

IBSWIN AUTOPAY

The purpose of this document is to outline a new add-on capability that will be available in the latest 12.04 release of the IBSWIN software. AUTOPAY is a feature in IBSWIN that provides your field superintendents and office personnel with the ability to review and approve online purchase orders and contract pay schedules. It provides a simple user interface that can be accessed by a “wireless” laptop PC or desk top computer. It then automatically creates invoice or payment transactions for your accounting system, eliminating the need to manually enter invoices in your accounting system. Your accounting department and management team still have the ability to review and approve invoices prior to check processing via the available reporting. AUTOPAY requires the IBSWIN Purchasing Power module be active. It is as simple as 1-2-3.

Step#1 – Approval

The first step in using AUTOPAY is approving the payment of the purchase orders or contract pay points that have been issued previously using the IBSWIN system. This is done by selecting “Superintendent View” from the Purchasing pull down as illustrated below:



As you can see, there are two selections; 1) Scheduling /PO Approval, & 2) Contract Approval. The Scheduling /PO Approval Screen is illustrated on the next page of this document. It provides your superintendents with the ability to update the schedule tasks for the selected lot, review and approve purchase orders, and print various available reports.

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Purchase Order Approvals Screen:

Superintendents Over View For SJE01-ESTATES -PHASE1 Lot: 03

Milestone Tasks in: **RED**
 Sub Tasks in: **BLUE** **F9 = Insert Current Date** - Purchase Orders -

Sub	Stage Description	Days	E/A	Sq 03/Lt 03	Subcontractor	Type	PO#	Total PO	Edit PO
00	Start Building Permits	4	Est	09/07/2006	ABC FRAMING	BC	002141	-300.00	
00			Act	09/10/2005	ABC CABINETS	STD	002636	200.00	
01	- City Permit follow-up	1	Est	09/07/2006	GREENS APPLIANCES	OPT	002863	980.00	
01			Act	/ /	ABC CABINETS	STD	003188	300.00	
02	- Dig Trench	1	Est	09/07/2006	CABINET FACTORY	STD	003376	400.00	
02			Act	/ /		BC	003426	300.00	
00	Foundation	10	Est	09/23/2005	KARLS KABINETS	OPT	003487	400.00	
00			Act	09/15/2005	ABC PLUMBING	BC	003547	-200.00	
01	- Lay Boards	2	Est	09/23/2005	ABC FRAMING	STD	003548	16.00	
01			Act	12/21/2005	ABC CABINETS	STD	003682	500.00	
02	- Pour Concrete	2	Est	09/23/2005	ABC PLUMBING	BC	003728	-200.00	
02			Act	/ /	PAUL'S PAINTING	STD	004811	200.00	
00	Footing steel and inspection	1	Est	09/16/2005	ABC PLUMBING	BC	004817	-400.00	
00			Act	09/23/2005	J & B WINDOW COVERING	OPT	004959	825.00	
00	Pour footings, form boards	1	Est	09/26/2005	JOSE'S INSTALL SERVICES	OPT	004960	165.00	

Estimated Days To Complete: 69.00 **Find Task** **Save** **Print** **Notes** **Exit** **Option Super's Report** **Approved PO's**

Upon selecting the "Edit PO" button for a specific PO, the screen illustrated below will appear. Your superintendent would simply select the lines in the PO that they are approving for payment.

Edit A Standard Purchase Order

Purchase Order #: 003682 Div: 01 Pharaoh Homes - SoCal
 Proj: S01 San Juan Estates

Lot Specific
 Vendor: ABC 01 ABC CABINETS Phs: SJE01 ESTATES -PHASE1
 345 HOLLYWOOD WAY Tract: 51665
 BURBANK CA 91451 Lot: 03 Plan: 30
 (818)988-1717 Fax: Bldg: Seq: 03
 Contact: GEORGE BREN Addr: 5145 OAK BLUFF
 SAN JAUN CAPISTRANO, CA 91871

Red -> Denotes Revision Authorization: _____

Apprv'd	Qty	Unit	Item/Product	Cost	Total Amount	Not
<input type="checkbox"/>	1.00	ea	Fix Problem per attached request	500.00	\$ 500.00	

Move Phase **Save** **New** **Revision** **Delete** **Print** **Bck Chg** **Copy** **Exit** Total PO: 500.00

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Upon completion of the purchase order approvals, the superintendent or accounting manager can print out the report illustrated below detailing the approved invoices for lot and approval period.

