turnkey	2,500	0	2,500	0	2,700		0	2,700	200	0%	0	2,700
5930	28	Mirrors	1,200	0	1,200	0	1,210		0	1,210	10	0%	0	1,210
6049	33	Cleanup Building-Extras	0	0	0	0	0		12 X	12	12	100%	12	0
6190	32	Landscaping/Irrigation-Extras	0	0	0	0	0		126 X	126	126	100%	126	0
6331	34	Fence Matl	0	0	0	0	0		10 X	10	10	100%	10	0
9010	0	Superintendents	0	0	0	0	0		800 X	800	800	100%	800	0
SEARCH TOTAL			81,858	4,346	86,205	1,279	80,030		68,192	91,367	5,163		60,603	30,764

On the screenshot shown above, we entered >.01 (which means greater than .01) in the ECC Over field because we wanted to search for all cost records that are headed over budget and then produce a report of those. The report of search results is shown to the right.

TIP! We used .01 instead of a zero because sometimes there can be fractions of cents in a rounded total that could cause records that show a zero for Over Budget to show up in the search.

Post And Track PROFIT TRANSFERS From Construction To Overhead Bank Accounts

In order to transfer Profit from one checking account to another, you will need to use the Profit Transfer Clearing account that should be on your Chart of Accounts. It SHOULD NOT be set up as a Cash Account. This account should also be designated as the 'control account' for Profit Transfer Clearing in accounting. If you have set up the Contract Type, Sales Price, and Budget for a job, you can use the "Profit Transfer" report shown to the left to calculate the amount available for Profit Transfer based on a Percentage Complete calculation.

To open a report to calculate your Profit Transfer (OR to decide NOT to do the transfer due to cash shortage for the job), click the REPORTS button towards the top of the ECC Worksheet. On the window that opens, click the button labeled *ProfitTransfer / Revenue Earned* under Other Related Reports.

The report to the right shows that \$750.00 of profit has already been transferred and that there is another \$53,773.11 earned that could be transferred IF there is enough available cash for the job. In our example, there is NOT enough cash and it looks like we need to collect at least \$60,500 more in revenues before doing the transfer.

If you do collect enough in job Revenues to do the Profit Transfer, follow STEP 1 and 2 on the report to post the transfer.

Percentage of Completion and Profit Transfer Worksheet

9-January-2016

Job: H11RIVER-11 RIVER RUN-Brown

ESTIMATED PROFIT	
Contract Type	Cost Plus Markup
*Current Revised Price: If Contract Type is Fixed or Unknown, it is based on Original Price + COs + Allow Adj. If Cost Plus Markup, it is based on current ECC + MU. If Cost Plus Fee, it is based on current ECC + Fee + COs Fee. Click on button on ECC Reports window to Open Original and Revised Price Calcs.	
* Current Revised Price	\$439,950.73
Revised Price OR Revenues Rec'd IF Higher	\$439,950.73
- Estimated Costs at Completion	\$351,960.60 ECC
Estimated Profit	\$87,990.13

NOTE: The reporting of previous transfers uses the "Profit Transfer Account" on your Chart of Accounts that is designated as a Control Account. This account should NOT be marked as a Cash Account.

PERCENT COMPLETE and PROFIT EARNED	
Posted Costs To Date	\$218,092.50 61.96% Complet Posted Costs / ECC
Revenue Earned	\$272,615.61 Revised Price X % Complete
Profit Earned To Date	\$54,523.11 Revenue Earned - Posted Costs
Less Previous Profit Transfers	(\$750.00) Posted to G/L # 1099
Earned Profit To Transfer	\$53,773.11 <i>Check below to see if there are enough revenues to transfer!</i>

STEP 1 - Write a check to the builder(your company) and post it to the GL # shown above for transfers. Post it to the Job Code, BUT DO NOT USE COST CODES. Pay the check from the cash account where the Job's Revenues have been Deposited.

STEP 2 - Deposit the check to the account you want to transfer the money to (even if it's the same one that the check was written on). Post the Deposit to the "H" job and use the "Profit Transfer" Deposit Category. Post it to the G/L Number shown above. Transferring profit in this manner will move it out of the Job's Cash Balances and move it to Job H Cash. Using this procedure allows the program to calculate amounts of profit that have been previously transferred.

