

PeopleSoft®

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EnterpriseOne 8.10  
Homebuilder Management  
PeopleBook

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**May 2004**



EnterpriseOne 8.10  
Homebuilder Management PeopleBook  
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# About These EnterpriseOne PeopleBooks

## Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

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### Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

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## EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

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## Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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**Note**

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

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**See Also**

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.jsp>

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## Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

### Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

<b>Typographical Convention or Visual Cue</b>	<b>Description</b>
<i>Italics</i>	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

## Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

### Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

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#### Note

Example of a note.

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### Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

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#### Caution

Example of a caution.

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## Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

# Homebuilder Management Overview

The EnterpriseOne Homebuilder Management solution facilitates the effective and efficient management of the repetitive building process. Although the system is referred to as Homebuilder Management, it facilitates the management of any repetitive building process, including the construction of retail operations, repetitive specialties, and manufactured homes. The Homebuilder Management solution helps builders manage and analyze the profitability of their business by area, community, plan, elevation, or option. The functions and features included in Homebuilder Management have been developed over several years using input from many national and regional builders. The system represents the collective suggestions of these homebuilding and repetitive construction companies.

Homebuilder Management is designed to be flexible and easy to use. Homebuilder Management allows builders to manage in the same way that they build. The Homebuilder Management solution closely parallels the actual building and sales processes and allows builders to easily manage building and sales activities.

The user interface of Homebuilder Management includes workbenches that make the system easy to navigate and use. Included in the Homebuilder Management application are the lot workbench, the sales workbench, and the lot start workbench. These workbenches graphically display pertinent homebuilder-related information.

Homebuilder Management provides flexibility in managing the construction process. The system allows each builder to accommodate regional purchasing and sales practices by area or community. It also allows a builder to track information that is unique to the builder's construction and sales processes.

In addition to tracking the operational aspects of building, the system also performs the following functions, which help builders analyze financial information and profitability:

- Gather, process, and store information about the profitability of specific communities, lots, and options
- Develop community pro forma analyses based on operational and financial assumptions
- Control costs efficiently and effectively

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## System Integration

The following EnterpriseOne systems integrate with Homebuilder Management:

<b>General Accounting</b>	Homebuilder Management creates entries in general ledger accounts for lot closes and progress payments.
<b>Accounts Payable</b>	You can enter invoices for existing commitments to create vouchers in the Accounts Payable Ledger table (F0411).

## **Procurement**

You can create commitments in Homebuilder Management, and the system enters these commitments in the following tables in the Procurement system:

- Purchase Order Header (F4301)
- Purchase Order Detail File (F4311)
- P.O. Detail Ledger File - Flexible Version (F43199).

Depending on how the system constants are set, the system might also update the PA ledger type in the commitment balance records in the Account Balances table (F0902).

## **Project Management (Job Cost)**

Each lot in Homebuilder Management appears as a job in the Project Management application during the lot start process. Therefore, a lot appears in the Business Unit Master table (F0006) and Extended Job Master table (F5108), and its cost codes appear in the Account Master table (F0901). In addition, as houses start, the system maintains cost and revenue information, using the standard ledger types for Job Cost, to manage budgets, commitments, actual costs, projected final amounts, and so on.

## **Service Management**

At the time of close, you can use information that is associated with the house, such as homebuyer information, configuration components, and subcontractors, to create install base records in the Service Management system.

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# **Homebuilder Management Features**

Some of the major features of Homebuilder Management include:

## **Flexible lot inventory**

You can manage lot inventory at the area, community, phase, lot, plan, and elevation levels within Homebuilder Management. The use of area as a high-level organizational structure enables you to include multiple communities in your searches. An area is typically associated with a single purchasing department or geographic territory.

Within areas, you create communities that can be further divided into construction phases. Communities and phases are logical groupings of lots within an area. After you identify communities and phases, you can associate lots and plans with them.

## **Phases**

Use a phase to group lots within a community and more accurately manage construction and bidding processes by groups of lots. Phases allow you to do the following:

- Mirror actual construction activities by building lots in separate phases within a community
- Provide separate pricing and product offerings for each phase
- Provide separate material and labor costs by phase for bids, takeoffs, item pricing, and supplier assignments
- Restrict the selection and construction of options by phase within a community

If you do not use phases in your building process, you can set up Homebuilder to omit them.

**Budget-only purchase orders**

You can specify a bid contract as budget-only. For these bid contracts, the system creates a budget account balance only and does not create a commitment line item. For example, you can add permit-related budgets for which no commitment typically exists. For any cost code, you can define budget entries at the area, community, phase, plan, elevation, or option level.

**Closing worksheet template and sales journals**

You can create worksheet templates that contain the accounting instructions for escrow closings in a particular community, or you can create one template to use in all communities. When you use these templates, the system automatically prepares the sales journal or revenue recognition entry. To create the closing entry, the system combines the information that you enter in the sales entry form with the appropriate worksheet template.

**Cost code template**

You can create templates of accounts and use them during the lot start process to create the cost code list or work breakdown structure for each lot. You can use as few or as many templates as necessary. For example, you can create a single cost code template for all operations or assign different templates to each plan or lot.

**Extended data capabilities**

Use extended homebuilder data to capture additional, user defined information that seamlessly integrates into many functions within Homebuilder Management. You can easily access and search this information by community, phase, lot, sale, plan, and option.

**Activity rules**

Use sales and construction activity rules to define the process steps that are allowed for each sales and construction status of each lot.

For example, you can set up sales activity rules to control how you enter a sale, either for a pre-sold house or a spec house. A lot might be restricted from sale because the community or phase has not been released or because the lot has already been sold. Sales cancellations, buyer transfers, and closings are examples of other processes that you can control using sales activity rules.

Sales and construction activity rules also determine when new entries are written to history tables. Examples of events that might create sales-related historical entries are entering a new sale, canceling a sale, and releasing options through the lot start process. You define the events for which you create history records.

The sales and construction activity rules within Homebuilder Management are similar to the order activity rules that are included in the Sales Order and Procurement systems.

## **Lot workbench**

Use the lot workbench to manage lot inventory for one or more communities. The lot workbench provides a visual presentation of the building process and displays the status of individual lots and options. The lot workbench is organized by area, community, phase, lot, and option. From the lot workbench, you can do the following:

- Validate and review the lot configuration
- Review and manage the job within the Project Management system
- Use graphical icons to quickly identify status
- Review the base house and option revenue

## **Lot start process**

Use the lot start process to extend bids and takeoffs into actual commitments and budgets for each lot. This process also allows you to make changes within a set of rules that you establish for each community. The lot start process allow you to do the following:

- Create a workfile that you can review and maintain
- Create budgets and commitments
- Process commitment reversals
- Print reports, such as a lot configuration list, a notice to proceed, a subcontractor form that you can use as an invoice, and all respective purchase orders for bid contracts and takeoffs

## **Sales workbench**

Use the sales workbench, which is similar to the lot workbench, to enter all sales information that is related to a lot. You can use the sales workbench to search for lots that meet a wide variety of sales criteria. The system displays each lot that meets the search criteria, as well as a count of the total number of lots that meet this criteria.

For example, you might want to review all of the individual sales that are scheduled to close in the next two weeks, but for which you have not received a loan approval notice.

## **Bid contracts**

You can establish bid contracts for each cost code by plan, elevation, or option at a number of levels, including area, community, and phase. Area-wide bids allow a builder to subcontract throughout multiple communities using a single lump sum amount. You can create community bids for contracts that are specific to a single community. Phase bids allow you to contract one group of lots differently from another group of lots within a single community.

To help you manage multiple bid prices that are time-dependent, the system tracks effective dates and expiration dates. The lot start process uses the start date of the lot to identify the correct price when it creates commitments and budgets.

**Takeoffs**

Takeoffs are sets of material items and their quantities needed to construct a base house and options for a specific plan within a community. Takeoffs contain specific items and the required quantities for the plan, elevation, or option. During the lot start process, the system then prices these items for the selected supplier and creates the procurement records.

You can organize item, item pricing, takeoff master, and supplier assignment records by area, community, phase, plan, lot, or option.

**Supplier assignment**

You can use supplier assignment to match a specific supplier to a specific trade code. You can further assign this trade code to a community, phase, lot, or option. Because the supplier assignment is date-sensitive, you can create historical analysis and replace one subcontractor with another at any time during the project.

**Supplier-to-be-determined bids**

You can set up bids with To-Be-Determined (TBD) in the supplier field. Use this feature to create lot start workfile records and budgets before you determine which specific supplier will be hired. After you identify the supplier, you can assign the contract and update prices, as appropriate.

**Extra purchase order**

You can create extra purchase orders, such as field purchase orders, in situations in which you need supplemental purchasing. You enter extra purchase orders directly into the Homebuilder Lot Start Temporary Workfile table (F44H711P), which allows flexible data entry, builder-controlled price reviews, and a separate source document type that is specific to extra purchase orders. Through this method, you can use the same program to track and manage all commitments that are associated with a lot, including unplanned costs.

**Sales history**

You can maintain and review sales history information for each lot. Each entry in the history table includes the date on which it was created so that you can review historical statistics for a given time period.

Use sales activity rules to control which activities create entries in the Lot Sales History table (F44H501H). Events that might update information in the Sales History table include:

- Creating a new sale
- Canceling a sale
- Recording loan approval
- Closing the house

**Wildcards**

You can use wildcard entries within many areas of Homebuilder Management. Wildcards increase the efficiency of data setup and processing. The wildcard character (+) identifies those items that apply to all levels of configuration or costing.

For example, when a bid line item amount applies to all elevations within a plan, you can create one bid detail with the wildcard character in the elevation, rather than creating separate records for each elevation.

The setup and maintenance of option master, supplier assignment, bid and takeoff information all include wildcard functionality.

## Reports

Use Homebuilder Management reports to review information about setup, purchasing, building, and sales activities.

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# Tables Used by Homebuilder Management

Homebuilder Management uses the following tables to process purchasing, construction, sales, and financial transactions:

<b>Homebuilder Activity Rules (F44H002)</b>	Contains setup information for construction and sales activity rules, including allowed statuses and history to be captured for each activity.
<b>Extended Homebuilder Data Template (F44H0920)</b>	Contains the user-defined data keys that are associated with each data type.
<b>Extended Homebuilder Data Headings (F44H0921)</b>	Contains the specific data elements and modified column titles for the selected extended data.
<b>Extended Homebuilder Data (F44H0929)</b>	Contains the extended data for any of the following seven data types: area, community, lot, option, phase, plan, and sales.
<b>Community Phase Master (F44H101)</b>	Contains all of the master information for communities, including general description, number of lots, activity rule types, tax information, category codes, closing worksheet template, user dates, and other information.
<b>Lot Master (F44H201)</b>	Contains all of the master information for lots, including address; general description; cost code and schedule template overrides; release and construction dates; permit information; house color schemes; additional date and amount fields; and other information.
<b>Plan Master (F44H301)</b>	Contains all of the master information for plans, including general description; associated elevations; cost code and schedule templates; base prices; user-defined category codes and dates; and other information.
<b>Option Master (F44H401)</b>	Contains all of the master information for options, including general description; assignment to area, community, phase, plan, and elevation; sales prices with effective dates; designation of option package or custom option, category code, date and amount fields; and other information.
<b>Option Packages (F44H402)</b>	Contains information for linking options with appropriate quantities and effective dates when they are sold together as a package.
<b>Sales Master Table (F44H501)</b>	Contains all of the sales information for the lot, including lot configuration (plan, elevation, and swing), buyer address book number, sales and close dates, sales activity statuses, contingency information, cancellation information, loan information, sales

	prices, and other information.
<b>Sales Master History (F44H501H)</b>	Contains the sales history information for a lot, such as changes to plan and elevation, sale cancellations, transfers, and closings. Records written to this file are controlled by the user defined sales activity rules.
<b>Option Selections (F44H511)</b>	Contains option selection information for each lot, such as selection quantity, unit price, and extended price.
<b>Option Selection History (F44H511H)</b>	Contains all history information for option selections on a lot, including option reversals.
<b>Closing Worksheet Accounting Instructions (F44H590)</b>	Contains the setup information for sales closings templates, including business unit source instructions; object, subsidiary, and subledger accounts; amounts, and ledger types.
<b>Closing Worksheet Entries (F44H591)</b>	Contains the closing entry information for each closed lot, including all account numbers and corresponding amounts.
<b>Closing Worksheet Data Mapping (F44H599)</b>	Contains the setup information that links a field used during lot close with a closing worksheet line number and description.
<b>Bid Header (F44H601)</b>	Contains the commitment header information, including the bid number and description, document type and company, community number, supplier number, tax information, and other unique information assigned to the bid.
<b>Takeoff Master File (F44H602)</b>	Contains all takeoff master information necessary to process takeoffs, including area, community, phase, plan, elevation, option, item number, item quantity, cost type, cost code, and other information.
<b>Takeoff History File (F44H602H)</b>	Contains all information related to changes to takeoff records, including reason code and quantity changes.
<b>Material Item Pricing (F44H603)</b>	Contains information related to the pricing of an item for a supplier, including the price amount, effective and expiration dates, lead times, and other information.
<b>Supplier Assignment (F44H604)</b>	Contains information for assigning a specific supplier to the bid and takeoff commitments for a community, phase, lot, or option, using effective and expiration dates.
<b>Bid Details (F44H611)</b>	Contains the detailed information for the bid, including the phase, cost code, cost type, plan, elevation, option number, quantities, amounts, effective and expiration dates, and other information.
<b>Workfile Generation (F44H711)</b>	Contains all of the detailed information for each lot, following lot start generation and prior to commitment generation (generating budgets and commitments), including job number, object, subsidiary, option, quantities, amounts, supplier number, and other information.
<b>After Start Purchasing (F44H711P)</b>	Contains all of the detailed information from extra purchase order entry or an electronic purchase order upload. You can upload the information in this table to the Lot Start Workfile Generation table.

---

## Wildcarding Techniques

You can use wildcards to set up and maintain option master, supplier assignment, bid, and takeoff information. When bid line items apply to all elevations within a plan, rather than creating separate bid detail records for each elevation, you can create one bid detail record with the wildcard character in the elevation field. The wildcard applies the bid record to all elevations within the plan.

When you set up Homebuilder Management, you can use wildcards when you set up option master information, supplier assignment information, bid detail information, and takeoff detail information.

### Using Wildcards

You can use wildcards to make an option, supplier, bid detail, or takeoff available in many situations. For example, when you want an option to be available for selection regardless of the plan or elevation of the house that a buyer chooses, enter the wildcard character (+) in the Plan and Elevation fields on the Option Revisions form (W44H401B). When you run the option selection process, the system displays all option master records that are specific to the plan and elevation that the buyer chose (or specified on a spec house record). The system also displays all options for which you entered a unique plan in the Plan field and the wildcard character in the Elevation field, options for which you entered the wildcard character in both the Plan and Elevation fields, and so on.

The following table illustrates which fields can use the wildcard function:

	<b>Community Master</b>	<b>Supplier Assignment</b>	<b>Bid Detail</b>	<b>Takeoff</b>
<b>Community</b>	X	X	X	X
<b>Phase</b>	X	X	X	X
<b>Plan</b>	X		X	X
<b>Elevation</b>	X		X	X
<b>Swing</b>				X
<b>Lot</b>		X		
<b>Option Number</b>		X		

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#### Note

You cannot enter a wildcard in the Area field. You cannot enter a wildcard in the Option field for bids and takeoffs.

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The following table contains examples of option master records that are set up using wildcards:

<b>Option Number</b>	<b>Area</b>	<b>Community</b>	<b>Phase</b>	<b>Plan</b>	<b>Elev.</b>	<b>Explanation</b>
MPL100	100	10010000	000	1850	+	This option is available for houses that meet the following criteria: <ul style="list-style-type: none"> <li>• Community 10010000</li> <li>• Phase 000</li> <li>• Plan 1850</li> <li>• All elevations</li> </ul>
APL200	100	10010000	000	+	+	This option is available for houses that meet the following criteria: <ul style="list-style-type: none"> <li>• Community 10010000</li> <li>• Phase 000</li> <li>• All Plans</li> <li>• All elevations</li> </ul>
SLU210	100	+	+	+	+	This option is available for houses that meet the following criteria: <ul style="list-style-type: none"> <li>• All Communities</li> <li>• All Phases</li> <li>• All Plans</li> <li>• All elevations</li> <li>• Within Area 100</li> </ul>
YLE601	100	+	+	1850	A	This option is available for houses that meet the following criteria: <ul style="list-style-type: none"> <li>• All Communities</li> <li>• All Phases</li> <li>• Plan 1850 only</li> <li>• Elevation A only</li> </ul>
CAR552	100	+	+	1850	+	This option is available for houses that meet the following criteria: <ul style="list-style-type: none"> <li>• All Communities</li> <li>• All Phases</li> <li>• Plan 1850 only</li> <li>• All Elevations</li> </ul>

# Foundation Management

Before you use Homebuilder Management, you need to set up the following information, according to your business needs:

- Areas. Areas are collections of communities.
- Communities. Communities are also referred to as subdivisions or projects.
- Phases. Phases are sections, or subsets of lots within a community.
- Lots. Lots are individual home sites within a community or phase.
- Plans and Elevations. Plans and Elevations identify the basic features and architectural elements of a house.
- Options. Options provide additional flexibility in the configuration of the home.

---

## Note

Phases are optional. If a community is not set up as phase-enabled, the default community and phase record for all setup, costing, construction and sales activities is phase 000.

---

Setting up areas, communities, phases, lots, plans and elevations, and options, allows you to do the following:

- Create a flexible organizational structure, which allows you to customize the product offering at the level of detail required for each element in the product line.
- Minimize redundant data entry.
- Simplify the maintenance and management of product lines.
- Analyze the performance of the product lines in several ways, including breakdowns by plan, option, and community. The structure of the system allows for this analysis on either a pro forma or an actual basis.
- Separate the construction elements of a home from the sales elements, when appropriate.

---

## Setting Up Areas

Within Homebuilder Management, areas are defined as a collection of communities. You can set up one area or multiple areas depending on your business requirements.

---

## Note

Cost codes are required for areas for the following reasons:

- The lot prestart process references the area job for cost codes
  - Bid contracts use area cost codes for validation
-

### Prerequisite

- ❑ Set up the area as a user defined code. See *User Defined Codes* in the *Foundation Guide*.
- ❑ Add a new job master record for the area. Area is a three-character code. Do not set up a job master record that is longer than three characters. See *Creating a Job Master Record* in the *Job Cost Guide* to successfully add a new area.
- ❑ Enter cost codes for the new job. See *Creating a Cost Code Structure* in the *Job Cost Guide* to successfully add new cost codes.

---

## Setting Up Communities

A community is a distinct grouping of lots that share any number of conditions, such as product offering, geography, and so on. Offered in the community is a subset of the builder's plans and options.

After you set up the community, you can set up the remaining components of the foundation system (plans, lots, and options) for the community. You must set up all other components of the foundation system before you perform lot starts.

### Prerequisite

- ❑ Enter income statement and warranty business units or jobs through General Accounting procedures. See *Working With Business Units* in the *General Accounting Guide* and *Creating a Job Master Record* in the *Job Cost Guide*.
- ❑ Ensure the Homebuilder Activity Rules and associated construction rule types are setup. See *Setting Up Activity Rules* in the *Homebuilder Management Guide*.
- ❑ Enter tax areas, tax entities, tax rates, and tax reason codes for any applicable taxes for the location of the community. See *Entering Tax Information* in the *Accounts Payable Guide* for more information.

## Entering Community Master Information

The community master information is the basis for all community-specific Homebuilder Management processes, including setup, costing, sales, construction, and integration with the financial systems. Each community master record that you create has a corresponding job master record. Many fields in the community master record directly correspond to fields in the job master record, including Job Type, Company Number, and Category Codes 1-10. You can enter job master record information on the Community Master Entry form. If the job master record exists at the time that you create the community master record, you can either accept the common values from the job master record and apply them to the community master record, or you can choose to overwrite the values in the job master record with those that you enter in the community master record.

You can set up and maintain community phase information in the community master record. The Number of Phases field is enabled only when the Phase Enabling field has been enabled for the community. When the Phase Enabling field is disabled, the Number of Phases field is protected, the number of phases is assumed to be zero, and all other phase-related setup and maintenance features are disabled for that community.

► **To enter community master information**

---

*From the Foundation Management menu (G44H21), choose Maintain Communities.*

1. On Work With Community Master, click Add.
2. On Community Revisions, complete the following required fields:
  - Area
  - Community

Enter four zeros in this field directly after the community number. For example, if the community number is 5555, enter 55550000.

3. On the General Tab, complete the following required fields:
  - Description
  - Company
  - Type Business Unit
  - Construction Rule Type
  - Sales Rule Type
4. Complete any of the following optional fields:

- Address 2
- Address 3
- Address 4
- Phase Enabling Flag

If this field is enabled, enter the number of phases.

- Number of Lots

Number of lots is the total number of lots that are planned for the community.

- Number of Phases

Complete this field only when you have enabled the phase feature.

- Product Type

5. On the Tax Info tab, complete any of the following optional fields:
  - Tax Entity
  - Tax Rate/Area
  - Tax Expl Code

6. On the Cat Codes tab, complete any of the following optional fields:
  - Category Codes 1-10
  - Income Statement Business Unit
  - Warranty Business Unit
  - Closing Worksheet Template
7. On the Dates tab, complete any of the following optional fields:
  - User Dates 1-10
8. On the Attachments tab, enter text or attach information that you want to associate with the community.
9. Click OK.

## **Processing Options for Community Master**

### **Defaults Tab**

---

#### **1. Posting Edit - Business Unit**

Use this processing option to specify the posting edit code to use for the job master record.

#### **2. Level of Detail - Business Unit**

Use this processing option to specify the level of detail to display for business units. Nine levels of detail are available. Level one is the least detailed, and level nine is the most detailed. The default level is 9.

#### **3. HomeBuilder Area**

A component, typically a company division or geographic region, that is larger than a community. Large homebuilders might have many area within their organizational structure. Smaller, regional builders might operate their entire organization using a single area.

---

### **Versions Tab**

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#### **1. Extended HomeBuilder Data (P44H092) Version**

Use this processing option to specify which version of the Extended HomeBuilder Data program (P44H092) to run. If this processing option is left blank, the system uses version ZJDE0001.

#### **2. Lot Master (P44H201) Version**

Use this processing option to specify which version of the Lot Master program (P44H201) to run. If this processing option is left blank, the system uses version ZJDE0001.

#### **3. Plan Master (P44H301) Version**

Use this processing option to specify which version of the Plan Master program (P44H301) to run. If this processing option is left blank, the system uses version ZJDE0001.

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#### **4. Option Master (P44H401) Version**

Use this processing option to specify the version of the Option Master Maintenance program (P44H401) that you want to use. If you leave this processing option blank, the system uses default version ZJDE0001.

#### **5. Option Selections (P44H501) Version**

Use this processing option to specify which version of the Option Selections program (P44H501) to run. If this processing option is left blank, the system uses version ZJDE0001.

#### **6. Community Master Outbound Notification (P44H9901) Version**

Use this processing option to specify which version of the Community Master Outbound Notification program(P44H9901) to run when scheduling is enabled. If this processing option is left blank, the system uses version ZJDE0001.

---

## **Community Master Report (R44H1001)**

*From the Foundation Management menu (G44H1), choose Community Master Report.*

Use this report primarily to audit the community master setup. The report prints key fields from the Community Phase Master table (F44H101) and the Business Unit Master table (F0006). Use a processing option to specify whether the report prints only Phase 000 records or all records for a community.

## **Copying Community Information**

Copying features are available throughout Homebuilder Management to streamline the setup process. You can copy community master information from an existing community to a new community that has similar characteristics.

A similar feature exists on the Phase Maintenance form that allows you to copy phase information from an existing community and phase to a new community and phase.

### **► To copy community information**

---

*From the Foundation Management menu (G44H21), choose Maintain Communities.*

1. On Work With Community Master, click Find.
2. Choose the community that you want to copy, and then click Copy.
3. On Community Revisions, complete the following fields:
  - Area
  - Community
4. Revise any other necessary information on the General, Tax, Miscellaneous, Dates, and Attachment tabs, and then click OK.

## Entering Community Phase Information

A phase is a subset of lots within a community. Within the same community, phases can have distinct product offerings and pricing. Additionally, suppliers and subcontractors might bid phases independently.

### Prerequisite

- Ensure that the Phase Enabling field has been enabled for the community that requires phase construction. See *Entering Community Master Information* in the *Homebuilder Management Guide*.

### ► To set up phase information

---

*From the Foundation Management menu (G44H21), choose Maintain Communities.*

1. On Work With Community Master, click Find.
2. Choose the record that you want to change and click Select.
3. On Maintain Communities, choose the community that requires phases.

---

#### Note

Ensure that Phase Construction is enabled.

---

4. Choose Phase Maintenance from the Row menu.
5. On Phase Maintenance, complete the following fields, and then click OK:
  - Phase
  - Phase Description
  - Prod Type
  - Number of Lots in Community
  - Income Stmt Bus. Unit
  - Construction Rule Type
  - Sales Rule Type

---

## Setting Up Plans

A plan represents an architectural design based on an arrangement, a location, and the size of the rooms in a house. The same plan typically has a varied façade or exterior look, which is called its elevation.

You can use information such as square feet, user defined codes, and user defined dates to set specific plan attributes that you can use for reporting and analysis. Additionally, you assign the cost code template and schedule template at the plan level. The cost code template is a predefined listing of the cost code and budget structure that are applicable to a plan. You can use the schedule template to

store a reference to a third-party scheduling system. You can customize the templates and assign a template to each plan or to a series of plans.

### **Prerequisite**

- ❑ Set up area information. See *User Defined Codes* in the *Foundation Guide*.
- ❑ Set up community information. See *Entering Community Master Information* in the *Homebuilder Management Guide*.
- ❑ Set up any necessary category codes. See *User Defined Codes* in the *Foundation Guide*.
- ❑ Set up the cost code template. See *Creating the Cost Code Template* in the *Homebuilder Management Guide*.

## **Entering Plan Master Information**

Enter plan information in the plan master at the level of detail that is appropriate for your business needs. You can copy plans from one community and phase to another community and phase.