PHARAOH DEMONSTRATION				APPROVED PURCHASE ORDER DETAIL			
Project: S01		San Juan Estates		Approved From / / to 09/27/2007		Page 1	
Phase: SJE01		ESTATES -PHASE1				09/27/200	
PO#	Rev	PO Date	Approval Date	Sub contractor/Item Description	Cost Code	PO Type	Total Cost
Lot:03 - BOB AND MARY SMITH							
002862		04/14/99	04/28/06	GREENS APPLIANCES SUPPLY & INSTALL	888888	OPTPO	\$990.00
002863		04/14/99	09/27/07	GREENS APPLIANCES INSTALL APPLIANCES		OPTPO	\$980.00
003188		04/03/03	09/27/07	ABC CABINETS Paint Cabinets	575	STDPO	\$300.00
007093		07/31/07	07/31/07	A.J. Cabinets Line 1	N/A	STDPO	\$55.00
		07/31/07	07/31/07	A.J. Cabinets Line2		STDPO	\$65.00
TOTAL LOT 03:							\$2,390.00

Contract approvals can be done in a similar manner by making this selection and then choosing the desired project / phase for approval. All the contracts and change orders for the selected phase will appear as illustrated in the screen sample below.

Superintendent Contract Approval...

- Contracts -

Trade	Description	Subcontractor	Contract #	Approval
CABI	CABINETS	KARLS KABINETS	00000069	
CABI	CABINETS	ABC CABINETS	00000098	
CABI	CABINETS	ABC CABINETS	00000098-02	
CABI	CABINETS	ABC CABINETS	00000098-1	
CABI	CABINETS	A.J. Cabinets	00000282	
CARR	CARPENTRY-ROUGH	ABC FRAMING	00000018	
CARR	CARPENTRY-ROUGH	ABC FRAMING	00000018-01	
CARR	CARPENTRY-ROUGH	ABC FRAMING	00000018-02	
CONC	CONCRETE FOUNDATION/SLAB	CRAIG'S CONCRETE	00000061	
CONC	CONCRETE FOUNDATION/SLAB	CRAIG'S CONCRETE	00000096	
CONC	CONCRETE FOUNDATION/SLAB	CRAIG'S CONCRETE	00000096-01	
DRYW	DRYWALL	ABC PLASTERING	SJE00000395	
FING	FINISH GRADING	ABC FRAMING	00000246	
FRAM	FRAMING	ABC FRAMING	TEST1234	
FRAM	FRAMING	ABC FRAMING	TEST1234-01	

Find Trade
Print
Exit

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After the selection is made, the system then can prepare various documents that management can review prior to finalizing the creation of the actual approved invoices for your accounting system.

ONSITE CONTRACT INVOICE REPORT FOR - 09/27/07								
Payee	Ln#	Phase	Lot	Cost Code	Contract#	Description	Trade	Total Amount
<i>Invoice: 00000000020</i>								
ABC FRAMING	001	SJE01	02	578	0000018	Lot: 02 - Stage: 001	CARR	240.00
ABC FRAMING	002	SJE01	03	578	0000018	Lot: 03 - Stage: 001	CARR	240.00
ABC FRAMING	003	SJE01	04	578	0000018	Lot: 04 - Stage: 001	CARR	240.00
ABC FRAMING	004	SJE01	05	578	0000018	Lot: 05 - Stage: 001	CARR	240.00
ABC FRAMING	005	SJE01	06	578	0000018	Lot: 06 - Stage: 001	CARR	240.00
<i>Total Invoice: 00000000020</i>								\$1,200.00
<i>Invoice: 00000000021</i>								
ABC PLUMBING	001	SJE01	02	550	0000058	Lot: 02 - Stage: 001	PLUM	1,470.00
ABC PLUMBING	002	SJE01	03	550	0000058	Lot: 03 - Stage: 001	PLUM	1,960.00
ABC PLUMBING	003	SJE01	05	550	0000058	Lot: 05 - Stage: 001	PLUM	1,490.00
ABC PLUMBING	004	SJE01	06	550	0000058	Lot: 06 - Stage: 001	PLUM	1,225.00
ABC PLUMBING	005	SJE01	09	550	0000058	Lot: 09 - Stage: 001	PLUM	1,120.00
<i>Total Invoice: 00000000021</i>								\$7,175.00
<i>Invoice: 00000000022</i>								
CRAIG'S CONCRETE	001	SJE01	02	240	0000061	Lot: 02 - Stage: 001	COHC	1,950.00
CRAIG'S CONCRETE	002	SJE01	05	240	0000061	Lot: 05 - Stage: 001	COHC	1,950.00
CRAIG'S CONCRETE	003	SJE01	06	240	0000061	Lot: 06 - Stage: 001	COHC	1,345.00
CRAIG'S CONCRETE	004	SJE01	08	240	0000061	Lot: 08 - Stage: 001	COHC	2,010.00
CRAIG'S CONCRETE	005	SJE01	09	240	0000061	Lot: 09 - Stage: 001	COHC	1,830.00
<i>Total Invoice: 00000000022</i>								\$9,585.00
Total Invoiced:								\$17,960.00

