Contracts

Provided with the Accounts Receivable application, Contracts tracks the details of your customer agreements in one convenient location.

Information stored in Contracts can be used to drive billings, coordinate receivables processing and enhance change order management.

For each of your customer agreements, Contracts stores scope of work, terms of payment, important dates, status, supporting documents, customer contacts, project contacts and more. Contracts also tracks billing requirements and change order information. Billing can use information stored in Contracts to produce your customer invoices automatically. Job Cost can work with Contracts to manage every step of the change order process—from request through approval.

Sage Timberline Office automation makes setting up new contracts easy. You can set up predefined templates to quickly enter new contracts. And through the interface to Accounts Receivable, you can automatically enter customer information already stored.

Using integrated access tools, your contractual information is always immediately available. Interactive inquiries let you view stored information in seconds for quick lookups and over-the-phone answers. And customizable reports allow you to calculate and print information in any format you choose for in-depth analysis.

Following is a detailed list of the features

Contracts offers to help you track your customer agreements:

Contract tracking

- Identify contracts and contract items with up to 10 characters containing up to three sections.
- Use predefined templates to quickly set up new contracts and to maintain consistency among your contracts.
- Use information from your Accounts Receivable customer records to enter contracts.
- Record and track scope of work for each contract and contract item.
- Track contract status (for example, proposed, pending, approved, closed, paid-in-full).
- Define unique billing methods (for example, progress bill, lump-sum, unit priced, time & materials, cost plus) for each contract item.
- Track all the individuals involved with a contract.
- Track all documents and functions for each contract item.
- Assign GL accounts to each contact item (for example, AR, retainage AR, revenue).
- Assign GL account prefixes (for example, divisions, departments, companies) to each contract item.
- Identify GL revenue account exceptions for each contract item (for example, track different types of work separately in your GL).
- Add up to 250 user-defined fields to track additional contract information.
- Use customized checklists to track contract action items.
- Assign different customer or billing contacts, invoice formats, rate and markup tables, and retainage percentages to each contract and contract item.
- Define the billing frequency for each contract.

- Control invoice numbering by contract.
- Automatically maintain last invoice amounts and dates, and last payment amounts and dates.
- Link contracts to jobs for automated processing and detailed reporting.
- Optionally accumulate billed totals for month-to-date, next month, year-to-date, next year and contract-to-date periods.
- Access retainage held, billed and balance amounts by contract item.

Change order tracking

- Tie change orders to contracts or contract items.
- Automatically change contract amounts and contract item amounts based on approved change orders.
- Track original contract units and amounts, approved change orders and revised units or amounts contracted.
- Record the reason for the change, the scope of the change, the dollar amount of the change, and units.
- Record multiple items per change order.
- Create Contracts change orders based on change order requests logged in Job Cost.
- Revise Job Cost change order requests to minimize data entry (for example, change the status to "denied" or reduce the amount prior to approving).
- Track change orders by cost type.
- Track the estimated cost of the change along with the contract change order amount for profitability analysis.

Inquiry

- Choose from several pre-designed Contracts inquiries (for example, Derived Totals, Change Orders).
- Drill down on summary information to view supporting detail (for example, click on a contract to view detail by contract item).
- Apply conditions to display only the information you need to see.
- View and insert electronic notes and file attachments.
- Insert additional columns of information on-the-fly.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from several pre-designed Contracts reports to calculate and print information at any time (for example, Contract Schedule of WIP, Contract Item Billing Summary, Contract Change Order Log).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Additional features

- Enter electronic notes to contracts, contact items, change orders, and change order items to document additional information.
- Attach electronic files (for example, job photos, scanned images of a contract) to contracts, contact items, change orders, and change order items.
- Customize the toolbar for push-button access to reports, inquiries and tasks.
- Change descriptions that are on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Define security rights by user or group.

Contracts is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.