---

### **Note**

If you use phases, you must maintain plans at the phase level. The following task applies specifically to a community that does not have phases. For communities that have phases, enter plan information on the Phase Maintenance form.

---

### **► To enter new plan information**

---

*From the Foundation Management menu (G44H21), choose Maintain Communities.*

1. On Work With Community Master, complete the following field and click Find:
  - Area
2. Choose the record for the community to which you want to add plan information.
3. Choose Community Plans from the Row menu.
4. On Community Plan Maintenance, enter plan information in the following required fields:
  - Plan
  - Elev
5. To access single plan revision, select an existing plan and choose Revisions from the Row menu.
6. On Plan Master Revisions, complete the following fields:
  - Plan Description
  - Square Feet
  - Product Type
  - Product Group

7. On the Plan Info tab, complete the following fields:

- Cost Code Template
- Schedule Template
- Base Price
- Base Price Previous
- Sales Price Effective Date

To determine which sales price to select, the system compares this date to the date on which a plan is configured on a lot.

- Sales Price Expiration Date

8. On the Plan CC 1-10 tab, complete any of the category code fields.

9. On the Plan CC 11-15 tab, complete any of the category code fields.

10. On the User Dates tab, complete any of the user date fields.

11. On the Attachments tab, enter text or attach information that should be associated with the plan, such as floor plans and renderings of each elevation.

12. Click OK.

## Processing Options for Plan Master

### Versions Tab

---

#### 1. Extended HomeBuilder Data

Use this processing option to specify which version of the Extended HomeBuilder Data program (P44H092) to run. If this processing option is left blank, the system uses version ZJDE0001.

#### 2. Community Master

Use this processing option to specify which version of the Community Phase Master program (P44H101) to run. If this processing option is left blank, the system uses version ZJDE0001.

---

## Copying Plan Information

When a new community uses the same plans as the plans for another community, you can copy plan master information from an existing community. Similarly, you can copy plan master information to a phase of a community. The following are four ways in which you can copy plans:

- From an existing community to a new community
- From an existing community to a new phase within another community

- From an existing phase within a community to a new phase within an existing or new community
  - From an existing phase within a community to a new community that does not have phases
- 

**Note**

Plans can be copied only within the same area. You cannot copy plans from a community or phase in one area to a community or phase in another area.

---

► **To copy plan information**

---

*From the Foundation Management menu (G44H21), choose Maintain Communities.*

1. On Work With Community Master, complete the following field and click Find:
    - Area
  2. Choose one of the following:
    - If the community from which you are copying is phase-enabled, choose the record for the community, and then choose Phase Maintenance from the Row menu. Then choose a phase and choose Community Plans from the Row menu.
    - If the community from which you are copying does not have phases, choose the record, and then choose Community Plans from the Row menu.
  3. On Community Plan Maintenance, choose the record to copy and click Copy.
  4. Complete the following field:
    - Community/ Phase
- 

**Note**

The phase you are copying to must already exist.

---

5. Revise any necessary information for the new plan, and then click OK.

## **Plan Master Report (R44H3001)**

*From the Foundation Management menu (G44H21), choose Plan Master Report.*

This report lists information about the plans that are available in a given community or phase, including descriptions, square footage, and pricing information. Use this report to verify plan setup and availability by area, phase, and community.

---

## Setting Up Lots

Use the Lot Master program (P44H201) to set up and maintain lots within communities. You also use the Lot Master program to manage the progress of the lots as they move through the various stages of construction. You can use this program to track the following:

- Lot number and street address assignment, as well as the legal description of the lot, including assessor's parcel number, legal lot, tract, and block designation
- Unique lot characteristics
- Lot premiums
- Lot construction information, including start date, completion date, and current construction activity

Enter basic information regarding the lot during the initial setup. As the lot progresses through the configuration and construction process, the system automatically completes additional fields in this program.

### Prerequisite

- ❑ Complete the setup of community information. See *Entering Community Master Information* in the *Homebuilder Management Guide*.
- ❑ Establish any necessary lot-related user defined codes. See *Setting Up User Defined Codes* in the *Homebuilder Management Guide*.

### ► To enter lot master information for multiple lots

---

*From the Foundation Management menu (G44H21), choose Lot Master.*

1. On Work With Lot Master, choose Lot Maintenance from the Form menu.  
Alternatively, click Find, choose a record, and then choose Lot Maintenance from the Row menu.

2. On Lot Master Maintenance, complete the following required field and click Find:

- Community

3. Complete the following required fields on the first blank row in the detail area:

- Lot
- Phase

If the community is not phase-enabled, the system supplies a default value for the Phase field, either from the header or from the community master record.

4. Click OK.

► **To enter lot master information for a single lot**

---

*From the Foundation Management menu (G44H21), choose Lot Master.*

1. On Work With Lot Master, click Add.
2. On Lot Master Revisions, complete any of the following optional fields:
  - Address
  - City
  - State / Postal Code
  - Comment
  - Lot Premium
  - Builder Number  
This value is typically the address book number of the superintendent.
  - Misc. Address
  - Model Home
  - Lot Square Footage
  - Spec
  - Lot Depth
  - Lot Width
  - Building
  - Unit
  - Parcel Number
  - Parcel Tax Number
  - Cost Code Template
  - Schedule Template

---

**Note**

When you complete the Cost Code Template and Schedule Template fields, the values that you enter override the values that you entered in these fields on the Plan Master Revisions form. If you leave these fields blank on the Lot Master Revisions form, the system supplies the values that you entered in these fields on the Plan Master Revisions form.

---

3. On the Construction tab, complete any of the following optional fields:
  - Release Status Date
  - Commitment Start Date
  - Plot Approval Date
  - Construction Start Date

- Constr Complete Date
- Actual Finish Date
- PQ Hold Date
- Permit Number
- Date at City
- Permit Received Date
- Legal Lot / Block / Tract
- Construction Seq

Depending on how processing options are set up, this field might be disabled.

- Posting Stage
4. On the House Schemes tab, complete any of the following optional fields:
    - Color Package
    - Color Hold
    - Accent Color
    - Body Color
    - Paper Status
    - Mat Ordered
    - Fascia Color
    - Roof Tile
  5. On the Additional Information tab, complete any of the following optional fields:
    - User Date 1-8
    - Amount 1-6
    - User Reason Code 1-6
  6. On the Category Code tab, complete any of the following optional fields:
    - Category Code 1-10
  7. On the Attachments tab, enter text or attach attachments that you need to associate with the lot, such as the lot plot plan.
  8. Click OK.

## Processing Options for Lot Master

### Defaults Tab

---

#### 1. Construction Status Code Last - at lot creation

A user defined code (44H0/RL) that specifies the construction activity rule.

#### 2. Lot Status Code - at lot creation

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A user defined code (44H2/LS) that specifies the status of a lot. This value is determined by the current construction and sales activity rule.

**3. Construction Status Code Last - at release for construction**

A user defined code (44H0/RL) that specifies the construction activity rule.

**4. Sales Activity Code - at Sales creation**

A user defined code (44H0/RL) that specifies the sales activity for the last sales completed.

**5. Sales Contract Status - at release for sale**

Use this processing option to specify the default contract status to set when a new sales record is created.

**6. Lot Status - Construction Sequence is open for input/update only if the Lot Status has not yet reached this status**

A user defined code (44H2/LS) that specifies the status of a lot. This value is determined by the current construction and sales activity rule.

**7. Construction Status Code Last - Phase and Commitment Start Date is open for input/update only if the Construction Status has not yet reached this status**

A user defined code (44H0/RL) that specifies the construction activity rule.

**8. Hide phase column when phase is not enabled for a community.**

Use this processing option to specify whether to hide the phase column if a community is not phase enabled. Valid values are:

Blank

Display column

1

Hide column

---

## Versions Tab

**1. Extended Homebuilder Data (P44H092) Version**

Use this processing option to specify which version of the Extended Homebuilder Data program (P44H092) to run. If this processing option is left blank, the system uses version ZJDE0001.

**2. Sales Management (P44H500) Version**

Use this processing option to specify which version of the Sales Management program (P44H500) to run. If this processing option is left blank, the system uses version ZJDE0001.

**3. Job Status Inquiry (P512100) Version**

Use this processing option to specify the version of the Job Status Inquiry (P512000). If left blank, ZJDE0001 is used.

**4. Homebuilder Activity Rules (P44H002) Version**

Use this processing option to specify the version of the HomeBuilder Activity Rules program (P44H002) that you want to use. If you leave this option blank, the system uses

---

default version ZJDE0001.

### **5. Lot Master Outbound Notification (P44H9903) Version**

Use this processing option to specify which version of the Lot Master Outbound Notification program (P44H9903) to run. If this processing option is left blank, the system uses version ZJDE0001.

---

## **Releasing a Lot for Sale**

Before a lot in the lot master can be configured with a plan and elevation or sold to a buyer, the lot must be released for sale. Lots that the builder controls or lots that have not been taken down can be established in the lot master without making them available for house configuration or sale. Releasing a lot for sale updates the Lot Status field in the lot master record and makes the lot available to the Sales Workbench program.

You must set up UDC 44H5/ST with 4SL as a valid value.

After you release a lot, you cannot change its status back to unreleased.

### **► To release a lot for sale**

---

*From the Foundation Management menu (G44H21), choose Lot Master.*

1. On Work With Lot Master, complete the following field and click Find:
  - Community
2. Choose the record for the lot, and then choose Release for Sale from the Row menu.
3. At the warning message, click Yes.

When you click Yes, the release dates on each of the lots are updated with today's date, and the lots are made available to the Sales Workbench program (P44H500), in which a plan and elevation can be configured or the lot can be sold to a buyer.

## **Viewing Lot History**

You can view lot history information, such as the following:

- Changes to the lot status code
- Advancement through the construction activity rules
- Changes to the plan and elevation

### **► To view lot history**

---

*From the Foundation Management menu (G44H21), choose Lot Master.*

1. On Work with Lot Master, complete the following field and click Find:
  - Community

2. Choose the record for the lot, and then choose Lot History from the Row menu.
3. On Lot Master History Inquiry, click Find to review the historical transactions for the lot.
4. Click Close.

## Lot Inventory Listing Report (R44H2001)

*From the Foundation Management menu (G44H21), choose Lot Inventory Listing.*

This report lists the available lots in a community or phase and includes the following information:

- Lot Address
- Plan
- Elevation
- Swing
- Cost Code
- Schedule
- Lot Status
- Commit Start Date

## Lot Status Report (R44H2002)

*From the Foundation Management menu (G44H21), choose Lot Status.*

Use this report to analyze the status of lots within a community and phase to determine the availability and construction progress of the lot and house. The report prints the lot status code, the dates for the start of construction and commitments, and the estimated or actual completion date. This report differs from the Lot Inventory Listing report (R44H2001) in that it focuses primarily on the construction and sales status of each of the lots.

---

## Working With Options

Options are features that buyers can add to a base house specification, allowing them to customize their homes. Successfully managing options and controlling when options are selected increases builder profits and buyer satisfaction.

Homebuilder Management allows you to either set up each option as a single item, or group options together to form an option package.

When you work with options, you can do the following:

- Identify single options
- Identify option packages
- Identify options that exist as part of an option package only

- Use wildcards to offer options at multiple levels, including area, community, phase, plan, and elevation
- Enter the price for each option and option package at the level offered
- Set up and track custom options
- Assign option price and cost information at the area, community, phase, plan, and elevation levels, as required.

When you set up a new community or phase, you can copy the options in an existing community or phase to a new community. You can also copy the existing pricing or establish new pricing, as well as the effective and expiration dates.

You can also associate unlimited text and attachments with an option at all offered levels. You can attach any media object to the option record, such as photographs of the option or a hyperlink to a specific manufacturer's product catalogue.

### **Prerequisite**

- ❑ Set up area, community, and phase information for the options to be entered. See *Setting up Communities* in the *Homebuilder Management Guide*.
- ❑ Set up user defined codes for options. See *User Defined Codes* in the *Foundation Guide*.
- ❑ Set up plans and elevations. See *Setting Up Plans* in the *Homebuilder Management Guide*.

## **Entering Option Master Information**

On the Work With Options form, you can enter and maintain information for multiple options in the detail area, or select a specific record for individual revision using the Options Master Revisions form.

The wildcard fields in the header area of the Work with Options form work in conjunction with the Area, Community, Phase Number, and Plan fields to expand or limit the results when you search for options. For example, if, when you search for options, you specify a community and do not choose the Wildcard Community field, the system displays only those option records that are available in that specific community. However, if you enable the Wildcard Community field, the system displays all options that are specific to the community, as well as all area-level options.

### **► To enter option information**

---

*From the Foundation Management menu (G44H21), choose Option Master.*

1. On Work with Options, click Add.  
Alternatively, choose Mass Maintenance from the Form menu.
2. On Option Revisions, complete the following required fields:
  - Option Number
  - Description 1 and 2
  - Area
  - Community

- Phase
  - Plan/ Elevation
3. Complete the following optional fields:
    - Description 3-6
    - Option Package
    - Pkg Component Only
    - Custom Option
    - Lot Number
    - Current Sales Price
    - Effective Date
    - Expiration Date
    - Previous Sales Price
    - Gross Profit Percentage
  4. On the General tab, complete the following fields:
    - Option Type
    - Cut-Off (Prior)
    - Cut-Off (After)
    - Date Available
    - Date Inactive
    - Estimated Cost
    - Deposit Percentage
    - Plan Qualifier
  5. On the Category Codes 1-10 tab, complete any of the three-character category code fields.
  6. On the Category Codes 11-20 tab, complete any of the 10-character category code fields.
  7. On the User Defined tab, complete any of the following fields:
    - User Date 1-5
    - Amount 1-5
    - User Reason Code 01-03
  8. Choose Attachments from the Form menu to add any media objects that should be associated with the option, such as a photograph of the option or a hyperlink to a supplier or manufacturer catalogue.
  9. Click OK.

## Processing Options for Option Master Maintenance

### Defaults Tab

---

#### **1. Enter default area.**

Use this processing option to specify the default area.

#### **2. Enter default swing for option cost detail form.**

Use this processing option to specify the default swing to use on the Option Cost Detail form (W44H401C).

#### **3. Allow gross profit percent to be overridden on option cost detail form.**

Use this processing option to specify whether to override gross profit percent. Valid values are:

Blank

Do not override gross profit percent.

1

Override gross profit percent.

#### **4. Allow the suggested sales price to be overridden on the option cost detail form.**

Use this processing option to specify whether to override the calculated suggested sales price. Valid values are:

Blank

Do not override the calculated suggested sales price.

1

Override the calculated suggested sales price.

#### **5. Suggested sales price rounding preference for option cost detail form.**

Use this processing option to specify the rounding preference for the calculated suggested sales price. Valid values are:

Blank

Do not round. For example, use the original value of \$1236.56.

1

Round to the nearest dollar. For example, round \$1236.56 to \$1237.00.

2

Round to the nearest tenth. For example, round \$1236.56 to \$1240.00.

## Versions Tab

---

### 1. Extended Homebuilder Data Version.

Use this processing option to specify which version of the Extended HomeBuilder Data program (P44H092) to run. If this processing option is left blank, the system uses version ZJDE0001.

---

## Maintaining Option Packages

An option package is a group of options that buyers purchase together, often at a discount. Additionally, an option package might contain an option that is not otherwise available. This type of option is called a package component only. The system tracks the revenue and cost variances between the option package and the sum of individual options, had they been selected and built individually.

### Prerequisite

- ❑ Enter the options that you want to include in the package and indicate that they are part of an option package.

### ► To maintain option packages

---

*From the Foundation Management menu (G44H21), choose Option Master.*

1. On Work with Options, complete the following field and click Find:
  - Community
2. Choose the record that you want to change, and then choose Option Packages from the Row menu.
3. On Option Package Maintenance, choose Select Options from the Form menu.
4. On Select Option Package Components, choose each option that is part of the package, and then click Select.
5. On Option Package Maintenance, click Find to review the newly-selected options.
6. Complete the following required fields for each option:
  - Link Eff Date
  - Link Exp Date
7. Complete the following optional fields:
  - Quantity per Package
  - Link Remark
8. Click OK.

---

**Note**

The Link Number field is a sequence number maintained by the system.

---

## Reviewing Option Cost Detail

You can review detailed information about option costs for bid and takeoff commitments. As option costs change, you can quickly see current option costs so that you can manage sales prices more effectively.

Additionally, the system can automatically calculate new sales prices, based on the estimated cost and a gross profit percentage.

### ► To review option cost detail

---

*From the Foundation Management menu (G44H21), choose Option Master.*

1. On Work with Options, complete the following field and click Find:
  - Community
2. Choose the option, and then choose Option Cost Detail from the Row menu.
3. On Option Cost Detail, complete the following field and click Find:
  - Effective Date
4. Click Cancel.

### ► To update current price from estimated cost

---

*From the Foundation Management menu (G44H21), choose Option Master.*

1. On Work with Options, complete the following field and click Find:
  - Community
2. Choose the option, and then choose Option Cost Detail from the Row menu.
3. On Option Cost Detail, complete the following field and click Find:
  - Effective Date
4. Complete the following fields:
  - Estimated Cost
  - Gross Profit Percentage

5. Click Preview Price Change to view the new suggested sales price.

The current sales price appears in the Previous Sales Price field. The new current sales price is the calculated amount.

6. Click OK.

# Copying Option Master Information

You can copy option master information from one community to another. This feature saves you time when many of the same options are offered at all or many of the communities that your company develops.

You can copy selected options only, pricing information, and extended data. Additionally, you can specify price effective and expiration dates, as appropriate.

## ► To copy options by community

---

*From the Foundation Management menu (G44H21), choose Copy Options by Community.*

1. On Copy Community Options, complete the following fields:

- Community
- Phase
- Plan ID

2. Click any of the following options to turn them on:

- Selected Options
- Pricing Information
- Extended Data

3. Complete any of the following optional date fields:

- Price Effective
- Expiration

If you do not specify different effective and expiration dates for the copied options, the system uses the dates from the original options.

4. Choose Next from the Form menu.

The validated options to be copied appear in the detail area.

5. Click Finish or Cancel.

---

### Note

If you enter an asterisk (\*) in the From-Plan ID field, then you must also enter an asterisk in the To-Plan ID field. The system copies the elevations in the options to be copied to the new options. Enable the Selected Options field only in combination with selected rows in the detail area. Option packages are not included in the copied options.

---

## Option Package Listing Report (R44H4003)

*From the Foundation Management menu (G44H21), choose Option Package Listing.*

This report lists the option packages and the components of the packages within a community or phase. Package pricing and price effective and expiration dates are included.

## Options Master Listing Report (R44H4002)

*From the Foundation Management menu (G44H21), choose Option Master Listing.*

This report lists the options that are available within a community or phase. The list includes the option numbers, descriptions, key category codes, and option package and component information. Option pricing, along with the price effective and expiration dates, are also included.

---

## Working With Community Pro Forma Information

The cost and risks involved in developing a new community can be significant, given the high cost of land and construction materials. Therefore, you need an initial picture of profitability in order to justify and secure the required capital. Whether you are building massive retail shells (which might contain several unique retailer outlets) or a community of 1,000 homes, you can use the Community Pro-Forma program (P44H102) to forecast projected profits and manipulate key profit drivers.

The Community Pro-Forma program is an interactive tool that allows you to specify revenue and cost parameters for a specific community or phase. Revenue categories include base house revenue, lot premiums, options, and placeholders for company-specific (user defined) revenue categories. Costs include land, direct costs, allocated overhead, indirect costs, and placeholders for company-specific, user defined cost categories.

The cost and revenue parameters can be either applied equally to all lots in the community or applied at a plan and mix level. For example, if the average sales and marketing costs are 500 USD per house, you might add 500 USD to the cost of every house in the community. Alternatively, you might decide that because more expensive floor plans require greater average sales and marketing burden, you will allocate these costs to specific plans so that more expensive plans receive a larger allocation.

The Community Pro-Forma program creates a pro forma contribution analysis for a community or phase. You can modify the format of this income statement to meet your company's specific requirements. In addition, the Community Pro-Forma program allows for extensive sensitivity analysis. If the initial assumptions of cost and revenue do not result in an acceptable income statement, you can modify key profit-related parameters, including:

- Land cost
- Direct cost
- Overhead and other indirect costs
- Plan mix
- Revenue per plan (including lot premiums)
- Option revenue and cost
- Numerous user defined cost and revenue variables

You can use the Community Pro-Forma program to do the following:

- Track a significant number of revenue and cost variables
- Override costs by a set percentage of the total revenue
- Perform sensitivity (what if) analysis

---

**Note**

The Community Pro-Forma program derives the base revenue from each plan master that is assigned to the community. You can specify and manipulate plan mix, lot cost assumptions, additional costs, and additional revenues. Based on these revenue and cost assumptions, you can forecast community profitability.

---

**Prerequisite**

- ❑ Verify that the following information is available:
  - ❑ Allocated cost estimates, including land and other off-site costs
  - ❑ Direct cost estimates, including base house and option
  - ❑ Overhead cost estimates and the method of allocation
  - ❑ Sales and marketing cost estimates and the method of allocation
  - ❑ Initial plot map
  - ❑ Assumptions about plan mix
  - ❑ Revenue assumptions, including base house revenue, lot incentives, and options
  - ❑ Other miscellaneous costs and revenues for which you must account
- ❑ Complete the setup of the community. See *Setting up Communities* in the *Homebuilder Management Guide*.
- ❑ Complete the setup of any phases. See *Entering Community Phase Information* in the *Homebuilder Management Guide*.
- ❑ Complete the setup of the community Plans. See *Setting up Plans* in the *Homebuilder Management Guide*.

---

**► To enter pro forma information**

---

*From the Foundation Management menu (G44H21), choose Maintain Communities.*

1. On Work with Community Master, choose one of the following options:
  - For communities that are not phased-enabled, on Work with Community Master, choose a Community and then choose ProForma from the Row menu.
  - For phase-enabled communities, on Community Revisions, choose Phase Maintenance from the Row menu. On Phase Maintenance, click Find, choose a phase, and then choose ProForma from the Row menu.
2. The system displays the Community ProForma form.

---

**Note**

The Per Lot Amounts represent revenue and cost values that are to be applied as constants based on the plan mix. For example, if the average lot premium is 100 USD and 100 Plan Bs need to be built, the pro forma detail are reflects a lot premium of 10,000 USD associated with Plan B for this community.

---

3. On Community ProForma, complete the following fields on the Per Lot Amounts tab:

- Avg Lot Premium
- Avg. Other Revenue 2
- Avg. Other Revenue 3
- Avg. Other Revenue 4
- Land Costs
- Indirect
- Sales ~ Marketing
- Other

---

**Note**

You can define four per-lot revenue and cost categories to satisfy specific business requirements. You define the revenue and cost categories by company. For example, sales and marketing can be changed to represent a different cost category, if appropriate.

---

4. On the Lot Override Percentages tab, complete the following fields:

- Average Cost Percentage 1 - 10

---

**Note**

The override percentages are applied to the total revenue for each plan mix, and they replace any cost allocation in the corresponding cost field in the detail area (Average Cost Percentage 1 replaces Average Other Cost 1). For example, if you can build five Plan Bs for 100,000 USD per house, and these houses include an estimated 10,000 USD in total options, the resulting revenue would be 510,000 USD. If you enter 10 percent in Average Cost Percentage 1, 51,000 USD (10 percent of 510,000 USD) would be applied as a cost for each Plan B.

You can use lot override percentages to associate a cost percentage that is applied to the extended base revenue for all plan line items. The system allows for ten discrete average cost percentages, and it tracks each separately when it calculates totals. When you use a lot override percentage, the system updates the associated average other cost.

---

5. Click the ProForma Totals tab and review the following amounts that the system calculates:

- Base House
- Lot Premium
- Options
- Discounts / Incentives
- Other
- Total Revenue
- Land Costs

- Direct Costs
  - Other Cost
  - Total Contribution
6. Complete the following fields in the detail area:
- Plan Mix
  - Estimated Option Revenue 1 – 5
  - Est. Option Incentive
  - Estimated Discount / Incentive 1 – 3
  - Estimated Cost
  - Option Margin 1 – 5
  - Average Other Cost 1 – 10
7. Click OK.

The system automatically updates the fields in the detail area.

### Technical Considerations

The system uses the following calculations to update the fields in the detail area of the Community ProForma form:

Field	Calculation
Mix Base Price	Base Price x Plan Mix
Total Option Profit	Total Option Revenue – Total Option Cost – Option Incentive
Total Revenue	Base House Revenue + Lot Premium + Options + Other Revenue – Discounts and Incentives
Estimated Plan Profit	Total Revenue – Total Cost
ProForma Margin	$(\text{Total Revenue} - \text{Total Cost}) / \text{Total Revenue} \times 100$
Mix Lot Premium	Average Lot Premium x Plan Mix
Mix Other Revenue 2	Other Revenue 2 x Plan Mix
Mix Other Revenue 3	Other Revenue 3 x Plan Mix
Mix Other Revenue 4	Other Revenue 4 x Plan Mix
Total Base Revenue	Mix Base Price + Mix Lot Premium + Mix Other Revenue 2 – 4
Total Option Revenue	Estimated Option Revenue 1 – 5 – Option Incentive
Mix Lot Cost	Land Per Lot Cost x Plan Mix
Option Cost 1 – 5	Option Revenue – (Option Revenue x Option Margin)

Total Option Cost	Total of Option Cost 1 – 5
Mix Cost – Indirect	Indirect Per Lot Cost x Plan Mix
Mix Cost – Selling	Sales and Marketing Per Lot Cost x Plan Mix
Mix Other Cost 4	Other Per Lot Cost x Plan Mix
Extended Other Cost 1 – 10	Override Percentage from the Override Percentage tab x Total Plan Mix Revenue
Total Other Cost	Total of Extended Other Costs and Average Other Costs
Estimated Plan Profit	
Estimated Margin	

# Homebuilder Purchasing

Homebuilder Purchasing is a group of builder-specific purchasing programs, including bid and takeoff processing. The purchasing programs integrate the EnterpriseOne Procurement system with Homebuilder Management. To best use the existing features of the Procurement system, the Homebuilder Management purchasing programs work seamlessly with the Procurement tables.