CASH OVER/ SHORT FOR COMPLETION	
Revenues Received	\$212,115.95
- Posted Costs To Date	(\$218,092.50)
- Previous Profit Transfers	(\$750.00)
Net Cash Available	(\$6,726.55)
Earned Profit To Transfer	(\$53,773.11)
Excess or Short Revenues	(\$60,499.66) ALERT! There is not enough to do the transfer.
Remaining Estimated Costs	(\$133,868.10)
Over / Short For Completion	(\$194,367.76)

ADDITIONAL EXPECTED REVENUES AND PROFIT	
Revised Price	\$439,950.73
- Revenues Received	(\$212,115.95)
Additional Revenues Expected	\$227,834.78
Over / Short For Completion	(\$194,367.76)
Additional Profit Expected	\$33,467.02
+ Previous Profit Transfers	\$750.00
+ Earned Profit To Transfer	\$53,773.11
Estimated Profit At Completion	\$87,990.13

Contract Balance Report

A report that builders depend on when a job is nearing its closing is the **Contract Balance** report. It's available by using the REPORTS button near the top of the ECC Worksheet. Take a look at the report and you'll see why!

IMPORTANT NOTE!

IF the job is marked as a Costs Plus contract type of job, CHS will depend on the current Estimated Costs At Completion to calculate the current Contract Balance. If you are at the end of the job, be SURE to mark as Actual Costs as DONE on the ECC Worksheet!

Contract Balance Report

9-January-2016

This is the report IF the job is marked as a Fixed Contract job.



JOB: H11RIVER-11 RIVER RUN - Brown

Contract Type	Fixed	Current Price (or Revenues Rec'd If Higher)	\$437,258.63
Original Price	\$427,373.14	Less Revenues Received	\$212,115.95
+ Approved CO's Price (no tax)	\$9,503.80	Contract Balance	\$225,142.68
+/- Allowance Adjustment	\$381.69		
Current Revised Price	\$437,258.63		

Contract Balance Report

9-January-2016

This is the Contract Balance Report IF the job is marked as a Cost Plus Builder Fee job.



JOB: H11RIVER-11 RIVER RUN - Brown

Contract Type	Cost Plus Fee	Current Price (or Revenues Rec'd If Higher)	\$438,882.97
Est. Costs At Completion	\$351,960.60	Less Revenues Received	\$212,115.95
Plus Builder Fee	\$85,474.63	Contract Balance	\$226,767.02
Plus Change Order Fees	\$1,447.74		
Current Revised Price	\$438,882.97		

Contract Balance Report

9-January-2016

This is the Contract Balance Report IF the job is marked as a Costs Plus Markup job.



JOB: H11RIVER-11 RIVER RUN - Brown

Contract Type	Cost Plus Markup	Current Price (or Revenues Rec'd If Higher)	\$439,950.73
Est. Costs At Completion	\$351,960.60	Less Revenues Received	\$212,115.95
Job Markup Percent	25.00%	Contract Balance	\$227,834.78
Plus Markup Amount	\$87,990.13		
Current Revised Price	\$439,950.73		

REPORTS: ECC, Cost Variances, Revenues, Etc. Reports That Are Available From The ECC Worksheet

From the Estimated Costs at Completion Worksheet, several reports can be opened to analyze the job. To open the menu of reports, click the button labeled *REPORTS: ECC, Cost Variances, Revenues, Profits, etc.* The window shown below will open. Some samples of these reports are available by clicking the HELP button on the window.

ECC, Job Cost, Contract Balance REPORTS For Selected Job

ECC, Revenues, Costs, And Misc Reports *(See important notes by scrolling to bottom of window!)* **Click HELP For Sample Reports!**

IT IS VERY CRITICAL that you REVIEW and UPDATE the Estimated Costs At Completion Worksheet before printing most of these reports!