INVOICE LISTING BY INVOICE										
Payee	Ln#	Phase	Cost Code	PO/Cntrc#	Description	Inv Date	Export Date	Item Trade	Quantity	Total Amount
<i>Invoice: 00000000016</i>										
ABC CABINETS	401	SJE01	675	4040498	Lot: 02 - Stage: 001	07/31/07		CABI	1.00	2,340.00
ABC CABINETS	402	SJE01	675	4040498	Lot: 02 - Stage: 002	07/31/07		CABI	1.00	1,560.00
ABC CABINETS	403	SJE01	675	4040498	Lot: 06 - Stage: 001	07/31/07		CABI	1.00	2,340.00
<i>Total Invoice: 00000000016</i>										\$6,240.00
<i>Invoice: 00000000018</i>										
CRAIG'S CONCRETE	401	SJE01	240	4040496	Lot: 02 - Stage: 001 test	07/31/07		COHC	1.00	2,740.00
CRAIG'S CONCRETE	402	SJE01	240	4040496	Lot: 08 - Stage: 001 test	07/31/07		COHC	1.00	2,850.00
CRAIG'S CONCRETE	403	SJE01	240	4040496	Lot: 06 - Stage: 002 test	07/31/07		COHC	1.00	2,050.00
<i>Total Invoice: 00000000018</i>										\$8,460.00
<i>Invoice: 00000000019</i>										
A.J. Cabinets	401	SJE01	N/A	407093	Line 1	07/31/07			1.00	55.00
A.J. Cabinets	402	SJE01	N/A	407093	Line 2	07/31/07			1.00	65.00
<i>Total Invoice: 00000000019</i>										\$120.00
<i>Invoice: 00000000020</i>										
ABC FRAMING	401	SJE01	578	4040418	Lot: 02 - Stage: 001	09/27/07		CARR	1.00	240.00
ABC FRAMING	402	SJE01	578	4040418	Lot: 03 - Stage: 001	09/27/07		CARR	1.00	240.00
ABC FRAMING	403	SJE01	578	4040418	Lot: 04 - Stage: 001	09/27/07		CARR	1.00	240.00
ABC FRAMING	404	SJE01	578	4040418	Lot: 05 - Stage: 001	09/27/07		CARR	1.00	240.00
ABC FRAMING	405	SJE01	578	4040418	Lot: 06 - Stage: 001	09/27/07		CARR	1.00	240.00
<i>Total Invoice: 00000000020</i>										\$1,200.00

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Step #3 – Export Invoices To Accounting

That completes the AUTOPAY process. You would now go to “Tools” – Export and choose your accounting system to select the specific or all invoices to transfer to your accounting system. It works in a very similar way to the current purchase order and contract export that you are probably already familiar with.

AUTOPAY saves time entering and matching invoices against POs and contract for your accounting staff, simplifies approvals for your field superintendents, and eliminates the need for your subs to submit invoices. Many homebuilders have been able to negotiate better prices from their subcontractors by implementing this AUTOPAY process and making their accounting much easier.