The Homebuilder Management purchasing programs allow you to enter and maintain purchasing information and to manage the costs associated with production building.

In every construction environment, managing costs is a key to achieving desired profitability. Central to those costs are the many suppliers that provide labor and materials. Often those suppliers have different costs for each community, for each plan and elevation, and for each selected option. You can use the Homebuilder Management purchasing programs to help you manage these costs.

Typically, your company purchases material and labor using one of the following:

- Bids
- Takeoffs

Bids are lump sum purchases of labor and materials. Also known as turnkey building, a builder subcontracts work to build a specific plan and elevation within a specific community. With a bid contract, the subcontractor is responsible for purchasing the labor and materials needed to complete the construction or service task.

The lists of materials and quantities required for the job are known as *takeoffs*. You typically use takeoffs when you purchase labor and materials separately. With takeoffs, you are typically responsible for setting up, maintaining, and ordering the correct items for construction. The method that you use for purchasing materials typically depends on the subcontractor base with which your company works. In many areas, the construction labor market is made up of smaller entities. These crews often do not have the capital to purchase materials for the construction that they are contracted to complete. In these situations, your company purchases the items and delivers them to the job site to be used by the subcontractors.

Homebuilder Management allows for both methods of purchasing. Both methods use Homebuilder foundation system data for their setup, including direct use of the community master, the plan master, and the option master. The system creates bids using a similar approach to the contracts that are created in EnterpriseOne Procurement system. You define a bid header and the associated bid detail information. Takeoffs involve defining items; associating correct item quantities with plans, elevations, and options; and defining prices for those items.

Whether you use bids or takeoffs, the end result of the setup is the same. The system uses the resulting purchasing information to generate lot specific commitments (purchase orders) within the Procurement system. You use these purchase orders to contract and pay a subcontractor or supplier for their goods and services.

You use the lot start process, a function that creates lot-specific data from the configuration of a lot, to create these procurement records. During the lot start process, the system chooses both bids and takeoffs, based on the organizational structure of the lot. This structure includes the area, community, phase, plan, elevation, and options for the lot. The system chooses bid and takeoff items by combining the organizational structure of the lot with the detail information for the bids or takeoffs.

Homebuilder Management includes the following purchasing features:

- Bid contracts with detailed commitment information.
- Budget-only bids, which create budgets at the lot, plan, or elevation level without creating a commitment.
- Area designation that might be associated with a single purchasing department that covers many communities. Bid, item, item price, takeoff master, and supplier assignment records are area-specific.
- Phase commitments, when a phase is a further breakdown of a community. Builders might choose to break out bids, takeoffs, item pricing, and supplier assignment by phase.
- Wildcards for certain fields within the bids, takeoffs, item pricing, and supplier assignment records.
- Trade codes, which are values that you give to groups of cost codes that pertain to the same task. Examples include plumbing, framing, foundation, and millwork. Trade codes are used for supplier assignment purposes.
- Copy functions, which help you efficiently enter and maintain purchasing information. Separate copy functions are available for bid records, takeoff records, items, and item pricing records.

---

## Bid Contract Information

A bid contract is a lump sum bid that represents an agreement of pricing from a specific subcontractor (supplier) for a task or cost code. Typically, these represent lump sum pricing for materials and labor for base and options.

Bid contracts can be set up for each cost code within a plan and elevation at a number of levels, including the area, community, and phase. Area-wide bids allow a builder to subcontract for multiple communities. Community bids are the most common, with a bid that is valid for a single community only. In certain areas, phase building is necessary. Phases are a way of managing costs for a group of lots that differ from other groups within a single community.

Effective and expiration dates help to manage multiple bid prices. The lot start process determines the proper bid amount to use, based on the commitment start date.

The way in which the system chooses a bid detail for processing depends on the organizational structure of the detail records. These records include area, community, phase, plan, elevation, and option. Community, phase, plan, and elevation are eligible for wildcard values. During the lot start process, a best-match algorithm selects the record that is most specific to a lot organizational structure. Starting at the cost code level, the algorithm searches detail records for the exact match of community, phase, plan, elevation, and option. When it finds a match, it includes that detail record's cost in the process. If it does not find a match, the algorithm continues to search through the wildcard values until it locates the record that is the next most specific.

## Prerequisite

- ❑ Complete the initial setup of areas, communities, phases, plans, elevations, and options. See *Foundation Management* in the *Homebuilder Management Guide*.
- ❑ Follow the steps for adding address book records for suppliers who will be used for bid and takeoff commitments and supplier assignments. See *Entering Supplier Records* in the *Accounts Payable Guide*.
- ❑ Complete the setup of all automatic accounting instructions in the Procurement system. See *Setting Up Automatic Accounting Instructions* in the *Procurement Guide*.

## Setting Up New Bid Information

The bid system includes the following two tables:

- Bid Header table (F44H601). This table includes information that pertains to the entire bid, such as the subcontractor, the area or community, and the bid number.
- Bid Details table (F44H611). This table is associated with the Bid Header table. This table stores the actual cost amounts, and the tiers of the bid (the community, plan, elevation, option).

## Adding Bid Contract Header Information

Enter bid header information for a specific supplier, at either the community or area level. Attached to the header is certain default information, including a retention field, category codes, tax, and budget information.

You can use Homebuilder Management to track amounts that are budget-only. For example, these purchasing budgets allow you to add permit-related budgets for which no commitment typically exists.

You can create a detailed bid and designate the bid header as budget-only. For these records, the system generates a budget account balance record only. The system does not generate any commitments within the Procurement system for these records. You can define budgeting records for any cost code at the area, community, phase, plan, elevation, or option levels.

The system process purchasing budgets in the same manner that it processes bids; therefore, you can use wildcards and best-match processing.

### ► To add bid contract header information

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*From the Before Start Bidding and Costing menu (G44H23), choose Enter Bids.*

1. On Work With Bids, click Add.
2. On Bid Header Revisions, leave the Bid Number field blank so that the system will assign the next available sequential commitment number.
3. Leave the Bid Type field blank, and the system enters the value that you specified in the processing options.
4. Leave the Company Number field blank, and the system enters the company that is assigned to the bid job number.

5. Complete the following required fields:

- Area
- Description
- Subcontractor
- Bid Job Number

6. Complete the following optional fields and options:

- Remark
- Supplier TBD

When the Supplier TBD option is enabled, you can change the supplier in the Lot Start Workfile table (F44H711). Enabling this option also makes the Recalculate TBD Cost option appear. If you enable the Recalculate TBD Cost option, the system recalculates the bid using the bid prices for the newly-assigned subcontractor. You can use the Supplier TBD option with bid contracts only. This field is not valid with takeoffs.

- Preferred Subcontractor

When the Preferred Subcontractor option is enabled, the system selects the bid during the lot start process before any supplier assignments are made for the trade code and cost codes in the area, community, phase, lot, or option. When the system locates a valid preferred subcontractor's bid during the lot start process, supplier assignment is not included. If two preferred subcontractors exist for the same cost code, the system selects the first of these subcontractors that it finds.

- Unique Document

When the Unique Document option is enabled, the system generates unique document numbers for the actual commitment documents that are created during the lot start process that is associated with this bid. The system automatically activates this field when the bid subcontractor is TBD or the bid job number is an area job. When the Unique Document field is disabled, the actual commitment document number will be the same as the bid document number and each lot will be a change order.

- Budget Only

When the Budget Only field is enabled, the system creates a budget for the appropriate cost codes during the lot start process, but it does not create a commitment for this bid.

- Autovoucher Eligible

The Autovoucher Eligible field must be enabled if you are using the Auto Voucher program (R44H702).

- Tax Rate/Area
- Tax Expl Code
- AIA Document
- Retainage %

- Ship To
  - Report Cost Code 1-5
7. Click OK.

---

**Note**

You must have previously set up the job number as a community or area job.

---

**See Also**

- See *Purchase Orders* in the *Homebuilder Management Guide*

**Processing Options for Bid Header****Defaults Tab**

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**1. Area**

Use this processing option to specify the default area.

**2. Cost Type**

Use this processing option to specify the default value for the bid cost type. If you leave this processing option blank, the system uses the value that you entered in the CD AAI for the document type.

**3. Protect Cost Type**

Use this processing option to specify whether to override the bid cost type. Valid values are:

Blank

Override the bid cost type.

1

Do not override the bid cost type.

**4. Default Bid Document Type**

A user defined code (00/DT) that identifies the origin and purpose of the transaction. The system reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for code are:

P

Accounts Payable documents

R

Accounts Receivable documents

T

Time and Pay documents

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O

Purchase Order documents

S

Sales Order documents

### **5. Bid Purchasing Method**

A code that specifies the method in which bid lines are entered and processed into the Procurement system. Valid values are:

L

Lump sum. Bid Total, Percentage Factor, and Amount fields are input capable. Lump sum bid lines do not allow the entry of unit quantities and only bring Amount from the bid into the Procurement system. Options processed include the option selection of quantity in the unit field (UORG) in the Procurement system.

U

Unit. Bid Total, Quantity Ordered, and Amount fields are input capable. Unit bid lines bring the Quantity Ordered, Price (Bid Total), and Amount fields into the Procurement system. Options Selection Quantity is factored into the quantity field.

---

## **Versions Tab**

---

### **1. Bid Form (R44H6002) Version.**

Use this processing option to specify the version of the Bid Form/Contract Confirmation report (R44H6002). If you leave this processing option blank, the system uses the default version ZJDE0001.

### **2. Subcontract (P4310) Version.**

Use this processing option to specify the version of the Purchase Orders program (P4310). If you leave this processing option blank, the system uses the default version ZJDE0001.

### **3. Supplier Master (P04012) Version.**

Use this processing option to specify the version of the Supplier Master program (P04012) that you want to use. If you leave this option blank, the system uses the default version ZJDE0001.

### **4. Work With Purchase Orders (P4310) Version.**

Use this processing option to specify the version of the Purchase Orders program (P4310) that you want to use. If you leave this processing option blank, the system uses default version ZJDE0001.

### **5. Bid Copy (R44H601C) Version.**

Use this processing option to specify the version of the Bid Copy report (R44H601C) that you want to use. If you leave this processing option blank, the system uses default version XJDE0001.

### **6. Print Bids (R44H6002) Version.**

Use this processing option to specify the version of the Bid Form/Contract Confirmation report (R44H6002) that you want to use. If you leave this processing option blank, the system uses default version XJDE0001.

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**7. Supplier Assignment (P44H604) Version.**

Use this processing option to specify the version of the Supplier Assignment program (P44H604) that you want to use. If you leave this processing option blank, the system uses default version ZJDE0001.

**8. Option Master (P44H401) Version.**

Use this processing option to specify the version of the Option Master Maintenance program (P44H401) that you want to use. If you leave this processing option blank, the system uses default version ZJDE0001.

---

**Process Tab**

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**1. Suppress Option Description**

Use this processing option to specify whether to use the option description that is stored in the Option Master table (F44H401). Valid values are:

Blank

Use the description from the F44H401 table.

1

Do not use description from the F44H401 table.

**2. Allow records to be deleted if there are corresponding records on the Lot Start Workfile.**

Use this processing option to specify whether to allow the deletion of bid lines when a corresponding entry exists in the Lot Start Workfile table (F44H711). Valid values are:

Blank

Delete bid lines

1

Do not delete bid lines

---

## Adding Bid Detail information

You can set up bid detail records at the phase, plan, and elevation levels. Bid detail records contain the actual costs associated with a bid and are organized by cost code and option.

### ► To add bid detail information

---

*From the Before Start Bidding and Costing menu (G44H23), choose Enter Bids.*

1. On Work With Bids, complete the following field and click Find:
  - Area
2. Choose a record and then choose Bid Detail Revision from the Row menu.
3. On Bid Detail Revisions, complete the following required fields:
  - Phase
  - Cost Code

This field is validated against the cost code structure set up for the area.

- Plan
  - Elev
4. Click the Line Default tab, and then complete the following fields:
    - Bid Cancel Date  
If you leave the bid cancel date blank, the system completes this field with a date that represents 60 months from the current system date.
    - Cost Type
    - Or Ty
    - Order Co
    - Change Order
    - Line Number
  - Report Codes 1-5
    - Ship To
  5. Complete any of the following optional fields:
    - Percentage Factor
    - Option Number
    - Tax Expl
    - Tax Rate/Area
    - Description 2

- Reason Code
  - Preferred Subcontractor
  - UM
6. Click OK.

## Copying Bid Contracts

Copy bid information for efficient data entry. You can select the bid from which you want to copy information and the bid to which you want to copy information. Use data selection to choose the records from which you want to copy. Examples of copies include from one community to another community and from one plan to another plan.

## Copy Bids Report (R44H601C)

*From the Before Start Bidding and Costing menu (G44H23), choose Copy Bids.*

You can copy information from existing bids to new bids for time efficiency in data entry. Use the processing options to specify the bid job number, phase, and effective dates to which you want to copy. You can run this report in either proof or final mode. Use data selection to specify the records from which you want to copy information, and update the processing options to specify the records to which you want to copy the information. In proof mode, the results appear on the report, but the system does not update the Bid Header (F44H601) and Bid Details (F44H611) tables.

### Processing Options for Copy Bids

#### Copy To Tab

---

##### 1. Bid Job Number

Use this processing option to specify the job number of the bid to which you want to copy information. If you leave this processing option blank, the system assigns the original bid job number.

##### 2. Phase Number

Use this processing option to specify the phase to which you want to copy information. If you leave this processing option blank, the system uses the phase from the original record.

##### 3. Bid Effective Date

Use this processing option to specify the effective date to assign to the record. If you leave this processing option blank, the system uses the effective date from the original record.

##### 4. Bid Cancel Date

Use this processing option to specify the cancel date that you want to assign to the copy. If you leave this processing option blank, the system assigns the original cancel date.

---

## **5. Document Number**

Use this processing option to specify the document number to which you want to copy the bid lines. If you leave this processing option blank, the system assigns the original document number.

---

## **Update Tab**

### **1. Change Order Copy Code**

Use this processing option to specify which change orders to copy. Valid values are:

Blank

Copy only change order 000 to change order 000.

1

Copy all change orders to the same change order level.

2

Copy the most recent change order to create a new change order.

### **2. Set price to zero.**

Use this processing option to specify the price data (unit price and extended price) for the new record. Valid values are:

Blank

Copy the price data from the original record.

1

Set price data to 0 and the percentage factor to 1.

### **3. Report Mode**

Use this processing option to specify the mode in which to run the report. Valid values are:

Blank

Proof mode. No bid records are created.

1

Final mode. New bid records are created.

---

---

## Takeoff Information

A takeoff is a set of material items and their quantities that you need to construct a base house and options for a specific plan and elevation within a community. Takeoffs differ from bids in that you use the takeoff detail lines to select specific, tangible items and then calculate the quantities of those items. The system then prices these items for the selected supplier and creates Procurement records.

The organizational structure of a takeoff includes area, community, phase, plan, elevation, swing, and option. You can use wildcards for community, phase, plan, elevation, and swing.

Unlike the process for bids, takeoff processing is cumulative. During the lot start process, the system searches for takeoff items and chooses those that match the organizational structure of the lot. When more than one takeoff item, including wildcards, matches the lot, the system adds together the quantities for those items.

For example, in all communities, plan 1800 calls for 3000 bricks. A takeoff record exists with a wildcard community, Plan 1800, and wildcard elevation. When plan 1800 is built using elevation B, the construction calls for an additional 700 bricks. A second takeoff record exists with a wildcard community, plan 1800, and elevation B with a quantity of 700. When a buyer chooses plan 1800, the system calculates 3000 bricks for all elevations except B. When the system calculates the bricks for elevation B, it selects both takeoff records for a total of 3700 bricks.

## Entering Item Master Information

When you use takeoffs, you must enter and maintain takeoff-related items. Takeoff items typically are actual construction materials, such as pieces of lumber, drywall, individual windows, and appliances. These items were attached to takeoff master records you specified and, if the system selects them during processing, they appear on the purchase order or picklist.

To allow you to take advantage of the features of the EnterpriseOne Procurement system, material items that you use in takeoff are stored in the EnterpriseOne Inventory tables and Homebuilder Management tables.

In order for the items to be available for use in takeoff setup, takeoff maintenance, and the lot start process, you must use the item master setup forms. These forms update the EnterpriseOne Item Master table (F4101) as you enter items using Homebuilder Management. In addition to writing records to the Item Master table, the system writes Homebuilder-specific (system 44H) information to records in Item Master Homebuilder Extension table (F44H4101). Homebuilder-specific information includes fields such as the Price Factor, Default Price, Default Supplier, and Default Cost Code. The lot start process uses these fields. Use the Material Item Pricing table (F44H603) to perform more detailed item pricing.

To add a new item, you complete either of the following forms:

- Item Master Maintenance. Use this form to enter multiple items.
- Item Master Revisions. Use this form to enter information for a single item.

## Prerequisite

- ❑ Set up area information. See *Setting Up Areas*.
- ❑ If you want to use default information for suppliers and cost codes, complete the setup of the suppliers and cost codes. Follow the steps for adding an address book record for suppliers. See *Entering Supplier Records* in the *Accounts Payable Guide* and *Creating a Cost Code Structure* in the *Job Cost Guide* to add cost codes to a job.

### ► To add multiple items

---

From the Before Start Bidding and Costing menu (G44H23), choose Item Master Maintenance.

1. On Work With Items, choose Item Maintenance from the Form menu.
2. On Item Master Revisions, complete the following required fields:
  - Item Number
  - Area
3. Complete the following optional fields:
  - Description
  - Default Supplier
  - 3rd Item Number  
If you leave this field blank, the system enters the item number in it.
  - Search Text
  - Purchasing Tax
  - Price Factor
  - Unit of Measure
  - Default Price
  - Default Cost Code
  - Item Code 1 – 5
4. Click OK.

---

### Note

The system assigns the short item number to the new item.

---

## ► To add a single item

---

From the Before Start Bidding and Costing menu (G44H23), choose Item Master Maintenance.

1. On Work with Items, click Add.
2. On Item Master Revisions, complete the following required fields:
  - Area
  - Item Number
3. Complete the following optional information:
  - Description
  - 3rd Item Number
  - Search Text
  - Price Factor
  - Purchasing Tax
  - Unit of Measure
  - Default Supplier
  - Default Price
  - Default Cost Code
  - Item Code 1 – 5
4. Click OK.

## Processing Options for Item Master Maintenance

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Defaults  
HomeBuilder Area

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## Working With Item Price Revisions

When you choose items during lot start processing, you must price them for the supplier that you chose to perform the work. Because you can maintain multiple supplier prices in the system, supplier assignment and the lot start process determine which supplier's prices the system selects.

You can modify existing price transactions without creating historical records of those changes. Alternatively, you can modify the price, effective date, and expiration dates and track these historical changes.

When you price items, you can do the following:

- Price items at multiple levels for each supplier. These levels include area, community, and phase.
- Use wildcards for community and phase.

- Apply both standard and model-related discounts. You can set up discounts based on a set monetary amount, a percentage, or a quantity amount, and the system calculates the discounts at the time of lot start.
- Use price revision numbers to track and organize pricing records.
- Set up pricing records with effective and expiration dates.

### **Prerequisite**

- ❑ Complete the setup of all areas, communities, and phases. See *Setting Up Communities* in the *Homebuilder Management Guide*.
- ❑ Complete the entry of all items to be priced. See *Entering Item Master Information* in the *Homebuilder Management Guide*.
- ❑ Complete the setup of all suppliers in the address book that will be used in the pricing process. Follow the steps for adding an address book record for suppliers. See *Entering Supplier Records* in the *Accounts Payable Guide*.

### **► To add item price information for multiple items**

---

*From the Before Start Bidding and Costing menu (G44H23), choose Material Item Pricing.*

1. On Work With Item Pricing, choose Item Price Maintenance from the Form menu.

Before you enter information for each row in the detail area, you can set default values on the Line Defaults tab.

2. On Item Price Maintenance, click the Line Defaults tab and complete any of the following fields:

- Community
- Effective From Date
- Contract Number
- Phase
- Expired Date
- Bid Flag
- Bid Status

3. Click the Selection Criteria tab and complete the following optional fields in the detail area:

- Item Description
- Supplier
- Community
- Phase
- Current Price
- Effective From
- Expired Date

- Contract Number
- Bid Flag
- Bid Status Flag
- Price Status
- Retainage Percent
- Unit of Measure
- Lead Time
- Exp Lead Time
- Exp Seq
- Lead Time Note
- Tax Rate/ Area
- Tax Expl Code
- Effective Sequence
- Discount Flag
- Discount Amount
- Discount Percent
- Discount Quantity
- Discount Description
- Model Disc Flag
- Model Discount Amount
- Model Discount Percent
- Model Discount Quantity
- Summary Description
- Price Divisor
- Price Revision
- Autovoucher Eligible

For the following fields, the system supplies default values from the Item Master table (F4101):

- Item Description
- Unit of Measure
- 3rd Item Number

The line default values do not overwrite existing information in the record.

4. Click OK.

► **To add item price information for a single item**

---

*From the Before Start Bidding and Costing menu (G44H23), choose Material Item Pricing.*

1. On Work with Item Pricing, complete the following field and click Add:
  - Area
2. On Item Price Revisions, complete the following required fields:
  - Item Number
  - Supplier
  - Community
  - Phase
3. On the General tab, complete the following optional fields:
  - Item Price
  - Unit of Measure
  - Bid Flag
  - Lead Time
  - Exp Lead Time
  - Lead Time Note
  - Effective From
  - Expired Date
  - Retainage Percent
  - Price Divisor
  - Bid Status
  - Contract Number
  - Price Revision
  - Exp Seq
4. Click the Discount Info. tab and complete the following optional fields:
  - Discount Flag
  - Discount Amount
  - Discount Percent
  - Discount Quantity
  - Discount Description
  - Model Disc Flag
  - Model Discount Amount
  - Model Discount Percent

- Model Discount Quantity
  - Tax Y/N
  - Tax Rate/ Area
  - Tax Expl Code
5. Click OK.

► **To add a price revision**

---

*From the Before Start Bidding and Costing menu (G44H23), choose Material Item Pricing.*

1. On Work with Item Pricing, click Find.
2. Choose the record for the item that you want to revise, and then choose Add Revision from the Row menu.
3. On Historical Price Maintenance, complete the following fields:
  - Unit Price
  - Effective From Date
  - Expired DateYou can also modify discount information.

4. Click OK.

► **To review historical price revisions**

---

*From the Before Start Bidding and Costing menu (G44H23), choose Material Item Pricing.*

1. On Work with Item Pricing, complete the following required fields and click Find:
  - Area
  - Price StatusEnter H in the Price Status field.

---

**Note**

You can enter \* into the Price Status field to view all item price revisions.

---

2. Review the information in the detail area, and then click Close.

## **Copying Item Pricing Information**

You can copy item price information for more efficient data entry. You choose the item price record to which you want to copy information, and then you use data selection to choose the item price record from which you want to copy information.

Processing options for this program allow you to preview the results in proof mode before you use final mode to actually copy the information.

## Item Price Copy Report (R44H603C)

*From the Before Start Bidding and Costing menu (G44H23), choose Item Price Copy.*

You can copy existing item price information for time efficiency in data entry. Use the processing options to specify the area, community, phase, and effective dates to which you want to copy information. You can run this report in either proof or final mode. Use data selection to specify the records from which you want to copy information, and update the processing options to specify the records to which you want to copy information. When you run the report in proof mode, the results appear on the report, but the system does not update the table.

### Processing Options for Item Price Copy

---

#### Copy To Values Tab

---

##### 1. Area

Use this processing option to specify the area to which you want to copy information. If you leave this processing option blank, the system uses the area from the original record.

##### 2. Community

Use this processing option to specify the community to which you want to copy information. If you leave this processing option blank, the system uses the community from the original record.

##### 3. Phase Number

Use this processing option to specify the phase to which you want to copy information. If you leave this processing option blank, the system uses the phase from the original record.

##### 4. Supplier

Use this processing option to specify the supplier to which you want to copy information. If you leave this processing option blank, the system uses the supplier from the original record.

##### 5. Effective Date

Use this processing option to specify the effective date to assign to the record. If you leave this processing option blank, the system uses the effective date from the original record.

##### 6. Expiration Date

Use this processing option to specify the expiration date to assign to the record. If you leave this processing option blank, the system uses the expiration date from the original record. The expiration date must occur after the effective date.

---

#### Updates Tab

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##### 1. Proof or Final Mode

Use this processing option to specify the mode in which to run the report. Valid values are:

---

---

Blank

Proof mode. The item prices do not change.

1

Final mode. The item prices change.

## **2. Override Method**

Use this processing option to specify the override method to use. Valid values are:

Blank

No override method

+

Additional amount

%

Additional percentage

=

Specified or new amount

Note: You must enter a value in the Override Value processing option. You can only use one method.

## **3. Override Value**

Use this processing option to specify the list or base price to be charged for one unit of this item. In Sales Order Entry, all items must be set up in the Item Base Price File table (F4106.)

## **4. Delete "From" record**

Use this processing option to specify whether to delete the original item price record from which you are copying. Valid values are:

Blank

Do not delete the original item price record.

1

Delete the original item price record.

---

## Item Price List by Supplier Report (R44H6009)

*From the Before Start Bidding and Costing menu (G44H23), choose Item Price List by Supplier.*

Use this report for the following purposes:

- To verify item pricing
- To update the price status in the Material Item Pricing table (F44H603)
- To request a price format, which allows suppliers to write in changes to existing prices

### Processing Options for Item Price List by Supplier

#### Process Tab

---

##### 1. Report Format

Use this processing option to specify the processing mode for the report. Valid values are:

Blank

Detail mode. This option displays only current records and does not update the price status.

1

Request for proposal mode with no signature lines.

2

Request for proposal mode with signature lines.

3

Detail mode. This option displays only current records and updates the price status.

4

Detail mode. This option displays all records and does not update the price status.

5

Detail mode. This option displays all records and updates the price status.

##### 2. Effective date for Price Status Update

Use this processing option to specify the effective date to use in updating the price status. When you choose Report Format 3 or 5, the system compares the effective and expiration dates to the date that you entered and updates the price status to either Historical (H), Current (C), or Future (F). When you leave this processing option blank, the system uses the current date.