Job: **H11RIVER - 11 RIVER RUN-Brown** Open Original and Revised PRICE CALCULATIONS and PROFIT VARIANCE INFO HELP CLOSE

Email Lender: CHSSoftware@prodigy.net Buyer: kingcarol@msn.com

<p>Est Costs At Completion Reports</p> <p style="text-align: center;">Est. Profit and Remaining \$ (Type: Cost Plus Markup)</p> <p style="text-align: center;">ECC With No Notes</p> <p style="text-align: center;">Shortened ECC - No Groups</p> <p style="text-align: center;">ECC With All Notes</p> <p style="text-align: center;">ECC With Buyer Notes Only</p> <p style="text-align: center;">ECC With ALL Notes Hide Variance PO's</p> <p style="text-align: center;">ECC With Buyer Notes Hide Variance PO's</p> <p>Contract Balance Reports</p> <p style="text-align: center;">Contract Balance and Revenues (Job Must Have Revenues!)</p> <p style="text-align: center;">Revenues Received</p> <p style="text-align: center;">Change Orders</p> <p style="text-align: center;">Allowances Over/Under Adj</p>	<p>Job Cost Variance Reports</p> <p style="text-align: center;">Variance Cost Approval</p> <p style="text-align: center;">Var Cost Approval - UNPAID</p> <p style="text-align: center;">Cost Codes Variance (ECC)</p> <p style="text-align: center;">Group Summary Variance (ECC)</p> <p style="text-align: center;">Simple Budget/CO's To Actual</p> <p style="text-align: center;">Original Budget To Actual With Unit Cost Variance</p> <p style="text-align: center;">Change Orders Compared To PO's And Actual Costs</p> <p>Subdivision Variance Reports</p> <p style="text-align: center;">The Dominion</p> <p style="text-align: center;">Subdivision Variance</p> <p style="text-align: center;">Subdivision Summary</p> <p>Summaries of Multiple Jobs:</p> <p>1 - Look on the Jobs List AND</p> <p>2 - Percentage Complete (Accounting)</p>	<p>Actual Job Cost Reports</p> <p style="text-align: center;">Actual Job Costs Detail</p> <p style="text-align: center;">Actual Costs With Markups</p> <p style="text-align: center;">Costs And Revenues Detail</p> <p style="text-align: center;">Actual Job Costs By Stage</p> <p style="text-align: center;">Actual Job Costs Summary</p> <p style="text-align: center;">UNPAID Posted Job Costs</p> <p style="text-align: center;">Based On Dates, Groups, or Other</p> <p style="text-align: center;">Actual Costs Unit Cost Reports (6 Priority Measures From Job Setup)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Frame SF</td> <td style="text-align: right;">4,441</td> <td style="text-align: center;">Report</td> </tr> <tr> <td>Living SF</td> <td style="text-align: right;">3,493</td> <td style="text-align: center;">Report</td> </tr> <tr> <td>Slab SF</td> <td style="text-align: right;">3,655</td> <td style="text-align: center;">Report</td> </tr> <tr> <td>Covered SF</td> <td style="text-align: right;">0</td> <td style="text-align: center;">Report</td> </tr> <tr> <td>Porch SF</td> <td style="text-align: right;">197</td> <td style="text-align: center;">Report</td> </tr> <tr> <td>Garage SF</td> <td style="text-align: right;">651</td> <td style="text-align: center;">Report</td> </tr> </table> <p style="text-align: center;">Edit Job Measures</p> <p style="text-align: center;">Report With All 6 Unit Costs</p>	Frame SF	4,441	Report	Living SF	3,493	Report	Slab SF	3,655	Report	Covered SF	0	Report	Porch SF	197	Report	Garage SF	651	Report	<p>Vendors To Use OR Used</p> <p style="text-align: center;">Vendors To Use (PO's)</p> <p style="text-align: center;">Vendors Used - No Costs</p> <p style="text-align: center;">Vendors Used - With Costs</p> <p>Other Related Reports</p> <p style="text-align: center;">ECC Report By Stages</p> <p style="text-align: center;">Outstanding Unpaid Costs</p> <p style="text-align: center;">Outstanding Unpaid By Stage</p> <p style="text-align: center;">Profit Transfer / Revenues Earned</p>
Frame SF	4,441	Report																			
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Garage SF	651	Report																			

Job Costs: Only records that have been assigned Cost Codes OTHER THAN ZERO will be included as Actual Job Costs on these Job Cost reports for the builder.

Hint: Use the General Ledger Accounting Database to search records for the job and a zero cost code to find records that are NOT included on job cost reports.

Job Revenues: Only records that have been assigned Deposit Categories other than JOB COST, JOB COST CREDIT, DEDUCTION, SALES TAX, and ACCOUNTS RECEIVABLE on the Deposit screen will be included in the Job Revenues. To include Lot Draws in revenues, see instructions on Deposit window for posting a Zero Deposit.