---

## Adding Takeoff Revisions

A takeoff is a list of material items and quantities needed to construct a base house and options for a specific plan within a community. Takeoffs differ from bids in that you use the takeoff detail information to select specific, tangible items, and then the system calculates the required quantities of those items. The system prices these items for the selected supplier and creates the records in the Procurement system.

The organizational structure of a takeoff includes area, community, phase, plan, elevation, swing, and option. You can use wildcards for the community, phase, plan, elevation, and swing. When you process a lot cost code, the system searches and selects takeoff records that match the organizational structure of the lot. If more than one record matches, including wildcards, the system adds together the quantities for that item.

The takeoff system allows you to incrementally calculate quantities of items needed during the construction of the house. The system locates tiers of takeoff master records and adds them together to calculate the gross quantity of a particular item needed. The tiers themselves are combinations of literal and wildcard values in the takeoff master record fields, including community, phase, plan, elevation, swing, cost code, and option.

Using takeoff, you can do the following:

- Maintain takeoff master records at an area level
- Use wildcards in the community, phase, plan, elevation, and swing fields
- Use substitute items in calculations
- Use reason codes to historically track quantities
- Estimate quantity calculations

---

### Note

Using this process will not track historical changes for takeoff revisions.

---

### Prerequisite

- ❑ Complete the setup of all areas, communities, phases, and plans. See *Setting Up Communities* in the *Homebuilder Management Guide*.
- ❑ Complete the setup of all options that you want to use. See *Working with Options* in the *Homebuilder Management Guide*.
- ❑ Complete the entry of all items that you want to enter in the takeoff list. See *Entering Item Master Information* in the *Homebuilder Management Guide*.
- ❑ Complete the setup of all suppliers in the address book that will be used in the pricing process. Follow the steps for adding an address book record for suppliers. See *Entering Supplier Records* in the *Accounts Payable Guide*.

► **To add takeoff revisions**

---

*From the Before Start Bidding and Costing menu (G44H23), choose Takeoff Master Maintenance.*

1. On Work With Takeoffs, click Add.
2. On Takeoff Revisions, complete the following required fields:

- Area
- Community

If you enter a wildcard in the Community field, you must also enter a wildcard in the Phase field. The system validates the cost code with the area job.

- Phase
- Plan

If you enter a wildcard in the Plan field, then you must also enter a wildcard in the Elevation and Swing fields.

- Elev
- Swing
- Cost Code
- Cost Type

You can leave this field blank, and the system supplies the default value from the processing options.

- Item Number

3. Complete the following optional fields:

- Option Number
- Quantity
- Sub Item No
- Est. Takeoff Flag

The system automatically enters the following information:

- Community Description
- Cost Code Description
- Option Description
- Item Description
- Short Item No
- 3rd Item Number

4. Click OK.

## Processing Options for Takeoff Revisions

### Defaults Tab

---

#### 1. Enter the default Area.

Use this processing option to specify the default area.

#### 2. Enter the default Cost Type (Object Account)

Use this processing option to specify the object account. The object account is the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

Note: If you use a flexible chart of accounts and the object account is set to 6 digits, PeopleSoft recommends that you use all 6 digits. For example, entering 00456 is not the same as entering 456. If you enter 456 the system enters three blank spaces to fill a 6-digit object.

#### 3. Enter a '1' to allow entry of the Cost Type (Object Account). Leave blank to apply the default Cost Type to all new records.

Use this processing option to specify whether to use the default cost type for new records. Valid values are:

Blank

Use the default cost type.

1

Do not use the default cost type.

---

### Versions Tab

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#### 1. Option Master

Use this processing option to specify the version of the Option Master Maintenance program (P44H401) that you want to use. If you leave this processing option blank, the system uses default version ZJDE0001.

#### 2. Item Master

Use this processing option to specify the version of the Material Item Maintenance program (P44H600) that you want to use. If you leave this processing option blank, the system uses version ZJDE0001.

#### 3. Supplier Master

Use this processing option to specify the version of the Supplier Master program (P04012) that you want to use. If you leave this option blank, the system uses the default version ZJDE0001.

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#### 4. Takeoff Copy

Use this processing option to specify the version of the Takeoff Copy report (R44H602C) that you want to run. If you leave this processing option blank, the system uses version ZJDE0001.

---

### Performing Takeoff Change Maintenance

Use takeoff change maintenance to maintain takeoff quantities. Enter incremental changes or cumulative quantities. When you enter changes, the system creates records in the Takeoff History File table (F44H602H).

After you make changes, the system updates the quantity on the takeoff master record and increments the revision number. It then creates a history record using information from the takeoff master record and updates the Reason Code, Date Stamp, Description, and User fields.

#### ► To perform takeoff change maintenance

---

*From the Before Start Bidding and Costing menu (G44H23), choose Takeoff Master Maintenance.*

1. On Work with Takeoffs, click Find.
2. Choose the record that you want to change, and then choose Change Maintenance from the Row menu.
3. On Takeoff Change Maintenance, complete the following optional fields:
  - +/-Units
  - Cumulative Units
  - Takeoff Reason Code
4. Click OK.

### Reviewing Takeoff Summary Information

The takeoff summary feature allows you to view in advance all of the takeoff master records that the system will select during a lot start process, based on the organizational structure of area, community, phase, plan, elevation, and swing. The search includes wildcard values, as well as specific values. The system selects all eligible tiers and displays a total quantity.

When you complete the Takeoff Summary form, you must complete all fields in the header area with exact values and no wildcards. The system searches the takeoff master and selects those records that meet the search criteria. The system searches by tier, which are predefined combinations of actual and wildcard values.

Supported tiers are those that are considered business intelligent in terms of usability. To maximize performance, the system skips tiers that are not intelligent. The following examples indicate supported and unsupported tiers:

Supported Y/N	Tier	Area	Community	Phase	Plan	Elev	Swing
Y	1	Tustin	Sunset	One	3050	A	R
Y	2	Tustin	Sunset	One	3050	A	+
Y	3	Tustin	Sunset	One	3050	+	R
Y	4	Tustin	Sunset	One	3050	+	+
N	5	Tustin	Sunset	One	+	A	R
N	6	Tustin	Sunset	One	+	A	+
N	7	Tustin	Sunset	One	+	+	R
Y	8	Tustin	Sunset	One	+	+	+
Y	9	Tustin	Sunset	+	3050	A	R
Y	10	Tustin	Sunset	+	3050	A	+
Y	11	Tustin	Sunset	+	3050	+	R
Y	12	Tustin	Sunset	+	3050	+	+
N	13	Tustin	Sunset	+	+	A	R
N	14	Tustin	Sunset	+	+	A	+
N	15	Tustin	Sunset	+	+	+	R
Y	16	Tustin	Sunset	+	+	+	+
N	17	Tustin	+	One	3050	A	R
N	18	Tustin	+	One	3050	A	+
N	19	Tustin	+	One	3050	+	R
N	20	Tustin	+	One	3050	+	+
N	21	Tustin	+	One	+	A	R
N	22	Tustin	+	One	+	A	+
N	23	Tustin	+	One	+	+	R
N	24	Tustin	+	One	+	+	+
Y	25	Tustin	+	+	3050	A	R
Y	26	Tustin	+	+	3050	A	+
Y	27	Tustin	+	+	3050	+	R
Y	28	Tustin	+	+	3050	+	+
N	29	Tustin	+	+	+	A	R

Supported Y/N	Tier	Area	Community	Phase	Plan	Elev	Swing
N	30	Tustin	+	+	+	A	+
N	31	Tustin	+	+	+	+	R
Y	32	Tustin	+	+	+	+	+

► **To review takeoff summary information**

---

*From the Before Start Bidding and Costing menu (G44H23), choose Takeoff Master Maintenance.*

1. On Work with Takeoffs, choose Takeoff Summary from the Form menu.
2. On Takeoff Summary, complete the following fields:
  - Area
  - Community / Phase
  - Plan / Elev
  - Swing

---

**Note**

Wildcards are not valid values in these fields.

---

3. Complete the following optional fields:
  - Option Number
  - Item Number
  - Cost Code
  - Cost Type
4. Click Find.  
The system displays a list of takeoff items that will be included in a lot start for a specific lot configuration.
5. To sort by item and receive a total quantity count for each item, turn on the following option, and then click Find:
  - Total by Item
6. To sort by item and then by cost code and receive a total quantity count by item within each cost code, turn on the following option, and then click Find:
  - Total by Cost Code/Item
7. Click Close.

## Processing Options for Takeoff Summary

### Defaults Tab

---

#### HomeBuilder Area ID

Use this processing option to specify the default area.

#### Object Account

Use this processing option to specify the object account. The object account is the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

Note: If you use a flexible chart of accounts and the object account is set to 6 digits, PeopleSoft recommends that you use all 6 digits. For example, entering 00456 is not the same as entering 456. If you enter 456 the system enters three blank spaces to fill a 6-digit object.

---

### Versions Tab

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#### Takeoff Maintenance

Use this processing option to specify the version for the Takeoff Master program (P44H602) that you want to use. If you leave this processing option blank, the system uses default version ZJDE0001.

---

## Reviewing Takeoff History

The takeoff history feature displays takeoff records that the system creates when you perform takeoff change maintenance. The User, Time Stamp, and Reason Codes fields allow you to perform audits on the takeoff changes.

### ► To review takeoff history

---

*From the Before Start Bidding and Costing menu (G44H23), choose Takeoff Master Maintenance.*

1. On Work with Takeoffs, complete the following field and click Find:
  - Area
2. Choose a takeoff record, and choose Takeoff History from the Row menu.
3. On Takeoff History, accept or revise the information in the following takeoff fields:

- Area
- Community

If you enter a wildcard in the Community field, then you must also enter a wildcard in the Phase field. The system verifies the cost code with the area job.

- Phase

- Plan

If you enter a wildcard in the Plan field, then you must also enter a wildcard in the Elevation and Swing fields.

- Elev
- Swing
- Cost Code
- Cost Type
- Option Number
- Reference Date
- Takeoff Reason Code
- Item Number

4. Click Find.

## Copying Takeoff Information

You can copy takeoff information for more efficient data entry. You choose the takeoff record to which you want to copy information, and then use data selection to choose the takeoff record from which you want to copy information.

Processing options for this program allow you to preview the results in proof mode before you use final mode to actually copy the information.

## Takeoff Copy Report (R44H602C)

*From the Before Start Bidding and Costing menu (G44H23), choose Takeoff Copy.*

Use the processing options to specify the community, phase, plan, and elevation to which you want to copy information. You can run this report in either proof or final mode. Use data selection to specify the records from which you want to copy information, and update the processing options to specify the records to which you want to copy information. When you run the report in proof mode, the results appear on the report, but the system does not update the table.

## Processing Options for Takeoff Copy

### Copy To Tab

---

#### 1. Community (Required)

Use this processing option to specify the community to which you want to copy information. You cannot leave this processing option blank.

#### 2. Phase Number

Use this processing option to specify the phase to which you want to copy information. If you leave this processing option blank, all phases are selected.

---

---

### **3. Plan Number**

Use this processing option to specify the plan to which you want to copy information. If you leave this processing option blank, all plans are selected.

### **4. Elevation**

Use this processing option to specify the elevation to which you want to copy information. If you leave this option blank, all elevations are selected.

### **5. Option Number**

Use this processing option to specify the option number to which you want to copy information. If you leave this processing option blank, all option numbers are selected.

### **6. Cost Code**

Use this processing option to specify the cost code to which you want to copy information. If you leave this processing option blank, the system uses the cost code from the original takeoff.

### **7. Cost Type**

Use this processing option to specify the cost type to which you want to copy information. If you leave this processing option blank, the system uses the cost type from the original takeoff.

### **8. Item Number**

Use this processing option to specify the item number to which you want to copy information. If you leave this processing option blank, the system uses the item number from the original takeoff.

---

## **Updates Tab**

---

### **1. Proof or Final Mode**

Use this processing option to specify the mode in which to run the report. Valid values are:

Blank

Proof mode. No takeoffs are created.

1

Final mode. Takeoffs are created.

---

## **Simulated Takeoff Detail List Report (R44H6005)**

*From the Before Start Bidding and Costing menu (G44H23), choose Simulated Takeoff Detail List.*

This report lists detailed information about the takeoff material for a designated plan, elevation, or swing.

## Processing Options for Simulated Takeoff Detail List

### Defaults Tab

---

#### 1. HomeBuilder Area ID

Use this processing option to specify the default area.

#### 2. Community

A value that specifies a community, project, or subdivision. A community is a distinct grouping of lots which can be grouped together through user-defined specifications, for example, product offering, geography, and so on. A subset of the builder's plans and options are typically included within a community.

#### 3. Phase Number

A value that indicates the number of a specific phase within a community.

#### 4. Plan Number

A value that specifies a plan within a community. A plan represents an architectural design based on an arrangement, location and size of rooms in a house.

#### 5. Elevation

A value that specifies the type of elevation used on a lot. When a unit is built on a lot, the lot is identified by plan, elevation, and swing. A plan represents an architectural design based on an arrangement, a location, and the size of rooms in a house. The same plan typically will have a varied façade or exterior look, or elevation.

#### 6. Swing

A user defined code (44H2/SW) that specifies which side of the house the driveway is on. It is part of the key used to locate takeoff records and to create purchase orders.

#### 7. Effective - From Date

Use this processing option to specify the effective from date.

#### 8. Tax Calculation

Use this processing option to specify whether to calculate tax. Valid values are:

Blank

Do not calculate tax.

1

Calculate tax.

#### 9. Print Option

Use this processing option to specify whether to print options. Valid values are:

Blank

Do not print options. This is the default value.

1

Print options.

---

## Print Tab

---

### 1. Supplier Description

Use this processing option to specify whether to print the specified field in the report.  
Valid values are:

Blank

Print this field.

1

Do not print this field.

### 2. Item - 2nd Description

Use this processing option to specify whether to print the specified field in the report.  
Valid values are:

Blank

Print this field.

1

Do not print this field.

---

## Assigning Suppliers to Bids and Takeoffs

The supplier assignment process allows you to match a supplier to a trade code. Examples of trade codes include framing, labor, plumbing, and electrical. You can assign this trade beyond the area and community to the phase, lot, and option level. The assignment is date-sensitive so that you can perform historical analysis.

When no preferred subcontractor bid is set up, supplier assignment uses the trade code that is attached to the cost codes. The lot start process selects the best-matched supplier for each trade and uses that supplier's bid.

Takeoff processing retrieves the trade code associated with the cost code that the system is processing. The trade code is attached to the cost code as category code one. When the system processes a cost code, it reads and stores the trade code. The system selects the supplier that is associated with that trade code and uses that supplier's price.

Supplier assignment records for both bids and takeoffs are stored in a single master table.

---

### Note

You must complete supplier assignments before you perform lot start processing.

---

## Prerequisite

- ❑ Complete the setup of all areas, communities, phases, and plans. See *Setting Up Communities* in the *Homebuilder Management Guide*.
- ❑ Complete the setup of all options to be used. See *Working with Options* in the *Homebuilder Management Guide*.
- ❑ Complete the setup of all bid contracts and takeoffs. See *Bid Contract Information* and *Takeoff Information* in the *Homebuilder Management Guide*.

## ► To add supplier assignments

---

*From the Before Start Bidding and Costing menu (G44H23), choose Supplier Assignment.*

1. On Work With Supplier Assignment, click Add.
2. On Supplier Assignment Maintenance, complete the following required fields:
  - Area
  - Community/ Phase
  - Lot
  - Option Number
  - Effective From
  - Expired Date
3. Complete the following optional fields:
  - Supplier
  - Trade Code
  - Community
  - Phase
  - Lot
  - Option Number

---

## Note

If you add to the Vendor Assignment table (F44H604) multiple suppliers with the same trade code and search hierarchy, the lot start process selects all bids and takeoffs from all of the suppliers.

---

## Processing Options for Supplier Assignment

### Defaults Tab

---

#### HomeBuilder Area ID

Use this processing option to specify the default area.

#### Trade Code

A category code associated with the Account Master table (F0901). This is a user defined code (09/01) for use in flex account mapping and in printing selected information on reports.

---

### Versions Tab

---

#### 1. Account Sequence (P0901) Version.

Use this processing option to specify the version to be called for the particular application. If you leave this option blank, the version noted below the option will be the default version that will be called.

#### 2. Supplier Master (P04011) Version.

Use this processing option to define the version that the system uses when you are using the Supplier Master program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

#### 3. Bid Maintenance (R44H6002) Version.

Use this processing option to specify the version of the Bid Form/Contract Confirmation report (R44H6002). If you leave this processing option blank, the system uses the default version ZJDE0001.

#### 4. Takeoff Maintenance (P44H602) Version.

Use this processing option to specify the version for the Takeoff Master program (P44H602) that you want to use. If you leave this processing option blank, the system uses default version ZJDE0001.

#### 5. Vendor Assignment Outbound Notification (P44H9902) Version.

Use this processing option to specify the version of the Vendor Assignment Outbound Notification program (P44H9902) to use when scheduling is enabled. If you leave this processing option blank, the system uses default version ZJDE0001.

---

# Bid Form/Contract Confirmation Report (R44H6002)

*From the Before Start Bidding and Costing menu (G44H23), choose Bid Form/Contract Confirmation.*

Print this report for the following reasons:

- To use as the premier audit report for bid pricing
- To request a price format, which allows suppliers to write in changes to existing bids

## Processing Options for Bid Form/Contract Confirmation

### Processing Tab

---

**1. Enter a '1' to run the report in Request For Price format. Otherwise, the report will execute in Detail format.**

Use this processing option to specify the format in which to run the report. Valid values are:

Blank

Detail format.

1

Request for Price format. This format leaves the following fields blank on the report: Dates, Subcontractor (Supplier), Contract Total, Signature Line.

**2. Enter a '1' to print the signature lines.**

Use this processing option to specify whether the system prints signature lines at the bottom of each contract. Valid values are:

Blank

Do not print signature lines.

1

Print signature lines. The Request for Price Format processing option must also be set to 1.

**3. Enter a '1' to print the most recent bid.**

Use this processing option to specify which bids to print. Valid values are:

Blank

Print all bids.

1

Print only the most recent bid.

**4. Enter a '1' to print Community descriptions.**

---

Use this processing option to specify the type of community information to print at the top of each contract. Valid values are:

Blank

Print the community number.

1

Print the community description.

---

## **Base House Cost by Plan Report (R44H6003)**

*From the Before Start Bidding and Costing menu (G44H23), choose Base House Cost by Plan.*

This detail comparison report shows base plan costs on a cost code level for selected plans and elevations in a specific community or phase. The report compares the cost of the base house for each plan or elevation. You can use a processing option to calculate cost per square foot.

### **Processing Options for Base House Cost by Plan**

#### **Print Options Tab**

---

##### **1. Show Cost Per Square Foot**

Use this processing option to specify whether to print the cost per square foot. Valid values are:

Blank

Do not print the cost per square foot.

1

Print the cost per square foot.

##### **2. As of Date**

Use this processing option to specify the effective date. If you leave this processing option blank, the system uses today's date.

##### **3. Contract type to be selected**

Use this processing option to specify which contract to use when calculating the base cost of a house. Valid values are:

Blank

Bid contracts and takeoffs

1

Bid contracts

---

---

2

Takeoffs

#### **4. Include Budget Only Bids**

Use this processing option to specify which bids to include on the report. Valid values are:

Blank

Takeoffs and bid contracts

1

Budget-only bids

#### **5. Discount Type Allowed**

Use this processing option to specify which type of discount to use to calculate the cost for takeoffs. Valid values are:

Blank

Do not use discounts

1

Model discounts

2

Standard discounts

#### **6. Enter the Swing to be used**

Use this processing option to specify the effective date for prices.

---

## **Bid Supplier Comparison Report (R44H6007)**

*From the Before Start Bidding and Costing menu (G44H23), choose Bid Supplier Comparison.*

Use this report to compare bids from multiple suppliers, based on the community, plan, elevation, and trade that you specify.

### **Processing Options for Bid Supplier Comparison**

#### **Selection Tab**

---

##### **1. Supplier 1**

Use this processing option to specify the supplier you want to include on the report.

##### **2. Supplier 2**

Use this processing option to specify the supplier you want to include on the report.

---

---

**3. Supplier 3**

Use this processing option to specify the supplier you want to include on the report.

**4. Supplier 4**

Use this processing option to specify the supplier you want to include on the report.

**5. Supplier 5**

Use this processing option to specify the supplier you want to include on the report.

**6. Community**

Use this processing option to specify the community to use in comparing suppliers.

**7. Phase**

Use this processing option to specify the phase to use in comparing suppliers.

**8. Plan Number**

Use this processing option to specify the plan to use in comparing suppliers.

**9. Elevation**

Use this processing option to specify the elevation to use in comparing suppliers.

**10. As Of Date.**

Use this processing option to specify the as of date to use in comparing suppliers.

---

**Process Tab**

---

**1. Include Cost Per Square Foot Calculation**

Use this processing option to specify whether to include a calculation of the cost per square foot in the report. Valid values are:

Blank

Do not include the calculation.

1

Include the calculation.

---

# Purchase Order Print Form (R44H6008)

*From the Before Start Bidding and Costing menu (G44H23), choose Purchase Order Print.*

This report prints purchase orders that are specific to the Homebuilder Management system. This report includes the following information:

- Item number
- Item description
- Cost code
- Option number
- Unit price

## Processing Options for Purchase Order Print

### Status Codes Tab

---

#### 1. Next Status Code From (Optional)

Use this processing option to indicate the start of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

#### 2. Next Status Code Through (Required)

Use this processing option to indicate the end of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

#### 3. Next Status Code Override (Optional)

Use this processing option to indicate the next status code that you want the system to update. The override status is another allowed step in updating status codes. You must enter a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

#### 4. Update Status

Use this processing option to specify whether the system updates the status of an order. Valid values are:

Blank

Do not allow the system to update the status.

1

Allow the system to update the status.

---

# Bid Contract Price Variance Report (R44H6001)

*From the Before Start Bidding and Costing menu (G44H23), choose Bid Contract Price Variance.*

This report lists discrepancies between the bid and the contract amounts by cost code. Use the processing options to specify the tolerance amount, tolerance percentage, and the bid document type.

## Processing Options for Bid Contract Price Variance

### Processing Tab

---

#### 1. Enter the tolerance amount.

Use this processing option to specify the tolerance amount. The system calculates the bid contract price variance between the Procurement and Purchasing systems. The system then compares this difference to the tolerance amount that you entered in this processing option. If the difference is greater than or equal to the tolerance amount, it is included on this report.

#### 2. Enter the tolerance percentage (0.15 = 15%).

Use this processing option to specify the tolerance percentage. For example, enter 0.15 for 15 percent.

#### 3. Enter a '1' to select only positive variances, a '2' for only negative variances or leave blank for both.

Use this processing option to specify the format in which to run the report. Valid values are:

Blank

Detail format.

1

Request for Price format. This format leaves the following fields blank on the report: Dates, Subcontractor (Supplier), Contract Total, Signature Line.

#### 4. Enter the bid document type to be used.

Use this processing option to specify the bid document type. To select all document types, leave this option blank.

#### 5. Specify the report code (1 through 4) to be used as the variance reason code.

Use this processing option to specify the procurement category code to use as the variance reason code. Valid values are:

1

Category code (41/P1)

2

Category code (41/P2)

---

3

Category code (41/P3)

4

Category code (41/P4)

---

# Sales and Configuration Information

Use the sales and configuration information features of Homebuilder Management to easily enter, maintain, and track sales information while supporting required builder business processes. Using the sales and configuration feature, you can assign a buyer to a lot and configure the correct plan, elevation, swing, and options on the lot. A buyer is not required for a model or specification house to be built on any given lot. You can configure a model or specification home by assigning a plan, elevation, and options to a lot using the same forms and processes that you use when you sell homes.

The Sales Workbench program (P44H500) is the starting point for all sales-related and configuration-related functions. The Sales Workbench program allows you to narrow a search to display only those lots that meet specific selection criteria.

In the future, builders who use the EnterpriseOne Customer Relationship Management (CRM) and Configurator systems can maximize their CRM investment by using interfaces that have been built into Homebuilder Management. The Homebuilder Management solution provides the information necessary for the CRM product to operate through a seamless interface. In turn, CRM might provide sales and configuration information that you can use within the construction and procurements sections of Homebuilder Management.

You can use the Sales Workbench program to perform the following sales and configuration processes:

- Manage the sale and all related information
- Perform lot configurations
- Perform cancellations and transfers
- Simplify the closing process
- Review sales analysis, audit trails, and controls

---

## Managing the Sale

Sales management includes entry, analysis, and management of all information related to the sale of a home. Often, the first entry that you make occurs when the buyer and builder sign a sales contract. When the sales process concludes, the customer service and warranty management processes begin with the close of escrow. Between these major events, you can use the Sales Workbench program (P44H500) to review and update information that you use to manage the sales and escrow process.

The Sales Workbench program is a single point of entry for managing all sales-related information. You can use it to search for lots that meet a wide variety of criteria. The lots that meet your search criteria appear in the detail area, and the total number of lots that meet the criteria appears in the Count field. For example, you might search for all of the sales that are scheduled to close within the next two weeks and for which the loans have not been approved. The form displays those lots and a count of the lots that meet the criteria. When you choose a lot, you can access and update additional information about a specific sale.

In addition to the selection criteria that appear in the heading of the Sales Workbench program, you can use numerous date codes and fields in conjunction with the query by example line to display lots

that meet additional criteria. For example, you might choose to review all lots that have construction start dates within the next two weeks, but do not have contingency release dates.

You can use Homebuilder Management to track the following sales information:

- Buyer history for every lot. When you enter a new sale into the system, the system enters the buyer in the sales master and links the buyer with the lot that he or she selected. The system also maintains canceled sale information in the Sales Master table (F44H501).
- Types of contingencies and the related expiration or successful release dates for new sales that are contingent on the successful outcome of an event, such as the sale of the buyer's existing home.
- Up to ten sales agents, brokers, or design center consultants for a single sale, along with their respective commission percentages or amounts.
- Base price of the house, lot premium, sales price adjustments, option revenue, and incentives. The total of these amounts equals the total sales price. Additionally, you can organize option revenue into as many as nine revenue groups.
- Construction data that is associated with the sale, including construction-related dates, codes, and notes for each lot. You can also track user defined information, which includes up to fifteen date fields, ten amount fields, and ten category codes.
- Extended sales data, which you can attach to any sale. Extended data records follow user defined templates and consist of additional date, amount, and text fields.
- Sales agents, lenders, brokers, title companies, and other agent-related information that you gather when you record a sale.

#### **Prerequisite**

- ❑ Gather copies of relevant sales information, such as the sales agreement, option selection sheets, and buyer address information.

---

## **Configuring the Lot**

Many builders begin construction of homes that are not yet sold. These homes are commonly referred to in the homebuilding industry as specification (spec) homes. Other builders begin construction of each home upon a sale to a buyer, while others incorporate a combination of both spec and build-to-sale homes. You can configure houses for any of these scenarios.

Configuring a lot includes selecting the plan, elevation, and swing or house orientation from a list of available plans and elevations that are predefined for the chosen community and phase. These selections update information in the Lot Master (F44H201) and Sales Master (F44H501) tables.

---

#### **Note**

You can enter a plan and elevation for a lot at the same time that you enter sale information.

---

## Prerequisite

- ❑ Release the lot for sale. See *Setting Up Lots* in the *Homebuilder Management Guide*.
- ❑ Set up community, phase, plan, and lot information. See the following topics in the *Homebuilder Management Guide*:
  - ❑ *Setting Up Communities*
  - ❑ *Setting Up Plans*
  - ❑ *Setting Up Lots*

### ► To assign plan and elevation to a lot

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, complete the following fields and click Find:

- Community / Phase
- Buyer Number
- Sales A/B Number
- Contingent Sale
- Contingent Type
- Sales Activity Last Range
- Sales Contract Status
- Lot
- Sales Date
- Projected Close
- Actual Close
- Loan Approval
- Credit Approval
- Sale Reported
- Sale Ratified

In the header area, a lot count displays the total number of lots.

2. To choose a specific lot, choose House Revisions from the Row menu.

3. On House Revisions, complete the following fields:

- Plan / Elev / Swing

4. Click OK.

# Entering Buyer Information

Homebuilder Management stores buyer information in the address book. You enter this information in the Sales Workbench program (P44H500).

► **To enter buyer information**

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
  2. Choose the record that contains the lot, and then choose New Buyer from the Row menu.
  3. On New Buyer, click Buyer.
- 

**Note**

To help maintain higher levels of data integrity, you should first confirm that the buyer address book record does not previously exist by using the Alpha Name field to perform a search.

---

4. On Sales Management AB Search & Select, choose Add Homebuyer from the Form menu.
  5. On Quick Customer/Contact Add, complete address information as necessary.
  6. Click OK.
- 

**Note**

The system stores the contact information in the Address Book - Who's Who table (F0111).

---

7. If you are using the Service and Warranty Management system, complete the following fields on the Customer Information Revisions form:
  - Contracts
  - Work Orders
  - Maintenance Requests
  - Default Service Provider
  - Default Dealer
  - Geographic Region
  - Work Order Service Type
  - Time Zone
  - Work Center
  - Resp Business Unit
8. Click OK.

## See Also

- ❑ *Creating and Revising Address Book Records* in the *Address Book Guide*
- ❑ *Setting Up Customer Records* in the *Service and Warranty Management Guide* for information on accessing the Customer Information Revisions form

## Entering Sales Information

From the Sales Workbench program (P44H500), you can access the House Revisions form to enter and revise basic lot information, including:

- Lot configuration for plan, elevation, and swing
- Sale dates
- Buyer address book numbers
- Sales agent commission percentages or amounts
- Revenue and incentive amounts
- Financing information
- Contingent sale information

### Prerequisite

- ❑ Add a buyer to the lot by selecting New Buyer from the Row menu in the Sales Workbench.

### ► To enter sales information

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
2. Choose a specific lot, and then choose House Revisions from the Row menu.
3. On House Revisions, complete the following field:
  - Plan / Elev / Swing
4. Click the Sales Data tab, and then complete any of the following fields:
  - Sales Date
  - Sale Reported Date
  - Sales Ratified
  - Projected Close
  - Sched Buyer Walkthru
  - Sched Walkthru Time
  - Actual Buyer Walkthru
  - Credit Approval

5. Click the Address Book tab, and then complete any of the following fields:
    - Sales Master Address Book number 1-10
    - Commission Percentage or Amount 1-10
- 

**Note**

The complexity and variety of commission calculations are extensive. Builders employ many unique methods for determining sales representative, outside broker, and design center consultant commissions. Homebuilder Management provides a data structure in which these values can be stored but not calculated. You manually enter commission percentages and amounts, and the system includes them in the closing escrow journal entry.

---

6. Click the Revenue tab, and then complete any of the following fields:
  - Base House Price
  - Lot Premium
  - Incentive 1-3
  - Upgrade Amount
  - Option Incentive

Processing options determine whether you can update the base house price and lot premium from this form. Depending on the way in which the processing options are set, the system might update the base house price from information in the Plan Master table (F44H301), and the lot premium from information in the Lot Master table (F44H201).

---

**Note**

The system calculates the net base price by adding together all amounts. Enter a negative amount to reduce Net Base Price.

The system calculates the net option price by adding together option revenues 1 through 9 and the value in the Option Incentive field.

The system calculates the total sales price by adding together the net base price and the net option price.

The system updates the Option Revenue Category fields 1 through 9 by adding together the corresponding revenue amounts for the detail option records that are associated with each lot. You set up option revenue categories on the Closing Worksheet Data Mapping Template, and the system maps them to specific options using the options type, which is stored in the Option Master table (F44H401).

---

7. Click the Financing tab, and then complete any of the following fields:
  - Loan Type
  - Lender Number
  - Loan Number

- Loan Application Date
  - Title Appt. Date
  - Mortgage Approval
  - Interest Rate
  - Interest Rate Locked
  - Points Expiration Date
  - Down Payment
  - Earnest Money Deposit
  - Total Option Deposits
- 

**Note**

The system calculates the total purchase price by adding together the net base price and the net option price.

The system calculates the variance by subtracting the mortgage amount, down payment, earnest money deposit, and total option deposits from the total purchase price.

---

8. Click the Contingent Sale tab, and then complete any of the following fields:
  - Contingent Sale
  - Listing Agent
  - Property Text
  - Effective Date
  - Converted Date
  - Actual Close
  - Expiration Date
  - Release Date
  - Contingent Note 1 and 2
  - Contingent Type
  - Listing Receipt
9. Enter any attachment text that is related to the contingent sale.
10. Click the Sales Attachments tab, and then enter text or attach relevant information that is related to the sale of the lot.
11. Click OK.

**See Also**

- *Setting Up Closing Worksheet Information in the Homebuilder Management Guide*

## Processing Options for Sales Management

### Defaults Tab

---

#### 1. Override price

Use this processing option to specify whether to allow the user to override the default sales price that is supplied from the Plan Master table (F44H301). Valid values are:

Blank

Do not allow override.

1

Allow override.

#### 2. Allow changes to primary buyer number

Use this processing option to specify whether the primary buyer number can be changed without affecting the sales statistics. Valid values are:

Blank

Buyer number can not be changed.

1

Buyer number can be changed.

#### 3. Allow changes to commission information

Use this processing option to specify whether to allow updates to commission information. Valid values are:

Blank or 0

Do not allow update.

1

Allow update.

#### 4. Allow changes to total option deposits

Use this processing option to specify whether to allow updates to option deposit amount. Valid values are:

Blank

Do not allow update.

1

Allow update.

#### 5. Homebuyer - Search Type

Use this processing option to specify the search type (01/ST) to use for the home buyer.

---

**6. Sales contract status for new sales**

Use this processing option to specify the default contract status to set when a new sales record is created.

**7. Sales contract status for cancelled sales**

Use this processing option to specify the default contract status to set when a sales record is canceled.

**8. Sales contract status for buyer transfers**

Use this processing option to specify the default contract status to set the new lot to when a buyer transfers from one lot to another.

**9. Sales contract status for closed sale**

Use this processing option to specify the default contract status to set the new lot to when a buyer closes.

**10. Option variance reason for a cancel**

Use this processing option to specify the default reason code to enter when options are deselected when a sale is canceled.

**11. Option variance reason for a transfer**

Use this processing option to specify the default reason code to enter when options are deselected when a buyer transfers from one lot to another.

**12. Automatically deselect specified option selections during Cancel/Transfer**

Use this processing option to specify how the system manages option selections on a lot when the buyer cancels the sale or transfers to a new lot. Valid values are:

Blank

The system does not allow automatic option selection changes.

1

The system deselects option quantities that have not had commitments generated.

2

The system deselects option quantities that have not had commitments created.

**13. Enter default HomeBuilder area**

Use this processing option to specify the default area.

**14. Enter default community**

---

## Search Type Tab

---

### 1. Search type for address book 1-10

A user defined code (01/ST) that specifies the kind of address book records to search for.

Examples include:

E

Employees

X

Ex-employees

V

Suppliers

C

Customers

P

Prospects

M

Mail distribution lists

T

Tax authorities

---

## New Sale Tab

---

### 1. Copy the base house price from the prior sale?

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

1

Copy data.

### 2. Copy the lot premium from the prior sale?

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

1

Copy data.

### 3. Copy base house incentive amounts from the prior sale?

---

---

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

1

Copy data.

**4. Copy the base house upgrade amount from the prior sale?**

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

1

Copy data.

**5. Copy the option incentives amount from the prior sale?**

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

1

Copy data.

**6. Copy commission address book numbers from the prior sale?**

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

1

Copy data.

**7. Copy commission percentages from the prior sale?**

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

---

1

Copy data.

**8. Copy commission amounts from the prior sale?**

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

1

Copy data.

**9. Copy user dates from the prior sale?**

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

1

Copy data.

**10. Copy user amounts from the prior sale?**

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

1

Copy data.

**11. Copy user address book numbers from the prior sale?**

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

1

Copy data.

**12. Copy sales category codes from the prior sale?**

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

---

Blank

Do not copy data.

1

Copy data.

### **13. Copy the extended data from the from the prior sale?**

Use this processing option to specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Valid values are:

Blank

Do not copy data.

1

Copy data.

---

## **Transfer Buyer Tab**

---

### **1. Copy the base house price to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

1

Copy data.

### **2. Copy the lot premium to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

1

Copy data.

### **3. Copy base house incentive amounts to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

---

---

Blank

Do not copy data.

1

Copy data.

**4. Copy the base house upgrade amount to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

1

Copy data.

**5. Copy the option incentive amount to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

1

Copy data.

**6. Copy commission address book numbers to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

1

Copy data.

**7. Copy commission percentages to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

---

---

1

Copy data.

**8. Copy commission dollars to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

1

Copy data.

**9. Copy user dates to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

1

Copy data.

**10. Copy user amounts to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

1

Copy data.

**11. Copy user address book numbers to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

1

Copy data.

---

---

**12. Copy sales category codes to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

1

Copy data.

**13. Copy the sales extended data to the new lot?**

Use this processing option to specify whether to copy data from the original lot sales record to the new lot sales record when a buyer transfers from one lot to another. Valid values are:

Blank

Do not copy data.

1

Copy data.

---

**Activity Rules Tab**

---

**1. Sales Activity Code Next - New Buyer**

Use this processing option to specify the activity code of a new buyer.

**2. Sales Activity Code Next - Cancel Sale**

Use this processing option to specify the activity code of a canceled sale.

**3. Sales Activity Code Next - Transfer**

Use this processing option to specify the activity code of a transferred sale.

**4. Sales Activity Code Next - Close Sale**

Use this processing option to specify the sales activity rule for escrow close. The system uses this activity rule when processing a closing transaction for a lot.

**5. Construction Status Code - Last**

A user defined code (44H0/RL) that specifies a construction activity rule.

**6. Sales Activity Code - Last**

A user defined code (44H0/RL) that specifies the sales activity for the last sale completed in the sales process.

---

## Warranty Management Tab

---

### 1. Warranty Processing

Use this processing option to specify whether to create install base and service contract records. If you enter a value in this option, you must use the Service and Warranty Management system (system 17). Valid values are:

Blank

Do not create records.

1

Create install base records in the Asset Master File table (F1201) and the Equipment Master Extension table (F1217).

2

Create install base records and service contract records in the Contract Header table (F1720) and Contract Detail table (F1721).

### 2. Enter the Sales Activity Last that the lot must be at before the warranty process may be run

A user defined code (44H0/RL) that specifies the sales activity for the last sale completed in the sales process.

### 3. Warranty Template Type

A code used to group data into logical groups. For example, homebuilder sales data groups can be created for loan tracking or for buyer. Valid values include:

AR

Area

CO

Community

PH

Phase

OP

Option

PL

Plan

### 4. Beginning Equipment Status

A user defined code (12/ES) that specifies the equipment or disposal status of an asset, such as available, down, or disposed.

### 5. Service Contract Document Type

Use this processing option to specify the service contract document type for Contract Detail records (F1721) created. Typically, the default document type is CM.

### 6. Service Contract Line Type

A code that controls how the system processes lines on a transaction. It controls the system with which the transaction interfaces, such as General Ledger, Job Cost, Accounts

---

Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports, and it is included in calculations. Codes include the following:

S

Stock item

J

Job Cost

N

Nonstock item

F

Freight

T

Text information

M

Miscellaneous charges and credits

W

Work order

#### **7. Service Contract Status**

A two-character code that provides status information about a contract. This status is edited against user defined code (52/CS).

#### **8. Base Contract Duration Unit of Measure**

A user defined code (00/UM) that identifies the unit of measurements for an amount or quantity as it was billed. For example, it can represent a barrel, box, gallon, an hour, and so on.

#### **9. Base Contract Duration**

The billing duration associated with a contract.

Asset Cost Accounting Information

#### **10. Account Business Unit**

The business unit to which the system charges original acquisition cost and any supplemental capital additions. The system uses a default value for this field based on the business unit that you can specify on the Asset Master Revisions form when you create a new asset master record. You can change this default value on the Depreciation Information form only if you have not entered any transactions for the account.

#### **11. Account Object**

The object account to which the original acquisition cost and any supplemental capital additions have been charged.

If the asset is a non-capitalized lease, this should be the expense account that lease payments are charged to. This expense account should have default coding instructions set up for method 00 (no depreciation method used).

#### **12. Account Subsidiary**

The subsidiary account to which the original acquisition cost and any supplemental capital additions have been charged.

---

## Versions Tab

---

### **1. Option Selections (P44H501) Version**

Use this processing option to specify the version of the Option Selections program (P44H501) to run. If this processing option is left blank, the system uses version ZJDE0001.

### **2. Extended Homebuilder Data (P44H092) Version**

Use this processing option to specify which version of the Extended Homebuilder Data program (P44H092) to run. If this processing option is left blank, the system uses version ZJDE0001.

### **3. Closing Worksheet (P44H591) Version**

Use this processing option to specify the version of the Closing Worksheet Entries program (P44H591) to run. If this processing option is left blank, the system uses version ZJDE0001.

### **4. Address Book (P01015) Version**

Use this processing option to define the version of Quick Customer/Contact Add (P01015) that the system uses to add a contact. When you choose the Customer form exit to access address book information, you can add a contact by way of Quick Add or Contact One and Contact Two. If you leave this option blank, ZJDE0001 is used.

### **5. Manual Advance (P44H002) Version**

Use this processing option to specify whether to print the option price. Valid values are:

Blank

Do not print the option price. This is the default.

1

Print the option price.

### **6. Lot Master Outbound Notification (P44H9903) Version**

Use this processing option to specify the default version to use for the Lot Master Outbound Notification - PO program (P44H9903). The default version is ZJDE0001.

### **7. Install Base Revision (P1702) Version**

Use this processing option to specify the version of the Equipment Master Revisions program (P1702). The system uses the processing options from this version, such as serial number requirements and base warranty defaults requirements, when creating equipment master records. If you leave this processing option blank, the system uses the ZJDE0001 version.

### **8. Contract Revisions ( P1721) Version**

Use this processing option to specify the version of the Entitlements Inquiry program (P1723) that you access from the equipment master record. If you leave this processing option blank, the system uses the ZJDE0001 version.

## Entering Extended Homebuilder Information

To track information for which no fields exist in the standard Homebuilder Management tables, you can attach extended data to a sales record. For example, you might use extended data to enter a schedule of deposits that the buyer makes during the escrow period. For each extended data record, the following data elements are available to capture relevant data:

- Three dates
- Three amounts
- Three other numbers
- Three memos or notes
- Three address book numbers

### Prerequisite

- ❑ Complete the setup of at least one Extended Data Template and associated Heading that has been assigned to a Sales data type. See *Homebuilder Extended Data*.

### ► To enter extended data for a sale

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
2. Choose a specific lot, and then choose Extended Data from the Row menu.
3. Choose a template, and then choose Extended Data from the Row menu.
4. On Maintain Extended Homebuilder Data, complete any of the date, amount, number, memo, and address book number fields.
5. Click OK.

## Entering Other Related Sales Information

You can use the following additional sales fields to track user defined information for each lot:

- Sales Category Codes
- Sales Amounts
- Additional Address Book fields
- Sales Dates

All of these fields are optional.

### Prerequisite

- ❑ Set up the individual category code values that you will use to track additional sales information.

► **To enter additional sales information**

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find:
2. Choose the lot, and then choose Additional Data from the Row menu.
3. On House Revisions Additional Data, complete any of the following optional fields:
  - Sales Category Code 1 - 10
  - Sales Amounts 1- 10
4. Click the User Data tab, and then complete any of the following optional fields:
  - User Address Book Records 1 – 5
  - Dates 1 – 20
5. Click OK.

## **Configuration List Report (R44H7003)**

*From the Sales and Escrow menu (G44H22), choose Configuration List.*

Use this report prints all options that the buyer selected for a lot. Run this report at the lot level, and use processing options to specify whether pricing information appears on the report.

This report is also referred to as the *garage sticker* or *window sticker*. Its purpose is to clearly show all of the options that the buyer chose for a lot. You can include this report in the lot start package that is supplied to all subcontractors who are assigned to the lot.

### **Processing Options for Configuration List**

#### **Defaults Tab**

---

##### **1. Option Price**

Use this processing option to specify the option price.

##### **2. Text Attachments**

Use this processing option to specify whether to print text attachments. Valid values are:

Blank

Do not print text attachments. This is the default.

1

Print text attachments.

##### **3. Option Description**

Use this processing option to specify which option description lines to print. Valid values are:

Blank

---

---

Print only the first description line. This is the default.

1

Print all three description lines.

---

## **Detail Sales Status (Mylar) Report (R44H5002)**

*From the Sales and Escrow menu (G44H22), choose Detail Sales Status (Mylar).*

The Detail Sales Status (Mylar) report summarizes sales information by lot, including key sales and construction dates and revenue, financing, and contingent-sale information.

### **Processing Options for Detail Sales Status (Mylar)**

#### **Print Tab**

---

##### **1. Print Sales Attachment**

Use this processing option to specify whether to print the sales attachment. If you specify to print the sales attachment, only two lots print per page. Valid values are:

Blank

Do not print the sales attachment.

1

Print the sales attachment.

##### **2. Print Contingency Attachment**

Use this processing option to specify whether to print the contingency attachment. If you specify to print the contingency attachment, only two lots print per page. Valid values are:

Blank

Do not print the contingency attachment.

1

Print the contingency attachment.

---

## **Backlog Report (R44H5003)**

*From the Sales and Escrow menu (G44H22), choose Backlog Report.*

This report projects revenues and cash flow for the date range that you specify. Use processing options to specify the range of projected closing dates to print on the report. The report shows the construction status, buyer name, base price, lot premium, option revenue, incentives, and total sales price for each lot.

## Projected Closings Report (R44H5004)

*From the Sales and Escrow menu (G44H22), choose Projected Closing Report.*

This report prints the lots that are projected to close escrow, based on the date range that you specify.

### Processing Options for Projected Closings

#### Process Tab

---

**1. Report on Closings with Projected Close Date from:**

Use this processing option to specify the starting date for all sales expected to close with a projected close date.

**2. Report on Closings with Projected Close Date through:**

Use this processing option to specify the ending date for all sales expected to close with a projected close date.

---

## Cancellations/Transfers Report (R44H5005P)

*From the Sales and Escrow menu (G44H22), choose Cancellations/Transfer Report.*

Use the Cancellations/Transfers report to print sales and transfers for an area or community. Use processing options to specify the date range to print and whether to print associated text and notes.

### Processing Options for Cancellations/Transfers

#### Dates Tab

---

**1. From Date for this report**

**Using the "Cancel or Transfer" Buyer date**

Use this processing option to specify the starting date for all sales expected to close with a projected close date.

**2. Through Date for this report**

**Using the "Cancel or Transfer" Buyer date**

Use this processing option to specify the ending date for all sales expected to close with a projected close date.

---

#### Print Tab

---

**1. Print text fields on the form from the Cancellation or Transfer Event**

Use this processing option to specify whether to print associated text (media object) regarding the cancellation or transfer event. Valid values are:

---

---

Blank

Do not print associated text.

1

Print associated text.

## **2. Print Attachment Notes from the Cancellation or Transfer event**

Use this processing option to specify whether to print attachment notes regarding the cancellation or transfer. Attachment notes can include the following contingency notes: Contingency Note 1 (CSN1), Contingency Note 2 (CSN2), and Contingency Note 3 (CSN3). In addition, attachment notes can include the following transfer notes: Transfer Note 1 (TLN1), Transfer Note 2 (TLN2), and Transfer Note 3 (TLN3). Valid values are:

Blank

Do not print attachment notes.

1

Print attachment notes.

---

## **Weekly Sales Report (R44H5001)**

*From the Sales and Escrow menu (G44H22), choose Weekly Sales Report.*

This report prints summary information by community or phase, including lot status, lot activity, gross sales, closings, and backlog. The report supports four user defined time periods, such as last week, this week, and last month. Use a processing option to specify whether to print a detailed audit report that corresponds to the selected periods on the Weekly Sales report.

### **Processing Options for Weekly Sales**

#### **Format Tab**

---

##### **1. Summarize weekly sales report by:**

Use this processing option to specify whether to print this report at the community or phase level. Valid values are:

C

Print the report at the community level. This includes both area and community totals.

P

Print the report at the phase level.

##### **2. Report Title:**

Use this processing option to enter a user-defined title for the Weekly Sales Report (R44H5000).

---

---

### **3. Report Date Title Format:**

Use this processing option to specify the format for the title of the report. Valid values are:

A

As of

P

Period

S

For the Period Ending

W

For the Week Ending

### **4. Report As of Date:**

Use this processing option to specify the "as of" date to use in the report header. This value is not used for data selection.

---

## **Selection Tab**

---

### **1. Period 1 From Date:**

Use this processing option to specify the starting date for period 1.

### **2. Period 1 Through Date:**

Use this processing option to specify the ending date for period 1.

### **3. Period 1 Description:**

Use this processing option to specify the description for period 1, for example, This Week, This Month, First Quarter, or This Year.

### **4. Enter a 1 to Print Period 1 Audit Report**

Use this processing option to specify whether to print an audit report. An audit report prints each lot that is included in each total. Valid values are:

Blank

Do not print the audit report.

1

Print the audit report.

### **5. Period 2 From Date:**

Use this processing option to specify the starting date for period 2.

---

---

**6. Period 2 Through Date:**

Use this processing option to specify the period 2 Through Date.

**7. Period 2 Description:**

Use this processing option to specify the description for Period 2, for example, This Week, This Month, First Quarter, or This Year.

**8. Enter a 1 to Print Period 2 Audit Report**

Use this processing option to specify whether to print an audit report for period 2. An audit report prints each lot that is included in each total. Valid values are:

Blank

Do not print the audit report.

1

Print the audit report.

**9. Period 3 From Date:**

Use this processing option to specify the starting date for Period 3.

**10. Period 3 Through Date:**

Use this processing option to specify the ending date for Period 3.

**11. Period 3 Description**

Use this processing option to specify the description for Period 3, for example, This Week, This Month, First Quarter, or This Year.

**12. Enter a 1 to Print Period 3 Audit Report**

Use this processing option to specify whether to print an audit report for period 3. An audit report prints each lot that is included in each total. Valid values are:

Blank

Do not print the audit report.

1

Print the audit report.

**13. Period 4 From Date:**

Use this processing option to specify the starting date for Period 4.

**14. Period 4 Through Date:**

Use this processing option to specify the ending date for Period 4.

**15. Period 4 Description:**

Use this processing option to specify the description for Period 4, for example, This Week, This Month, First Quarter, or This Year.

---

## **16. Enter a 1 to Print Period 4 Audit Report**

Use this processing option to specify whether to print an audit report for period 4. An audit report prints each lot that is included in each total. Valid values are:

Blank

Do not print the audit report.

1

Print the audit report.

---

## **Sales Date Tab**

---

### **1. Use Sales Date**

Use this processing option to specify whether to use the value entered in the Sales Date field (SDJ) on the House Revisions form (W44H500A). Enter 1 to use this date for sales statistics calculations on these reports.

### **2. Use Sale Reported Date**

Use this processing option to specify whether to use the value entered in the Sales Reported field (SRPDJ) on the House Revisions form (W44H500A). Enter 1 to use this date for sales statistics calculations on these reports.

### **3. Use Sale Ratified Date**

Use this processing option to specify whether to use the value entered in the Sales Ratified field (SRDJ) on the House Revisions form (W44H500A). Enter 1 to use this date for sales statistics calculations on these reports.

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## **Revenue Tab**

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### **1. Base House Price:**

Use this processing option to specify whether to use the value entered in the Base House Price field (BHPRICE) on the House Revisions form (W44H500A). Enter 1 to use this value for sales statistics and revenue calculations on these reports.

### **2. Lot Premium:**

Use this processing option to specify whether to use the value entered in the Lot Premium field (LOTPREM) on the House Revisions form (W44H500A). Enter 1 to use this value for sales statistics and revenue calculations on these reports.

### **3. Amount Upgrade:**

Use this processing option to specify whether to use the value entered in the Upgrade Amount field (UPG) on the House Revisions form (W44H500A). Enter 1 to use this value for sales statistics calculations on these reports.

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**4. Amount Incentive 1:**

Use this processing option to specify whether to use the value entered in Incentive 1 field (ICA1) on the House Revisions form (W44H500A). Enter 1 to use this value for sales statistics and revenue calculations on these reports.

**5. Amount Incentive 2:**

Use this processing option to specify whether to use the value entered in the Incentive 2 field (ICA2) on the House Revisions form (W44H500A). Enter 1 to use this value for sales statistics and revenue calculations on these reports.

**6. Amount Incentive 3:**

Use this processing option to specify whether to use the value entered in the Incentive 3 field (ICA3) on the House Revisions form (W44H500A). Enter 1 to use this value for sales statistics and revenue calculations on these reports.

**7. Option Revenue 1:**

Use this processing option to specify whether to use the value in the Option Revenue Category 1 field (OPRV1) entered on the House Revisions form (W44H500A). The Option Revenue Categories are controlled by the HomeBuilder accounting instructions. Enter 1 to include this value in the sales statistics and revenue calculations on these reports.

**8. Option Revenue 2:**

Use this processing option to specify whether to use the value in the Option Revenue Category 2 field (OPRV2) entered on the House Revisions form (W44H500A). The Option Revenue Categories are controlled by the HomeBuilder accounting instructions. Enter 1 to include this value in the sales statistics and revenue calculations on these reports.

**9. Option Revenue 3:**

Use this processing option to specify whether to use the value in the Option Revenue Category 3 field (OPRV3) entered on the House Revisions form (W44H500A). The Option Revenue Categories are controlled by the HomeBuilder accounting instructions. Enter 1 to include this value in the sales statistics and revenue calculations on these reports.

**10. Option Revenue 4:**

Use this processing option to specify whether to use the value in the Option Revenue Category 4 field (OPRV4) entered on the House Revisions form (W44H500A). The Option Revenue Categories are controlled by the HomeBuilder accounting instructions. Enter 1 to include this value in the sales statistics and revenue calculations on these reports.

**11. Option Revenue 5:**

Use this processing option to specify whether to use the value in the Option Revenue Category 5 field (OPRV5) entered on the House Revisions form (W44H500A). The Option Revenue Categories are controlled by the HomeBuilder accounting instructions. Enter 1 to include this value in the sales statistics and revenue calculations on these reports.

---

**12. Option Revenue 6:**

Use this processing option to specify whether to use the value in the Option Revenue Category 5 field (OPRV5) entered on the House Revisions form (W44H500A). The Option Revenue Categories are controlled by the HomeBuilder accounting instructions. Enter 1 to include this value in the sales statistics and revenue calculations on these reports.

**13. Option Revenue 7:**

Use this processing option to specify whether to use the value in the Option Revenue Category 7 field (OPRV7) entered on the House Revisions form (W44H500A). The Option Revenue Categories are controlled by the HomeBuilder accounting instructions. Enter 1 to include this value in the sales statistics and revenue calculations on these reports.

**14. Option Revenue 8:**

Use this processing option to specify whether to use the value in the Option Revenue Category 8 field (OPRV8) entered on the House Revisions form (W44H500A). The Option Revenue Categories are controlled by the HomeBuilder accounting instructions. Enter 1 to include this value in the sales statistics and revenue calculations on these reports.

**15. Option Revenue 9:**

Use this processing option to specify whether to use the value in the Option Revenue Category 9 field (OPRV9) entered on the House Revisions form (W44H500A). The Option Revenue Categories are controlled by the HomeBuilder accounting instructions. Enter 1 to include this value in the sales statistics and revenue calculations on these reports.

**16. Option Incentive:**

Use this processing option to specify whether to use the value in the Option Incentive field (OPINCA) entered on the House Revisions form (W44H500A). Enter 1 to include this value in the sales statistics and revenue calculations on these reports.

---

**Versions Tab**

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**1. Weekly Sales Report (R44H5001) Version**

Use this processing option to specify the version to be called for the particular application. If you leave this option blank, the version noted below the option will be the default version that will be called.

**2. Weekly Sales Audit Report (R44H5002) Version**

Use this processing option to specify the version to be called for the particular application. If you leave this option blank, the version noted below the option will be the default version that will be called.

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# Options Selection and Management

In addition to selecting a plan and elevation, configuring a lot also involves choosing options. The buyer chooses options from a predefined list that might vary depending on the area, community, phase, plan, and elevation.

Use an option package to group together predefined options. An option package might be a group of options that a buyer might otherwise choose individually, but that you offer to the buyer at a discount when the buyer chooses the package. Additionally, an option package might contain one or more options that are not otherwise available. (These options are called package component only). The system tracks the revenue and cost variances between the individual options and the combination of these options when they are included in an option package.

## Prerequisite

- ❑ Set up communities, phases, plans, elevations, lots, and options. See the following topics in the *Homebuilder Management Guide*:
  - ❑ *Setting Up Communities*
  - ❑ *Setting Up Plans*
  - ❑ *Setting Up Lots*
  - ❑ *Working With Options*
- ❑ Update the lot status to Released For Sale.
- ❑ Assign a plan and elevation to the lot.

## Selecting Options for a Lot

When you set up an option, you specify the areas, communities, phases, plans, and elevations for which the option is available. Therefore, when you choose the options for a lot, the system displays only those options that are available for the lot. After you make your selections, you can review them and make changes, as necessary.

### ► To select options for a lot

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
2. Choose the lot, and then choose Select Options from the Row menu.
3. On Select Options, complete the following field with the total quantity of the option selected by the buyer or preplotted by the builder:
  - Cumulative Quantity
4. Complete the following optional field:
  - Sketch Number
5. Click OK.

## Processing Options for Option Selections

### Defaults Tab

---

#### 1. Display Community, Phase, Plan and Elevation on Grid

Use this processing option to specify whether to display the Community, Phase, Plan, and Elevation columns in the detail area. Valid values are:

Blank

Do not display the columns.

1

Display the columns.

#### 2. Allow override to Options Sales Price

Use this processing option to specify whether to allow override of the option sales price. Valid values are:

Blank

Do not allow override of the option sales price. This is the default.

1

Allow override of the option sales price.

#### 3. Maintain deposits at option level

Use this processing option to specify at what level to maintain deposits. Valid values are:

Blank

Maintain deposits at the sales record level. This is the default.

1

Maintain deposits at the individual option level.

#### 4. Control manual reduction of quantity selected

Use this processing option to specify when to allow the quantity of a selected option to be reduced in the lot start process. Valid values are:

Blank

Allow option quantities to be reduced to the commitment generated quantity. The system deletes any workfile records for the option from the Lot Start Workfile table (F44H711) that do not have associated commitment lines in the Purchase Order Detail File table (F4311).

1

Allow option quantity to be reduced down to the quantity in the F44H711, even if those workfile records do not yet have an associated F4311 commitment line.

---

For example, a quantity of eight phone jacks are selected. There is a quantity of eight phone jacks in the workfile, six of which have been committed. A blank value in this processing option allows the option quantity to be reduced to six, deleting the two uncommitted records from the workfile. A value of 1 in this processing option would not allow any reduction to the option quantity because a quantity of eight exists in the workfile.

**5. Require reason code for deselecting options that have been generated.**

Use this processing option to specify whether to require a reason code when deselecting options that have been generated in the Lot Start Workfile table (F44H711). Valid values are:

Blank

Do not require a reason code.

1

Require a reason code.

---

## Reviewing Options Selected and Selection History

You can review a list of options and option packages that have been selected for a lot. Members of the sales, purchasing, construction, accounting, customer service, and warranty departments might be interested in this information. To analyze option activity for a lot, you can also review option selection history.

► **To review options selected for a lot**

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
2. Chose the lot, and then choose View Options from the Row menu.
3. On View Selected Options Only, review and revise the information as necessary, and then click OK.

► **To review option history for a lot**

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
2. Choose the lot, and then choose View Options from the Row menu.
3. On View Selected Options Only, choose Option History from the Form menu.

## Selecting Option Packages

You choose option packages in the same way in which you choose regular options. You can use the Option Selection form to review the components of an option package. The option packages that are available for selection are those that have been set up in the option master as allowed for selection in the area, community, phase, plan, and elevation. After you choose an option package, you can review your choice and make changes, as necessary.

### ► To select option packages for a lot

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
2. Choose the lot, and then choose Select Options from the Row menu.
3. On Select Options, choose Package Components from the Row menu.
4. On Option Package Detail, complete the following fields:
  - Quantity Selected
  - Option Number
5. Click OK.

## Option Cost Analysis (R44H6004)

*From the Before Start Bidding and Costing menu (G44H23), choose Option Cost Analysis.*

This report prints option cost and pricing information. The report shows the current, previous, and suggested price for an option, as well as the desired and actual gross profit. You can run the report in either proof or final mode. Final mode updates the previous price from the current price and the current price to the suggested price.

### Processing Options for Option Cost Analysis

#### Defaults Tab

---

##### 1. Swing

A user defined code (44H2/SW) that specifies which side of the house the driveway is on. It is part of the key used to locate takeoff records and to create purchase orders.

##### 2. Bid Effective Date

Use this processing option to specify the as of date to use in comparing suppliers.

##### 3. Rounding

Use this processing option to specify the rounding preference for the calculated suggested sales price. Valid values are:

Blank

Do not round. For example, use the original value of \$1236.56.

---

---

1

Round to the nearest dollar. For example, round \$1236.56 to \$1237.00.

2

Round to the nearest tenth. For example, round \$1236.56 to \$1240.00.

#### **4. Update Mode (Update Price with Suggested Price)**

Use this processing option to specify whether to run the report in Proof or Final mode.  
Valid values are:

Blank

Print the report in Proof mode, without updating the database.

1

Print the report in Final mode and update the database.

#### **5. Updated Sales Price Effective Date**

Use this processing option to specify the effective date of the most recently updated sales price.

---

### **Print Tab**

---

#### **1. Current Sales Price**

Use this processing option to specify whether to print the specified field in the report.  
Valid values are:

Blank

Print this field.

1

Do not print this field.

#### **2. Extended Price**

Use this processing option to specify whether to print the specified field in the report.  
Valid values are:

Blank

Print this field.

1

Do not print this field.

#### **3. Gross Profit Percentage**

Use this processing option to specify whether to print the specified field in the report.  
Valid values are:

---

---

Blank

Print this field.

1

Do not print this field.

#### **4. Suggested Price**

Use this processing option to specify whether to print the specified field in the report.

Valid values are:

Blank

Print this field.

1

Do not print this field.

#### **5. Variance (Current - Suggested Price)**

Use this processing option to specify whether to print the specified field in the report.

Valid values are:

Blank

Print this field.

1

Do not print this field.

#### **6. Previous Sales Price**

Use this processing option to specify whether to print the specified field in the report.

Valid values are:

Blank

Print this field.

1

Do not print this field.

#### **7. Variance (Current - Previous Price)**

Use this processing option to specify whether to print the specified field in the report.

Valid values are:

Blank

Print this field.

1

Do not print this field.

---

## 8. Detail Report

Use this processing option to specify whether to print a detail or summary report. Valid values are:

Blank

Print the summary report. This is the default value.

1

Print the detail report.

---

## Process Tab

---

### 1. Contract Type

Use this processing option to specify the contract type to print. Valid values are:

Blank

Print both bid and takeoff contracts. This is the default value.

1

Print bid contracts only.

2

Print takeoff contracts only.

### 2. Discount Type

Use this processing option to specify the type of discount to be taken on takeoff-related commitments. Valid values are:

1

Model discount.

2

Standard discount.

3

No discounts. This is the default.

Note: In addition to this processing option, for a model discount to be calculated the lot must be marked as a model and the model pricing fields must be set on the item price record. Standard discounts require the processing option and the item price record to be set up.

---

# Option Cost Analysis by Option (R44H6006)

*From the Before Start Bidding and Costing menu (G44H23), choose Option Cost Analysis by Option.*

The Option Cost Analysis by Option report prints all communities that offer a particular option.

## Processing Options for Option Cost Analysis by Option

### Defaults Tab

---

#### 1. Swing

A user defined code (44H2/SW) that specifies which side of the house the driveway is on. It is part of the key used to locate takeoff records and to create purchase orders.

#### 2. Bid Effective Date

Use this processing option to specify the as of date to use in comparing suppliers.

#### 3. Rounding

Use this processing option to specify the rounding preference for the calculated suggested sales price. Valid values are:

Blank

Do not round. For example, use the original value of \$1236.56.

1

Round to the nearest dollar. For example, round \$1236.56 to \$1237.00.

2

Round to the nearest tenth. For example, round \$1236.56 to \$1240.00.

---

### Print Tab

---

#### 1. Current Sales Price

Use this processing option to specify whether to print the specified field in the report. Valid values are:

Blank

Print this field.

1

Do not print this field.

#### 2. Extended Price

Use this processing option to specify whether to print the specified field in the report. Valid values are:

---

---

Blank

Print this field.

1

Do not print this field.

### **3. Gross Profit Percentage**

Use this processing option to specify whether to print the specified field in the report.

Valid values are:

Blank

Print this field.

1

Do not print this field.

### **4. Suggested Price**

Use this processing option to specify whether to print the specified field in the report.

Valid values are:

Blank

Print this field.

1

Do not print this field.

### **5. Variance (Current - Suggested Price)**

Use this processing option to specify whether to print the specified field in the report.

Valid values are:

Blank

Print this field.

1

Do not print this field.

### **6. Previous Sales Price**

Use this processing option to specify whether to print the specified field in the report.

Valid values are:

Blank

Print this field.

1

Do not print this field.

---

## **7. Variance (Current - Previous Price)**

Use this processing option to specify whether to print the specified field in the report.  
Valid values are:

Blank

Print this field.

1

Do not print this field.

---

## **Process Tab**

---

### **1. Contract Type**

Use this processing option to specify the contract type to print. Valid values are:

Blank

Print both bid and takeoff contracts. This is the default value.

1

Print bid contracts only.

2

Print takeoff contracts only.

### **2. Discount Type**

Use this processing option to specify the type of discount to be taken on takeoff-related commitments. Valid values are:

1

Model discount.

2

Standard discount.

3

No discounts. This is the default.

Note: In addition to this processing option, for a model discount to be calculated the lot must be marked as a model and the model pricing fields must be set on the item price record. Standard discounts require the processing option and the item price record to be set up.

---

---

## Canceling a Sale

A cancellation affects the sales status of the lot and is recorded and included in statistical reporting. Cancellations can affect the lot configuration changes. For example, a buyer might cancel a sale before all of the selected options have been installed.

When you cancel a sale, you can do the following:

- Process a cancellation only if the prerequisites for canceling a sale are met, based on the sales activity rules.
- Change the sales status of a cancelled lot to Available for Sale.
- Enter cancellation information into the Lot Sales History table (F44H501H), based on the sales activity rules.
- Allow options that the buyer selected for the lot to remain attached to the specific lot.

---

### Note

You can specify whether the plan, elevation, and selected options are to remain and the house is to be built as configured.

---

### ► To cancel a sale

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
2. Choose the lot, and then choose Cancel Sale from the Row menu.
3. On Cancel Sale, complete the following required fields:
  - Cancel Date
  - Cancel Sale Reason
4. Complete the following optional fields:
  - Cancel Sale Note 1
  - Cancel Sale Note 2
  - Cancel Sale Note 3
5. To deselect the options that the buyer previously selected for the lot on which no commitments have been generated, turn on the following option:
  - Deselect Options

A processing option controls whether options are removed from the lot workfile generation. The system updates the Option Selections table (F44H511) and recalculates the package variance. The system also updates the Option Selection History table (F44H511H). The system subtracts the amount of the deselected options from the option revenue totals and then recalculates the option revenue totals. You cannot deselect options that have already been processed.

6. Enter any attachment information regarding the canceled sale.
7. Click OK.

---

## Transferring a Buyer

Sales transfers affect the sales status of the lots that are involved. They are recorded and included in statistical reporting, but they do not affect the number of cancellations that the system records. Sales transfers might also require lot configuration changes. For example, a buyer might transfer to a lot in another phase of the community and choose the same plan, elevation, and options that he or she chose for the original lot. However, some options might not be available in that phase, they might be priced differently, or the new house might be in a stage of construction that is past allowing the options to be selected.

When you transfer a buyer, you can do the following:

- Process a transfer only if the prerequisites for transferring a buyer are met, based on the sales activity rules.

---

### Note

You can transfer a buyer only to a new lot with the same plan and elevation within the same community as the original sale. You must release the new lot for sale. You can enter notes about the transferred buyer. To transfer a buyer to a lot in a different community, process a cancellation and then process a new sale.

---

- Change the sales status of a transferred-from lot to Available for Sale.
- Enter transfer information into the Lot Sales History table (F44H501H), based on the sales activity rules.
- Attach to the original lot selected options for which you have generated commitments.
- Allow unprocessed options to be removed from the lot.
- Update the transferred-to lot to sold and update the Lot Sales History table (F44H501H).
- Include all sales master information from the transferred-from lot on the transferred-to lot, including all sales-related extended data.

---

### Note

The system does not transfer option selections with the buyer.

---

### ► To transfer a buyer

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
2. Choose the lot, and then choose Transfer from the Row menu.
3. On Transfer Buyer, complete the following required fields:

- Transfer To Lot
  - Transfer Buyer Date
4. Complete the following optional fields:
    - Transfer Lot Note 1
    - Transfer Lot Note 2
    - Transfer Lot Note 3
  5. Click the following option to deselect unprocessed options for the original lot:
    - Deselect Options

This field is displayed based on processing options.

---

**Note**

When the Deselect Option option is turned on, the system deselects all unprocessed options from the original lot, updates the Option Selections table (F44H511), and recalculates the package variance. It also updates the Option Selection History table (F44H511H). The system subtracts the amount of the options from the option revenue totals and then recalculates the option revenue totals.

You cannot deselect processed options for the original lot.

Option selections do not transfer to the new lot. You must reselect available options for the new lot.

---

6. Add any attachment information regarding the transfer of the buyer.
7. Click OK.

---

## Processing a Sales Closing

When you prepare the closing journal entry, you must ensure that the accounting records accurately reflect all of the details of the closing transaction by doing the following:

- Separating revenue by base house, lot premium, individual options, or option categories
- Recording any concessions or incentives
- Recording commissions and any warranty-reserve costs
- Recording any additional items from the closing statement such as title or escrow fees

The system automates the preparation of the journal entry using the information in the sales entry forms and combines it with a closing journal that is specific to the builder or community. You can reconcile the closing journal to the HUD1 statement.

---

**Note**

If you are converting from PeopleSoftWorld, Homebuilder Management replaces the model sales journal with a template-based process.

---

**Prerequisite**

- Set up the closing worksheet template and its corresponding AAIs for the community. See *Setting Up Closing Worksheet Information* in the *Homebuilder Management Guide*.

**► To use the closing worksheet**

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
2. Choose the lot, and then choose Closing Worksheet from the Row menu.  
The system uses information from the following locations:
  - The closing worksheet template that is assigned to the community
  - The closing worksheet AAI and field cross-reference mapping
  - Lot amounts from house revisions
  - Information from the sales record
  - Any extended sales data associated with the sales record
3. On Closing Worksheet, complete the following required field:
  - Close
4. Review and confirm the amounts and accounts created for the lot from the closing worksheet template.
5. Modify the closing worksheet with additional information, such as title costs, document fees, escrow fees, or other amounts, from the closing document.
6. Click OK to save all entries to nonsystem-derived fields or follow the steps to create a sales journal.

---

**Note**

If you do not want to immediately create the sales journal, you can save the closing worksheet by clicking OK. All amounts that are not derived by the system are maintained, while system-derived amounts are replaced the next time that you choose the closing worksheet for the lot.

---

## Processing Options for Closing Worksheet Entries

### Defaults Tab

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#### Name - Alpha Explanation

Use this processing option to specify the title of the closing worksheet. This description updates the Explanation field (EXA).

---

### Versions Tab

---

#### 1. Version for closing worksheet report (R44H5007)

Use this processing option to specify the version to run for the Closing Worksheet Report.

---

#### ► To create a sales journal

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
  2. Choose the lot, and then choose Closing Worksheet from the Row menu.
  3. On Closing Worksheet, ensure the closing worksheet is in balance and the Close Date is correct, and then choose Create Journal from the Form menu.
  4. If the closing journal batch contains no errors, a message displays the batch number.
  5. On Closing Journal Completed, review the batch number and click OK.
  6. Follow the steps for posting a batch.
- 

#### Note

The Create Journal function creates a batch header record and detail general ledger journal entry records. The journal entry is an unapproved, unprocessed journal entry that is similar to an entry that you manually create in General Accounting. To record the accounting transactions of the sale, you must post this entry in General Accounting.

---

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## Analyzing Sales History

Set up sales and construction activity rules to control which processes you can perform, based on the sales and construction status of each lot. For example, sales activity rules determine whether you can record a sale, whether for a presale or a spec house. You can use sales activity rules to indicate that a lot is not available for sale because the project or phase has not been released for sale, or because the lot has already been sold.

You can also control which activities cause records to be written to the Lot Sales History table (F44H501H). Sales activity rules control when information is updated to the history table. Examples of events that can update information in the historical sales tables include:

- Entering a new sale
- Canceling a sale
- Transferring a buyer

► **To analyze sales history information**

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
2. Choose the lot, and then choose Sales History from the Row menu.
3. On Work With Sales Master History, use any of the following methods to locate sales history:
  - Enter sales activity statuses for the last status or the next status, and then click Find.
  - Enter search criteria in the query by example line, and then click Find.
  - Click Find to review all sales activity for the lot.

---

## Using the Service and Warranty Management Interface

Homebuilder Management integrates with the Service and Warranty Management system. This interface allows builders to accomplish the following:

- Create install base records for a base house and all items designated for service and warranty management
- Create service and warranty contracts
- Choose service and warranty items by lot

### Prerequisite

- ❑ Complete the set up tasks in the Service and Warranty Management system.
- ❑ Set up all service and warranty items as extended data for the community. See *Setting Up Extended Data* in the *Homebuilder Management Guide*.
- ❑ Set up all service and warranty items in the UDC 17/PM.
- ❑ Perform a sales closing on the lot. See *Processing a Sales Closing* in the *Homebuilder Management Guide*.

► **To create a base install record and service contract record for a base house**

---

*From the Foundation Management menu (G44H21), choose Lot Master.*

1. On Work with Lot Master, complete the following field and click Find:
  - Community
2. Choose the closed lot, and then choose Extended Lot Data from the Row menu.
3. On Select Extended Homebuilder Data Category, choose the user defined code created for Service and Warranty Management, and then click Select.
4. On Maintain Extended Homebuilder Data, complete the following fields:
  - Lot
  - Seq
  - Code
5. Click OK.

You can now create service and warranty contracts.

► **To create service and warranty contracts**

---

*From the Sales and Escrow menu (G44H22), choose Sales Workbench.*

1. On Sales Workbench, click Find.
2. Choose the lot, and then choose Warranty Management from the Row menu.
3. On Populate Service and Warranty, click OK to create Service and Warranty Management transactions.

# Lot Start Process

The lot start process brings together all of the information from the Foundation system, sales and lot configuration, and the Procurement system. During the build and manage process, the builder creates the structure for managing costs, establishing the budget, creating commitments (purchase orders and subcontracts), managing the suppliers and subcontractors, and processing requests for changes to the configuration of the house.

The EnterpriseOne Job Cost and Procurement systems provide the structure for cost management, analysis, and control. The lot start process is designed to do the following:

- Streamline the setup of jobs, budgets, and commitments.
- Manage changes easily, including supplier changes and option changes.
- Identify the status of lots throughout the construction process, including the status of pending and committed costs for each lot.
- Provide users with more control of the lot start process. For example, users can create jobs and budgets and generate commitments.
- Allow users to manage the progression of lot start information, including budgets and commitments.
- Provide greater management of profitability at a detailed level from initial lot start through completion and sale.

In addition to a logical flow of work, the system maintains a thorough history of all significant activity. This history supports any research necessary to identify, for example, why a specific commitment line was generated or canceled.

The lot start process includes three distinct steps:

- Workfile generation
- Workfile generation review and maintenance
- Commitment generation

Use processing options for each of the steps to customize the lot start process to your individual business needs.

---

## Working With the Lot Workbench

Use the Lot Workbench program (P44H200A) to access many of the Homebuilder Management system components. Beginning with the initial review of all lots in an area, you can use the Lot Workbench program to access the hierarchy of data, including community, phase (if enabled), groups of lots by status, a single lot, and a single option.

Use the Lot Workbench program to perform the following tasks:

- Review and revise community and phase information
- Review and revise lot inventory information

- Validate and review the lot configuration
- Review and revise sales-related information about the lot
- Review and manage the job within the Job Cost system and the Job Status Inquiry program (P512000)

### Prerequisite

- Complete the setup of the community, phases, and lots.  
See the following in the *Homebuilder Management Guide*:
  - *Setting Up Communities*
  - *Entering Community Phase Information*
  - *Setting Up Lots*
- Complete the setup of any sales information, including buyers and options. See *Sales and Configuration Information* in the *Homebuilder Management Guide*.

### ► To use the Lot Workbench

---

*From the Build and Manage menu (G44H25), choose Lot Workbench.*

1. On Lot Workbench, complete the following fields and click Find:
  - Area
  - Community
2. Review community information by expanding or collapsing the appropriate community, phase, or lot icon.
3. To review information about all of the lots in a community, verify that the following option is turned on and that a community or phase is expanded:
  - Display Lots by Status

The system displays icons that indicate the sales and construction status of the associated lots. The following table describes the meaning of each icon:

Icon	Description
Letter X	Not Available
Green Dollar Sign / Brown Hammer	Sold and Started
Green Dollar Sign / Gray Hammer	Sold and Not Started
Gray Dollar Sign / Brown Hammer	Not Sold and Started
Gray Dollar Sign / Gray Hammer	Not Sold and Not Started
Gray Dollar Sign / Blue Check Mark	Not Sold and Complete
Green Dollar Sign / Blue Check Mark	Sold and Complete
Red Lock	Closed

4. To review information about a specific lot, turn off the following option:

- Display Lots by Status

A house icon identifies individual lots. A gray or white house indicates that the house is in process, and that details are available. A green house icon indicates that the house is closed. A blue house icon indicates that the house is a model house.

When you review a specific lot, the options that are attached to that lot appear attached to a filing cabinet icon. A red icon indicates that the no commitments have been generated for the option. A gray icon indicates that commitments have already been generated for the option.

5. Choose a specific lot to display lot-related information.

6. Choose a specific community, phase, or lot, and then choose one of the following from the Row menu:

- Community Master
- Phase Master
- Job Master
- ProForma
- Sales Workbench
- Plan Master
- Option Master
- Lot Master
- Job Status
- Option Selection
- House Revisions

## Processing Options for Lot Master

### Default Tab

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#### **Specify the default area to initially filter by.**

Use this processing option to specify the default area.

#### **Specify the default community to filter on.**

Use this processing option to specify the default community.

#### **Enter a '1' to group and display lots by status.**

Use this processing option to specify how to display lots within a community, phase, or both. Valid values are:

Blank

Display lots in lot sequence order by community, phase, or both.

---

---

1

Display lots by lot status code.

---

## **Versions Tab**

---

### **1. Community Master (P44H101) Version.**

Use this processing option to specify which version of the Community Phase Master program (P44H101) to run. If this processing option is left blank, version ZJDE0001 is used.

### **2. Phase Master (P44H101) Version.**

Use this processing option to specify the version for the Community Phase Master program (P44H101) to run. If this option is left blank, the system uses default version ZJDE0001.

### **3. Job Master (P51006) Version.**

Use this processing option to specify which version of the Job Cost Master program (P51006) to run. If this processing option is left blank, the system uses version ZJDE0001.

### **4. Pro Forma (P44H102) Version.**

Use this processing option to specify which version of the Community Pro-Forma program (P44H102) to run. If this processing option is left blank, the system uses version ZJDE0001.

### **5. Sales Workbench (P44H500) Version.**

Use this processing option to specify which version of the Sales Management program (P44H500) to run. If this processing option is left blank, the system uses version ZJDE0001.

### **6. Plan Master (P44H301) Version.**

Use this processing option to specify which version of the Plan Master program (P44H301) to run. If this processing option is left blank, the system uses version ZJDE0001.

### **7. Option Master (P44H401) Version.**

Use this processing option to specify which version of the Option Master Maintenance program (P44H401) to run. If this processing option is left blank, the system uses version ZJDE0001.

### **8. Lot Master (P44H201) Version.**

Use this processing option to specify which version of the Lot Master program (P44H201) to run. If this option is left blank, the system uses version ZJDE0001.

### **9. Job Status Inquiry (P512000) Version.**

Use this processing option to specify which version of the Job Status Inquiry program

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(P512000) to run. If this processing option is left blank, the system uses version ZJDE0001.

**10. Option Selection (P44H501) Version.**

Use this processing option to specify which version of the Option Selections program (P44H501) to run. If this processing option is left blank, the system uses version ZJDE0001.

**11. House Revisions (P44H500) Version.**

Use this processing option to specify which version of the Sales Management program (P44H500) to run. If this processing option is left blank, the system uses version ZJDE0001.

**12. Closing Worksheet (P44H591) Version.**

Use this processing option to specify which version of the Closing Worksheet Entries program (P44H591) to run. If this processing option is left blank, the system uses version ZJDE0001.

**13. Lot Start Workfile Maintenance (P44H711) Version.**

Use this processing option to specify which version of the Lot Start Workfile Maintenance program (P44H711) to run. If this processing option is left blank, the system uses version ZJDE0001.

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## Working With Lot Starts

To begin the lot start process, generate the Lot Start Workfile table (F44H711), which contains the proposed commitments.

Use the workfile to review and manage the house budgets and commitments. The workfile generation integrates information from the lot configuration, the Procurement system, and the Homebuilder Management foundation programs.

You can use the workfile generation to perform a prestart. You use a prestart to enter invoices and payments for administrative cost codes, such as permits. During a prestart, the system does the following:

- Creates the job master record
- Creates accounts, which are copied from the area job, for a specified cost code range

A prestart does not create any budgets or commitments.

**Prerequisite**

- ❑ Complete the cost code templates that you will use during the lot start process. See *Creating the Cost Code Template* in the *Homebuilder Management Guide*.
- ❑ Complete the setup of all construction activity rules. See *Setting Up Activity Rules* in the *Homebuilder Management Guide*.
- ❑ Complete the setup of all community, phase (if enabled), plan, and lot master information.

- ❑ Complete the selection of options and option packages that are specific to the lot. See *Selecting Options for a Lot* in the *Homebuilder Management Guide*.
- ❑ Complete the entry of the lot configuration. Lot configuration is not required for a prestart. See *Configuring the Lot* in the *Homebuilder Management Guide*.

## Generating the Workfile

*From the Build and Manage menu (G44H25), choose Lot Start Workfile Generation.*

This report creates workfile entries in the Lot Start Workfile (F44H711) with detail by lot, cost code, and contract number.

Generating the workfile integrates information in the lot configuration, the Procurement system, and the Homebuilder Management foundation programs. The system selects appropriate bid information from the Bid Header (F44H601) and Bid Detail (F44H611) tables, takeoff information from the Takeoff History File table (F44H602), and item pricing information from the Material Item Pricing table (F44H603), based on the selected plan from the Sales Master table (F44H501), options from the Option Selections table (F44H511), the commitment start date from the Lot Master table (F44H201), and the supplier assignment from the Vendor Assignment table (F44H604).

During the initial workfile generation for a lot, the system uses the following information:

- The plan, elevation, and swing from the lot configuration (for workfiles that are not prestarts)
- The account structure from the cost code template that are identified in the plan or overridden on the lot master
- The start date and contract release-through phase from processing options or from the lot
- The unprocessed quantities that are associated with the Option Selections table (F44H511)

Other considerations during the workfile generation include:

- You can either manually preassign the lot construction sequence number, or you can let the system automatically assign the next available sequence number. The system maintains sequences within each community only.
- The system uses a strict set of hierarchy rules to select the bid contracts.
- The following processing options control automatically-created budgets:
  - Budget Copy, which allows you to copy budgets from the cost code template.
  - Budgets Creation, which provides separate choices for the calculation of the budgets.
  - Budget Creation Process, which indicates when the system creates budgets in the Account Balance table (F0902).
- You can use budget-only bid contracts to create budgets. These entries create budget account balances only and do not create transactions in the workfile.
- You must specify a commitment start date before you create workfile transactions for a lot. Use a processing option in the Lot Start Workfile (F44H711) program to specify the date that the system uses for the commitment start date. You can either enter a date in this processing option or specify that the system use the date that appears in the lot configuration information.

- The system assigns a lot start generation number to each transaction that it creates during a workfile generation. Use this number to analyze all workfile transactions when you generate the workfile.
- You must include tax information on bid detail transactions if you want the workfile generation transactions to contain tax information for bid contracts.
- The system uses takeoff detail transactions to determine the tax information for takeoffs to include in the workfile generation. If the takeoff detail transactions do not contain tax information, the system then searches the job, and, finally, the supplier address book, for tax information.

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**Note**

PeopleSoft strongly recommends that you do not alter the data sequencing that has been provided, or unpredictable results might occur.

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Use processing options 1 through 3 for prestart. If you leave processing option 1 blank, then specify the code cost range of accounts that you are using to process budget only, non lot-specific costs, such as permits. In this case, the system does not write the records to the workfile, and it processes the records straight through to the project costing and financial tables.

## Processing Options for Lot Start Workfile Generation

### Process Tab

---

#### 1. Processing Mode

Use this processing option to specify whether the report runs in prestart or final mode. Valid values are:

Blank

Prestart mode. This option creates a lot job and copies area job accounts to the new lot job.

1

Final mode. This option creates a lot job if it was not created previously, copies template accounts, optionally copies template budgets, and creates records for commitments and budgets in the Lot Start Workfile (F44H711), as specified.

Note: Prestart mode does not create any workfile records and does not process according to processing options related to workfile creation. The prestart copies accounts from the area job for only a specified from and through cost code range.

#### 2. Cost Code From (Prestart Only)

Use this processing option to specify the beginning cost code range that the system copies when you run the prestart version of the Lot Start Workfile Generation program (R44H700), and the Copy Budgets From Cost Code Template is set to 1.

#### 3. Cost Code Through (Prestart Only)

Use this processing option to specify the ending cost code range that the system copies

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when you run the prestart version of the Lot Start Workfile Generation program (R44H700), and the Copy Budgets From Cost Code Template is set to 1.

#### **4. Post Next Posting Stage**

Use this processing option to specify the posting stage through which to process transactions. Posting stage corresponds to reporting code 3 (R003) in the Account Master table (F0901). Valid values are:

Blank

Post through the ending posting stage that you specified in the Through Posting Stage processing option.

1

Post through the next posting stage. This value is the next higher value listed in the Account Master table for the cost code template. When you generate the workfile, alphabetic values are not supported in reporting code 3.

#### **5. Through Posting Stage**

**Blank = Post through 999**

Use this processing option to specify the posting stage through which commitments, budgets, or both will be created. The posting stage corresponds to reporting code 3 (R003) in the Account Master table (F0901).

Note: This option is ignored when Post Next Posting Stage is set to 1.

#### **6. Copy Budgets from Cost Code Template**

Use this processing option to specify whether budgets can be copied to the new lot from the cost code template that was entered on the Plan Master Revisions form during the initial lot creation. Valid values are:

Blank

Do not copy budget information from the Cost Code Template field.

1

Copy the budget from the Cost Code Template field to all accounts that are created when you run the Lot Start Workfile Generation program (R44H7005).

#### **7. Create Budgets**

Use this processing option to specify how budgets are created during the workfile generation process. Valid values are:

Blank

No budgets are created.

1

Budgets are created through the posting stage for which the lot is run. The budgets are

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created for Lot Start Workfile records (F44H711) for Base House and Options. Additionally, Base House creates budgets from Budget Only Bids for each account that does not result in a workfile entry.

2

Budgets are created for the entire lot or job. The budgets for cost codes after the current posting stage are calculated from bids and takeoffs in the Purchasing application.

3

Budgets are created using Budget Only bids for cost codes after the posting stage.

### **9. Costing Method**

Use this processing option to specify how to cost the budget and commitments. A commitment or budget can have cost components resulting from bids, takeoffs, or both. Valid values are:

Blank

Process bids and takeoffs

1

Process bids

2

Process takeoffs

### **10. Commitment Effective Date**

Use this processing option to specify the commitment effective date for bid and takeoff processing. If this processing option is left blank, the Commitment Start Date (COMJ) in the Lot Master table (F44H201) is used as the effective date.

### **11. Takeoff Discounts**

Use this processing option to specify the type of discount to be taken on takeoff-related commitments. Valid values are:

1

Model discount.

2

Standard discount.

3

No discounts. This is the default.

Note: In addition to this processing option, for a model discount to be calculated the lot must be marked as a model and the model pricing fields must be set on the item price record. Standard discounts require the processing option and the item price record to be set up.

---

## **12. Takeoff Retention Flag**

Use this processing option to specify how the calculation of retention information for material items is processed into the Lot Start Workfile table (F44H711). Valid values are:

Blank

Do not apply retention to material items.

1

Apply retention to all material items.

2

Apply retention to base house material items.

Note: You enter the retention percentage in the Material Item Pricing program (P44H603). The bid header retention is stored in the Lot Start Workfile table.

## **13. Advance To Construction Activity Rule**

Use this processing option to specify the next construction activity rule that you want the system to set on the Lot Master table (F44H201) after you run the Lot Start Workfile Generation program (R44H700).

## **14. Run Commitment Generation?**

Use this processing option to specify whether to run the Generate Homebuilder Commitments program (R44H7113). Valid values are:

Blank

Do not run the Generate Homebuilder Commitments program.

1

Run the Generate Homebuilder Commitments program.

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## **Account Creation Tab**

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### **1. Lot Job - Business Unit Type**

Use this processing option to specify the job type (STYL) to use in the Business Unit Master table (F0006). If this processing option is left blank, the lot job type from constants is used.

### **2. Lot Job Description Flag**

Use this processing option to specify which description appears in the description field when you run the Lot Start Workfile Generation program (R44H700). Valid values are:

Blank

The default description from the Lot Job - Default Description processing option.

1

---

The community description (data item DL01) from the Community Phase Master table (F44H101).

2

The Comment field (data item LOTCMT) from the Lot Master table (F44H201).

3

The Lot Address field (data item LOTADD) from the Lot Master table.

### **3. Lot Job - Default Description**

Use this processing option to specify the name for the lot job. If you leave the Lot Job Description Flag processing option blank, the description that you enter in this processing option appears in the Lot Job Master Description field of the report that prints when you run the Lot Start Workfile Generation program (R44H700).

### **4. Lot Job - Category Code 6**

Use this processing option to specify the category code (00/06) on the Business Unit Master table (F0006).

### **5. Lot Job - Category Code 7**

Use this processing option to specify the category code (00/07) on the Business Unit Master table (F0006).

### **6. Lot Job - Category Code 8**

Use this processing option to specify the category code (00/08) on the Business Unit Master table (F0006).

### **7. Lot Job - Category Code 9**

Use this processing option to specify the category code (00/09) on the Business Unit Master table (F0006).

### **8. Lot Job - Category Code 10 Flag**

Use this processing option to determine the value that will be written to Category Code 10 of the Business Unit Master table (F0006). Valid values are:

Blank

Update Category Code 10 with the value specified in the Category Code 10 Default Value field.

1

Update Category Code 10 with the phase number from the Lot Master table (F44H201).

### **9. Category Code 10 Default Value**

Use this processing option to specify the category code (00/10) on the Business Unit Master table (F0006).

---

## Versions Tab

---

### 1. Commitment Generation (R44H7113) Version.

Use this processing option to specify which version of the Generate Homebuilder Commitments program (R44H7113) to run for each lot processed. If this processing option is left blank, version XJDE0001 is used.

### 2. Lot Master Outbound Notification (P44H9903) Version

Use this processing option to specify the version of the scheduling Lot Master Outbound Notification - PO program (P44H9903) to run when scheduling is enabled and the Lot Master has not already been processed. If you leave this processing option blank, the system uses the default version ZJDE0001.

### 3. Commitment Outbound Notification (P44H9904) Version.

Use this processing option to specify the version of the scheduling Commitment Outbound Notification - PO program (P44H9904) to run when scheduling is enabled and TBD bids are created. If you leave this option blank, the system uses the default version ZJDE0001.

---

## Hierarchy of Data Selection during Workfile Generation

The workfile generation process in Homebuilder Management analyzes bids and takeoffs and, using supplier assignment, determines the appropriate commitments and budgets to create for each lot. When multiple bids and takeoffs exist for a specific cost code, the workfile generation process uses a set of defined rules and hierarchies to determine which items to select.

Bids and supplier assignment follow a selection hierarchy, whereas takeoffs are cumulative. For bids, the following summary represents the hierarchical order of commitment selection:

1. Any detail transactions for bids that are designated as preferred subcontractor are chosen first.
2. Supplier assignments are chosen next, using a specific-to-general hierarchy.
3. Bid detail transactions are selected last, based on a specific-to-general hierarchy for all assigned suppliers.

The selection hierarchy for supplier assignments and bids proceed from the most specific level to the most general. When multiple valid records appear at the same level of specificity, the workfile generation process selects all of them.

---

### Note

Bids require supplier assignment when no preferred subcontractor is designated.

---

### Preferred Subcontractor

You can designate a supplier as a preferred subcontractor. If a preferred subcontractor exists for a cost code or cost code and option combination, that bid is selected and the search selection is finished. A preferred subcontractor at any tier level will be selected even when a more-specific nonpreferred supplier bid exists at a more detailed level.

## Supplier Assignment Hierarchy

You define supplier assignment at the area level, but you can also further define the assignment at the community, phase, lot, or option level.

The lot start process first searches for the greatest level of specificity. If it finds no matching record, the process continues to the next level, and so on. The eight levels of specificity for supplier assignments, from most specific to most generic, are:

Level	Community	Phase	Lot	Option
1	Community	Phase	Lot	Option
2	Community	Phase	Lot	+
3	Community	Phase	+	Option
4	Community	Phase	+	+
5	Community	+	+	Option
6	Community	+	+	+
7	+	+	+	Option
8	+	+	+	+

Where + represents a wildcard value

When the workfile generation process does not find a preferred subcontractor, it searches for an assigned supplier in the order illustrated in the previous table. The assignments selected for a bid are the most specific found for the appropriate date range. For example, the commitment start date is within the start and expiration dates of the supplier assignment record. When the process finds all valid supplier assignment records (all assignments at the same level are valid), it uses the associated bid or takeoff records.

## Bid Hierarchy

Bid detail records are selected for inclusion based on the following nine levels of consideration:

Level	Community/Area	Phase	Plan	Elevation
1	Community	Phase	Plan	Elevation
2	Community	Phase	Plan	+
3	Community	Phase	+	+
4	Community	+	Plan	Elevation
5	Community	+	Plan	+
6	Community	+	+	+
7	Area	+	Plan	Elevation
8	Area	+	Plan	+
9	Area	+	+	+

Where + represents the wildcard value

The workfile generation process selects the contract lines that are at the most specific level for every cost code and cost code and option combination that you are processing. When two contracts are set up at the same level for the same cost code or same cost code and option combination, the process selects both contracts.

## Takeoff Hierarchy

Transaction selection for takeoff detail differs from bid contract selection in that takeoffs are cumulative instead of specific. The workfile generation process searches all levels of takeoff setup to find all material requirements for the area, community, phase, plan, elevation, and option level. The system accumulates all valid records in aggregate. For example:

- The area requires mail boxes to be set in brick pillars, which requires 30 bricks
- The community has a unique pillar design, which requires 15 additional bricks
- The pillar in the first phase was enhanced, which requires 10 additional bricks
- The plan selected requires 1000 bricks
- The elevation requires 2000 bricks
- The homeowners selected the option for brick front steps, which require 600 bricks
- The lot start process creates a purchase order for 3655 bricks

---

### Note

To ensure predictable and accurate lot start results and use wildcards efficiently, you must understand the rules for supplier assignment, bid, and takeoff record selection during the lot start process.

---

---

## Working With the Lot Start Workfile

After you run the lot start workfile generation process, you can manage the progression of information at a detailed level, using established activity rules.

Unless you delete transactions, the lot start information remains in the workfile after the system processes the lot in the Job Cost and Procurement systems. This information provides an important audit trail between the purchasing detail information and the information in the Procurement system. In addition, you can use the workfile to change suppliers or remove options.

Activities associated with the lot start workfile include:

- Creating commitments for transactions
- Canceling transactions
- Placing transactions on hold and releasing transactions on hold
- Revising estimated takeoff quantities
- Deleting transactions
- Assigning or changing suppliers

## Processing Options for Lot Start Workfile Maintenance

### Defaults Tab

---

#### HomeBuilder Area ID

Use this processing option to specify the default area in the Lot Start Workfile Maintenance program (P44H711).

#### Community

Use this processing option to specify the default community in the Lot Start Workfile Maintenance program (P44H711).

#### Phase Number

Use this processing option to specify the default phase to use as a filter in the Lot Start Workfile Maintenance program (P44H711).

---

### Versions Tab

---

#### 1. Commitment Generation (R44H7113) Version.

Use this processing option to specify the version of the Generate Homebuilder Commitments program (R44H7113) that you want to use. If you leave this option blank, the system uses the default version ZJDE0001.

#### 2. Purchase Order Entry (P4310) Version.

Use this processing option to specify the version of the Purchase Orders program (P4310) that you want to use. If you leave this processing option blank, the system uses default version ZJDE0001.

#### 3. Commitment Outbound Notification (P44H9904) Version.

Use this processing option to specify the version of the Commitment Outbound Notification - PO program (P44H9904) to run when scheduling is enabled. If this processing option is left blank, version ZJDE0001 is used.

---

### Budgets Tab

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#### Enter '1' to create F0911 audit trail records when doing budget reversals.

Use this processing option to specify whether to create audit trail records for the cancellation or deletion of lot start workfile records that have posted budgets. Valid values are:

Blank

Do not create audit trail records.

1

---

---

Create audit trail records for budget reversals in the Account Ledger table (F0911).

**Enter the budget amount ledger type to use for budget reversals.**

Use this processing option to specify the amount ledger type to use for reversing Job Cost original budgets when canceling or deleting a line item in the Lot Start Workfile table (F44H711). If you leave this processing option blank, the system uses the default ledger type, JA.

Note: The ledger type that you specify here must match the amount ledger type specified in the processing options for the Generate Homebuilder Commitments program (R44H7113).

---

## Processing Transactions in the Lot Start Workfile Generation

The following table illustrates the association between the color of a record in the detail area and the status of the record:

Color	Commitment Status	Description
Black	Blank	Ready to create the commitment.
Gray	C	Canceled. The system does not create commitments again while this value exists.
Red	P	Commitment generated.
Green	E	Estimated takeoff awaiting final quantity.
Blue	T	TBD supplier. The system needs a supplier to create the commitment.
Purple	H	On hold. The system cannot create the commitment.
Red or Silver	P	Commitment partially paid or relieved.

Workfile transactions with a status of P require additional detail to alert you of transactions that take place in the Procurement system. For P commitment status transactions, the following combinations of record colors and icons indicate the status of the transactions:

- White record, no icon. A commitment was generated in Procurement, but has not yet been relieved. (For example, a payable voucher has not been created for the commitment.)
- White record, Red X. A commitment has been generated, but no associated commitment record can be found.
- Gray record, no icon. The commitment has been partially relieved to Accounts Payable, but an open balance on the commitment still exists.
- Gray record, green check. The commitment has been fully relieved.

## Canceling Transactions in the Lot Start Workfile Table (F44H711)

When you cancel a single transaction or an entire lot, the following occurs:

- The system determines whether each transaction that you chose is eligible for cancellation.
- The system changes the existing workfile records and automatically reduces the open amount to zero in the Purchase Order Detail File table (F4311). The system also reduces the PA, HA, JA ledger type balances in the Account Balances Table (F0902).
- The text of the record in the detail area appears in the color gray.

### ► To cancel transactions in the Lot Start Workfile table (F44H711)

---

*From the After Start Commitments and Costing menu (G44H24), choose Lot Start Workfile Review.*

1. On Work With Lot Start Workfile, complete the following fields and click Find:
  - Lot Job Number
  - Community
  - Area
2. Choose the records that you want to cancel.
3. Choose Cancel from the Row menu.

---

### Note

After you choose Cancel, the cancellation occurs with no further warning. You cannot reverse a cancellation. Canceled transactions continue to appear in the Lot Start Workfile table. To indicate that the transaction has been cancelled, the system changes the commitment posting status to C and the text color to gray.

When you cancel a transaction, the system does not process it again the next time that you generate the Lot Start Workfile table. If you mistakenly cancel a transaction, you must run the workfile generation process again to delete and reenter the transaction.

---

## Placing Transactions on Hold in the Lot Start Workfile Table (F44H711)

You can place a hold on transactions in the Lot Start Workfile table to prevent the system from generating commitments for those transactions.

### ► To place transactions on hold in the Lot Start Workfile table (F44H711)

---

*From the After Start Commitments and Costing menu (G44H24), choose Lot Start Workfile Review.*

1. On Work With Lot Start Workfile, complete the following fields and click Find:
  - Lot Job Number
  - Community

- Area
2. Choose the records to hold.
  3. Choose Hold from the Row menu.

To indicate that the records are on hold, the system changes the Commitment Posting Status to H, and the color to purple.

---

**Note**

Transactions must have a blank commitment posting status before you can place it on hold.

---

### **Releasing Transactions on Hold in the Lot Start Workfile Table (F44H711)**

After you place transactions on hold in the Lot Start Workfile table, you can release them to continue processing those transactions.

► **To release transactions on hold in the Lot Start Workfile table (F44H711)**

---

*From the After Start Commitments and Costing menu (G44H24), choose Lot Start Workfile Review.*

1. On Work With Lot Start Workfile, complete the following fields and click Find:
  - Lot Job Number
  - Community
  - Area
2. Choose the records that you want to release.

You can release only those records that are on hold and have a Commitment Posting status of H.
3. Choose Release from the Row menu.

---

**Note**

After you release a held record, its Commitment Posting Status returns to blank.

---

► **To revise takeoff quantities in the Workfile Generation table**

---

*From the After Start Commitments and Costing menu (G44H24), choose Lot Start Workfile Review.*

1. On Work With Lot Start Workfile, complete the following fields and click Find:
  - Lot Job Number
  - Community
  - Area

2. Choose the records that you want to revise.  
You can revise only those records that have a Commitment Posting status of E.
3. Choose Revise Takeoff from the Row menu.
4. On After Start Processing, complete the following field, and then click OK:
  - Quantity

## Canceling Workfile Actions

Because some workfile transactions might affect budgets or commitments, you should be cautious about canceling or deleting workfile actions. The following table describes the actions that the system performs when you cancel or delete transactions from the workfile.

Budget Status	Commit Status	Row Exit	Action
0 or 1	P	Delete or Cancel	<ul style="list-style-type: none"> <li>• Reverses the budget for the amount of the transaction</li> <li>• Cancels the unrelieved commitment</li> <li>• If the posted transaction originated from the TBD supplier assignment, deletes both the posted transaction and the original TBD</li> </ul> <p>Or,</p> <ul style="list-style-type: none"> <li>• Changes the commitment posting status to C</li> </ul>
0	T	Delete or Cancel	<p>If a supplier is assigned to the TBD transaction, allows the delete only if the child transaction has already been deleted.</p> <p>If no supplier is assigned to the TBD transaction, deletes the transaction in the Lot Start Workfile table (F44H711).</p>
0	-	Delete	<p>If the transaction is a supplier TBD transaction, deletes both the parent TBD and the child supplier-assigned transaction.</p> <p>If the transaction is <i>not</i> a TBD supplier-assigned transaction, deletes only the selected record in the F44H711 table.</p>
0	-	Cancel	Changes the commitment posting status to C.
0	E	Delete	Deletes the record in the F44H711 table.
0	E	Cancel	Changes the commitment posting status to C.
0	H	Delete	Deletes the record in the F44H711 table.
0	H	Cancel	Changes commitment posting status to C.
1	T	Delete or	If a supplier is assigned to a TBD transaction, allows the delete only if the child transaction has already been

		Cancel	<p>deleted.</p> <p>If no supplier is assigned to the TBD transaction, performs the following:</p> <ul style="list-style-type: none"> <li>Reverses the budget for the amount of the transaction</li> <li>Deletes the transaction in the F44H711 table</li> </ul> <p>Or,</p> <ul style="list-style-type: none"> <li>Changes the commitment posting status to C</li> </ul>
1	-	Delete	<p>If the transaction is a supplier TBD transaction, performs the following:</p> <ul style="list-style-type: none"> <li>Reverses the budget for the amount of the transaction</li> <li>Deletes both the parent TBD and the child supplier-assigned transaction</li> </ul> <p>If the transaction is not a TBD supplier-assigned transaction, performs the following:</p> <ul style="list-style-type: none"> <li>Reverses the budget for the amount of the transaction</li> <li>Deletes only the selected record in the F44H711 table</li> </ul>
1	-	Cancel	<ul style="list-style-type: none"> <li>Reverses the budget for the amount of the transaction</li> <li>Changes the commitment posting status to C</li> </ul>
1	E	Delete or Cancel	<ul style="list-style-type: none"> <li>Reverses the budget for the amount of the transaction</li> <li>Deletes the selected records in the F44H711 table</li> </ul> <p>Or,</p> <ul style="list-style-type: none"> <li>Changes the commitment posting status to C</li> </ul>
1	H	Delete or Cancel	<ul style="list-style-type: none"> <li>Reverses the budget for the amount of the transaction</li> <li>Deletes the selected record in the F44H711 table</li> </ul> <p>Or,</p> <ul style="list-style-type: none"> <li>Changes the commitment posting status to C</li> </ul>

---

## Generating Homebuilder Commitments

Generate commitments either by selecting specific transactions from the Work with Lot Start Workfile form or by running the batch program Generate Homebuilder Commitments (R44H7113).

Consider the following when you generate commitments:

- Creating commitments is a process that has its own set of processing options that create commitments and budgets based on the information in the Lot Start Workfile table (F44H711).

- The system generates commitments that might vary depending on the commitment status of each record in the workfile. All records that are eligible to be processed create records in the Procurement system, specifically in the Purchase Order Header table (F4301) and the Purchase Order Detail File table (F4311).
- The system updates the new Procurement transaction fields (Original Document, Document Type, Original Line Number, and so on) with the corresponding information from the bids or takeoffs.
- Processing options control whether the system creates budgets in the JA/JU ledger. The budgets might come from original budgets that are attached to the template job, commitment budgets that reside in the bid master, or from actual commitment records.
- The system processes only those transactions in the workfile that have a blank commitment posting status.
- The system updates the workfile commitment posting status with the value P.
- You must include the takeoff document type in UDC 40/CT to ensure that the system creates proper PA ledger commitments.

---

**Note**

When you specify the data selection, the system prompts you to generate workfile records for a specific area, community, phase, or lot only. Do not change the existing data sequencing because unpredictable results might occur.

---

► **To generate homebuilder commitments from the Work with Lot Start Workfile Review form**

---

*From the After Start Commitments and Costing menu (G44H24), choose Lot Start Workfile Review.*

1. On Work with Lot Start Workfile, complete the following fields and click Find:
  - Area
  - Community
2. Choose a record that corresponds to the lot for which you want to generate commitments, and then choose Generate Commitments from the Row menu.
3. On Post Budgets and Commitments?, click OK to indicate that you want to proceed.  
The system processes the selected lot.

---

**Note**

You need to choose only one transaction to generate commitments for all eligible transactions for the respective lot.

---

# Generate Homebuilder Commitments Report (R44H7113)

*From the Build and Manage Menu (G44H25), choose Generate Homebuilder Commitments.*

This report processes all of the lots that you choose in the Lot Workbench program (P44H200A) and generates contract commitments.

## Processing Options for Generate Homebuilder Commitments

### Defaults Tab

---

#### 1. Commitment Generation Mode

Use this processing option to specify the mode in which to run the report. Valid values are:

Blank or 0

Proof mode. No database updates occur. This option generates a report of budgets and commitments created.

1

Final mode. Database updates occur as specified in the processing options.

#### 2. Contract Type

Use this processing option to specify the types of contracts to process through the lot start process to generate commitments. Valid values are:

Blank or 0

Process bid and takeoff contracts. This is the default value.

1

Process bid contracts only.

2

Process takeoff contracts only.

#### 3. Takeoff Detail Level

Use this processing option to specify how to group commitments on the Generate Homebuilder Commitments report (R44H7113). Valid values are:

Blank

Group commitments by cost code. This generates multiple contracts for a single supplier with separate cost codes.

1

Group commitments by supplier number into one contract containing multiple accounts and multiple items.

## Versions Tab

---

### 1. Purchase Order Entry (P4310) Version

Use this processing option to specify the version of the Purchase Orders program (P4310) that you want to use. If you leave this processing option blank, the system uses default version ZJDE0001.

### 2. Commitment Outbound Notification (P44H9904) Version

Use this processing option to specify the version of the Commitment Outbound Notification - PO program (P44H9904) to run when scheduling is enabled. If this processing option is left blank, version ZJDE0001 is used.

---

## Budgets Tab

---

### 1. Budget Ledger Type for Commitment Generation

Use this processing option to specify the amount ledger type to use for creating Job Cost original budgets during the commitment generation process. If you leave this processing option blank, the system uses the default amount ledger type, JA.

Note: The ledger type that you specify here must match the amount ledger type specified in the processing options for the Lot Start Workfile Maintenance program (P44H711).

---

## Working With the Lot Start Package

The lot start process produces several reports, including:

- Configuration List, which many builders refer to as a garage sticker, that the builder posts on the jobsite for reference by all subcontractors
- Notice to proceed (also known as the AIA document)
- Purchase orders, based on both bids and takeoffs

# Working with After-Start Commitments and Costing

You typically use the lot start process to create commitments created in Homebuilder Management. Occasionally, you might need to adjust commitments that you created using the lot start process or supplement them with additional commitments. For example, you can use Homebuilder Management to do any of the following:

- Change a supplier for a to-be-determined (TBD) commitment
- Create extra purchase orders for onsite (direct) commitments
- Create electronic purchase orders for remote entry of commitments
- Upload the information from the After Start Purchasing table (F44H711P) to the Lot Start Workfile table (F44H711)

---

## Changing a Supplier

Often, you are unable to determine which supplier will be performing certain tasks until the time of construction. You might need to make the assignment at any time up until the work actually begins. The supplier to be determined (TBD) feature streamlines the process of changing a supplier. If you do not use the Supplier TBD feature, you must cancel the existing purchasing document and create a new commitment with the new supplier.

Where appropriate, the supplier TBD feature allows you to update pricing based on the newly-selected supplier's prices. You can modify uncommitted transactions in the Lot Start Workfile table (F44H711), and then process them using the Generate Homebuilder Commitments program (R44H7113).

---

### Note

This process is valid only for bid contracts in which the supplier is identified as supplier TBD. You cannot use supplier TBD with takeoffs.

---

### Prerequisite

- ❑ Ensure that the bid contract has been set up as TBD Eligible. See *Setting Up New Bid Information* in the *Homebuilder Management Guide*.
- ❑ Ensure that the supplier assignment is set up. See *Assigning Suppliers to Bids and Takeoffs* in the *Homebuilder Management Guide*.
- ❑ Ensure that the workfile records to assign suppliers have been created through the workfile generation process.

---

► **To change a supplier using supplier TBD**

---

*From the After Start Commitments and Costing menu (G44H24), choose Lot Start Workfile Review.*

1. On Work With Lot Start Workfile, click Find.
2. Choose the commitment lines to assign a supplier, and then choose Assign Supplier from the Row menu.
3. On Select from Allowed Vendors, choose the supplier to assign to the TBD commitment, and then click Select.

---

**Note**

The Select from Allowed Supplier form displays the valid suppliers for this trade code, as they are set up in supplier assignment.

---

The system updates the records in the Lot Start Workfile table with the selected supplier address book number, supplier description, and unit cost as defined in Supplier Assignment.

---

## Purchase Orders

You can enter purchase orders using one of three methods. The first method involves creating commitments that are not related to a lot. This method uses the Procurement system to create subcontracts.

The second method is for lot commitments that are not part of the normal bid or takeoff process. These commitments are called extra purchase orders. You use extra purchase orders to validate all community information, including plans and elevations.

The third method is for lot purchase order data that comes from an external scheduling or purchasing system.

## Entering Subcontracts

You use subcontracts for all non-lot-related commitments, such as due diligence, engineering, land development, and potential marketing costs.

**See Also**

- *Setting Up Commitments* in the *Procurement Guide* for the steps necessary to enter a new subcontract commitment

## Entering Extra Purchase Orders

Use the lot start process to enter the majority of a homebuilder's on-site construction commitments. This process uses a combination of bids and takeoffs to generate purchasing documents (commitments in the Procurement system). You use bids and takeoffs for all standard purchasing because those processes allow you to enter all corrections as early as possible and verify that future construction starts are accurate.

In many instances, however, you need to perform ad-hoc purchasing for a lot. These purchases are often referred to as field purchase orders because they originate at the construction site. You use the Extra Purchase Orders program (P44H703) in Homebuilder Management to process these field purchase orders.

When you enter extra purchase orders, the system directly updates the After Start Purchasing table (F44H711P), and then updates the Lot Start Workfile table (F44H711). The Extra Purchase Orders program provides flexible data entry, allows you to look up pricing information, and allows you to use a separate source document type that is specific to the purchase of extra purchase orders.

---

**Note**

Extra purchase orders are for commitments for lots only.

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**► To enter an extra purchase order**

---

*From the After Start Commitments and Costing menu (G44H24), choose Extra Purchase Order Entry.*

1. On Work With After Start Purchasing, click Add.
2. On After Start Purchasing Maintenance, leave the following field blank so the system assigns the next number.
  - Doc Number / Type / Co.
3. Complete the following required fields:
  - Lot
  - Supplier
  - G/L Date
  - Description
  - Cost Code
  - Cost Type

You can modify Cost Type through processing options.
4. Complete any of the following optional fields:
  - Option Number
  - Item Number

You can modify Item Number through processing options.

  - Quantity Ordered
  - Unit Cost
  - UM
  - Tax Expl
  - Tax Rate/Area

- Purch Report Code 1
  - Purch Report Code 2
  - Purch Report Code 3
  - Purch Report Code 4
  - Purch Report Code 5
5. Click OK.
  6. On Work With After Start Purchasing, select the record to be updated and choose Create Workfile from the Row menu.

## Processing Options for Extra Purchase Orders

### Defaults Tab

---

#### 1. Cost Type

Use this processing option to specify the default cost type. The value is entered in the Cost Type field on the After Start Purchasing Maintenance form (W44H703B).

#### 2. Document Type

Use this processing option to specify the default document type. The value is entered in the Document Type field on the After Start Purchasing Maintenance form (W44H703B).

#### 3. HomeBuilder Area

Use this processing option to specify the default area. The value is entered in the Area field on the After Start Purchasing Maintenance form (W44H703B).

---

### Process Tab

---

#### 1. Allow the Cost Type to be changed

Use this processing option to specify whether a cost type can be changed. Valid values are:

Blank

A cost type can not be changed.

1

A cost type can be changed.

#### 2. Allow items to be entered

Use this processing option to specify whether an item can be added to a purchase order. Valid values are:

Blank

An item can not be added.

---

---

1

An item can be added.

### **3. Create Budget**

Use this processing option to specify whether to create a budget. Valid values are:

Blank

Do not create a budget. The budget post status (data item LSWPOSTB) is set to 2 in the Lot Start Workfile table (F44H711) record that the system created.

1

Create a budget. The budget post status is set to 0 in the Lot Start Workfile table (F44H711) record that the system created.

---

## **Versions Tab**

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### **1. Vendor Assignment Outbound Notification (P44H9902) Version.**

Use this processing option to specify the version of the Vendor Assignment Outbound Notification program (P44H9902) to run when scheduling is enabled. If this processing option is left blank, version ZJDE0001 is used.

---

## **Processing Electronic Purchase Orders**

You might want to use additional scheduling or purchasing systems that generate commitments. For example, superintendents might enter field purchase orders into a system that captures basic order information only. Homebuilder Management provides a table to receive purchase order information from external systems. You can upload data from external systems for further validation and processing. Including these commitments in the Lot Start Workfile table (F44H711) makes the records eligible for all other Homebuilder Management system functions, including cost analysis, commitment processing, and accounts payable processing.

The system enters these commitments in the After Start Purchasing table (F44H711P).

---

### **Note**

The system does not validate the purchasing information before it updates the F44H711P table.

---

## Uploading Purchase Order Data to the Lot Start Workfile table (F44H711)

The Extra Purchase Order program (P44H703) and the Electronic Purchase Order function both create records in the After Start Purchasing table (F44H711P). When the purchase order information in the F44H711P table is complete, you can manually choose to move the purchase order to the Lot Start Workfile table (F44H711).

### ► To upload purchase order data into the lot start workfile

---

*From the After Start Commitments and Costing menu (G44H24), choose Extra Purchase Order entry.*

1. On Work With After Start Purchasing, click Find.
2. Choose the purchase orders that you want to move to the Lot Start Workfile table (F44H711), and then choose Create Workfile from the Row menu.

---

#### **Note**

Choosing only one line of a purchase order moves all of the order lines associated with that purchase order number. You do not need to choose all of the individual lines of an order.

---

The system validates the information for entry in the F44H711 table.

3. Correct any errors, and then choose Create Workfile from the Row menu.

# Payment Processing

You can choose from one of three methods to pay for commitments. All three methods allow you to immediately create vouchers for the commitments without redundant data entry. The methods for paying commitments include:

- Use the Progress Payment Entry program (P0411) to create vouchers for open commitments.
- Use the Voucher Workbench program (P44H702) to choose individual commitments that are eligible for voucher creation. This program differs from Progress Payment Entry program in that it requires that you create the voucher for 100 percent of the commitment, and the system automatically assigns the invoice number to the voucher.
- Use the batch program, Create Vouchers for Completed Entries (R44H702), to create multiple vouchers based on data setup and data selections.

All of these programs choose information from the Purchase Order Detail File table (F4311). All commitments entered, including those for commitments that are not related to lots, are available for you to review and select.

## ► To create vouchers for individual commitments

---

*From the Payment Processing menu (G44H26), choose Voucher Workbench.*

1. On Work with Homebuilder Commitments, complete the following optional fields:
  - Supplier Number
  - Invoice Number
2. Complete the following option, and then click Find:
  - Multiple Voucher  
You can select multiple rows for vouchers. If this field is enabled, all of the selected rows are associated with one voucher. If this field is not enabled, then separate vouchers are created for each row.
3. Choose the commitment records for voucher creation.
4. Complete the following field, and then choose Create Vouchers from the Row menu:
  - G/L Date  
After the system creates the voucher batch, it displays a message that indicates the batch number.
5. Note the batch number, and then click OK.
6. Follow the steps for approving and posting a batch.

## See Also

- *Creating Vouchers* in the *Procurement Guide* for information about entering a voucher for an open commitment
- *Reviewing and Approving Vouchers and Posting Vouchers* in the *Accounts Payable Guide*

---

# Create Vouchers for Completed Entries Report (R44H702)

*From the Payment Processing menu (G44H26), choose Create Vouchers for Completed Entries.*

This report creates vouchers for commitments that meet the requirements that you specify. You can run this report in either proof or final mode.

## Processing Options for Homebuilder Commitments

### Defaults Tab

---

#### 1. Assign today's date into the G/L date.

Use this processing option to specify the default G/L date for voucher creation. Enter a 1 to assign the current date.

#### 2. Voucher document type.

Use this processing option to specify the default document type to use for auto-voucher creation.

#### 3. From Currency Code

Use this processing option to specify the default value for the From-Currency code (CRCD) used in creating auto-vouchers.

#### 4. Pay Status Code

Use this processing option to specify the default pay status code for vouchers. Enter a user defined Pay Status code (00/PS), or leave the field blank to use the user defined Pay Status code set up as the default.

Typically, the default Pay Status code is A (approved for payment).

---

### Versions Tab

---

#### 1. Voucher Match Version (P4314)

Use this processing option to specify the version of the Voucher Match program (P4314) to run.

---

### Process Tab

---

#### 1. From Status Code

Use this processing option to specify the beginning status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.

Note: This processing option does not apply when the system is selecting receipts to match.

---

## 2. Thru Status Code

Use this processing option to specify the ending status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.

Note: This processing option does not apply when the system is selecting receipts to match.

---

## Logs Tab

---

### 1. Log warning message

Use this processing option to indicate whether the system displays an outstanding log detail warning message and when it displays the message. Valid values are:

1

Display the outstanding log detail warning message when the system verifies the status, pay effective date, and pay expiration date.

2

Display the outstanding log detail warning message when the system verifies the status, pay effective date, required date, and pay expiration date.

Blank

Do not display the outstanding log detail warning message.

---

---

## Processing Vouchers Automatically

You might choose to make payments to some subcontractors (suppliers) after they complete their work. You use bid contracts or item price maintenance to establish prices with subcontractors. You need to create the voucher when you receive acknowledgement that the work has been performed, rather than upon receipt of an invoice.

You can use the Create Vouchers for Completed Entries program (R44H702) to automatically create vouchers for work that has been completed. This program allows you to do the following:

- Create vouchers for both bid contracts and takeoffs
- Run the program in proof mode so that you can review your changes before you run the program in final mode to update the table
- Review a report that indicates both successful and unsuccessful creations of vouchers, including batch numbers, where appropriate
- Choose procurement records based on their next status code
- Review warning messages when outstanding logs exist for the contracts

- Define a document type to help you easily identify vouchers that you create using the Create Vouchers for Complete Entries program

### **Prerequisite**

- ❑ Set up bid contracts to be eligible for automatic voucher processing. See *Setting Up New Bid Information* in the *Homebuilder Management Guide*.
- ❑ Set up item prices to be eligible for automatic voucher processing. See *Entering Item Price Information* in the *Homebuilder Management Guide*.

## **Processing Options for Auto Voucher**

### **Defaults Tab**

---

#### **1. General Ledger Date**

Use this processing option to specify the G/L Date for auto-voucher creation. If you leave this processing option blank, the system date is used. This date is validated against the current fiscal period specified in the company constants.

#### **2. Voucher document type.**

Use this processing option to specify the default document type to use for auto-voucher creation.

#### **3. From Currency Code**

Use this processing option to specify the default value for the From-Currency code (CRCD) used in creating auto-vouchers.

#### **4. Pay Status Code**

Use this processing option to specify the default pay status code for vouchers. Enter a user defined Pay Status code (00/PS), or leave the field blank to use the user defined Pay Status code set up as the default.

Typically, the default Pay Status code is A (approved for payment).

#### **5. Proof or Final**

Use this processing option to specify whether to run the report in proof or final mode. Valid values are:

P

Run in proof mode. The program prints the commitments by vendor that are eligible for auto voucher.

F

Run in final mode. The program creates vouchers for the commitments that are eligible for auto voucher and prints a report showing the vouchers that were created.

#### **6. Prevent voucher creation when warning errors exist.**

Use this processing option to specify whether to allow the creation of vouchers if warning errors exist. Valid values are:

---

Blank

Allow the creation of vouchers.

1

Do not allow the creation of vouchers.

---

## **Versions Tab**

---

### **1. Voucher Match Version (P4314)**

Use this processing option to specify the version of the Voucher Match program (P4314) to run.

---

## **Process Tab**

---

### **1. From Status Code**

Use this processing option to specify the beginning status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.

Note: This processing option does not apply when the system is selecting receipts to match.

### **2. Thru Status Code**

Use this processing option to specify the ending status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.

Note: This processing option does not apply when the system is selecting receipts to match.

---

## **Logs Tab**

---

### **1. Log warning message**

Use this processing option to indicate whether the system displays an outstanding log detail warning message and when it displays the message. Valid values are:

1

Display the outstanding log detail warning message when the system verifies the status, pay effective date, and pay expiration date.

2

Display the outstanding log detail warning message when the system verifies the status, pay effective date, required date, and pay expiration date.

Blank

Do not display the outstanding log detail warning message.

---

# System Setup

Before using Homebuilder Management, you need to set up several components. The setup of these components is builder-specific and can support your specific business needs.

When you migrate existing data from PeopleSoftWorld to Homebuilder Management for EnterpriseOne, you must convert specific PeopleSoftWorld Homebuilder tables to EnterpriseOne tables. To aid you in the conversion process, Homebuilder Management includes several conversion programs. The conversion programs assume that you have installed PeopleSoftWorld version A7.3, cumulative update 12.

---

## Converting Homebuilder PeopleSoftWorld Tables

You can convert data from PeopleSoftWorld tables to Homebuilder Management system tables. The conversion process uses the EnterpriseOne table conversion tool, and in some cases, a batch update process. For tables that are new to Homebuilder Management and that do not contain numerous records, you must manually enter data in those tables using the setup programs.

Only editable fields are mapped for conversion. If you have modified any PeopleSoftWorld tables or modified programs to allow you to edit fields that are not editable in the standard version of PeopleSoftWorld, you must modify the conversion programs to map those fields. The conversion programs do not remove the PeopleSoftWorld data from the tables after the conversion. The conversions are written to allow selection at the community level (except for takeoffs, for which area is the primary key).

### Prerequisites

- ❑ Successfully install EnterpriseOne (Xe release).
- ❑ Set up system constants in Homebuilder Management.
- ❑ Set up system activity rules in Homebuilder Management.
- ❑ Create valid values for the new UDC tables in Homebuilder Management.
- ❑ Set up area job master information and valid values in UDC 00/05.
- ❑ Successfully convert PeopleSoftWorld contracts to the format that the EnterpriseOne Procurement system uses.
- ❑ Review all of the special notes for conversion.

# Updating PeopleSoftWorld User Defined Code Values for use in EnterpriseOne

Before you run the PeopleSoftWorld to EnterpriseOne conversions, you should add the valid values from the PeopleSoftWorld UDC tables to the new UDC tables in Homebuilder Management. The following table lists the corresponding tables:

PeopleSoftWorld			Homebuilder Management		
UDC Table	Alias	Description	UDC Table	Alias	Description
44/O1	OP01	Option Type	44H4/OT	OPMOT	Option Type
44/O2	OP02	Option Category Code 2	44H4/01	OPM01	Option Category 01
44/O3	OP03	Option Category Code 3	44H4/02	OPM02	Option Category 02
44/O4	OP04	Option Category Code 4	44H4/03	OPM03	Option Category 03
44/SC	SCS	Sales Contract Status	44H5/ST	HBSCS	Sales Contract Status
44/F1	FD01	Plan Status	44H3/01	PLC01	Plan Category 1
44/F2	FD02	Future Use 3	44H3/02	PLC02	Plan Category 2
44/F3	FD03	Future Use 4	44H3/03	PLC03	Plan Category 3
44/F4	FD04	Future Use 5	44H3/04	PLC04	Plan Category 4
44/F5	FD05	Future Use 6	44H3/05	PLC05	Plan Category 5

## Understanding Table Conversions

The following chart shows the tables that will be converted from PeopleSoftWorld to the EnterpriseOne Homebuilder Management system:

Conversion Program	PeopleSoftWorld Description	PeopleSoftWorld Tables	Homebuilder Management Description	Homebuilder Management Tables
R44H9201 R44H9501	Lot Proceed Entry	F4450	Lot Master Lot Master History Sales Master Lot Sales History	F44H201 F44H201H F44H501 F44H501H
R44H9502	Lot Proceed Detail	F4451	Option Selections	F44H511
R44H9301	Plan Master	F4452	Plan Master	F44H301
R44H9201	Lot Master	F4453	Lot Master Lot Master History	F44H201 F44H201H
R44H96002	Supplier Assignment (Takeoff)	F4455	Vendor Assignment	F44H604

R44H96004	Takeoff	F4457	Takeoff Master File	F44H602
R44H96003	Item Price	F4459	Material Item Pricing	F44H603
R44H9401	Option Master	F4461	Option Master	F44H401
R44H96001	Item Master (User Reserved Fields)	F4101	Item Master Homebuilder Extension	F44H4101
R44H960111	Purchase Order Header (Bids/BC)	F4301	Bid Header	F44H601
R44H960111	Purchase Order Details (Bids/BC)	F4311	Bid Details	F44H611

## Technical Considerations for Conversions

### Lot Master

The Lot Master table (F44H201) is initially created by the Lot Master Conversion program (R44H9201) from the PeopleSoftWorld Lot Master table (F4453). Table F44H201 is subsequently updated by the Sales Master Conversion program (R44H9501) with data from the PeopleSoftWorld Lot Proceed Header table (F4450). You should run both the Lot Master Conversion program and the Sales Master Conversion program before you validate or edit information in table F44H201.

### Sales Master

In PeopleSoftWorld, data item LNT (Loan Type) is a free-form text field. In Homebuilder, UDC 44H/LT is associated with the LOANTYP field. The Sales Master Conversion program maps the values in the LNT field in table F4450 to the LOANTYP field in table F44H501. To prevent post-conversion validation errors, PeopleSoft recommends that you review the values in the LNT field in table F4450 for consistency and add the values to UDC table 44H/LT before you run the conversion.

The Sales Master Conversion program determines the sales status, based on the values that you entered in the processing options and the values in the House Type (HSTY) field on the table F4450 lot proceed record. In PeopleSoftWorld, the values B, C, M, P, S, T, Z, and blank are hard-coded. The conversion program recognizes *only* these eight values. If you have added additional valid values to 44H5/HT and used those values in the lot proceed records, you must modify either your data or the conversion program before you run the conversion.

### Material Item Pricing

Before you run the F44H603 Material Item Pricing Table Conversion program (R44H96003), you must revise any PeopleSoftWorld item price data to eliminate any records that do not satisfy the unique key requirement. Run the Item Pricing Pre-Conversion Review (R44H4459) to search for unique key violations between the Material Item Pricing tables for PeopleSoftWorld (F4459) and EnterpriseOne (F44H603).

The following table lists the keys for the Material Item Pricing tables:

<b>F4459 (PeopleSoftWorld)</b>	<b>F44H603 (EnterpriseOne)</b>
1. CTYC (City)	1. HBAREA (Area)
2. LITM (2 <sup>nd</sup> Item Number)	2. ITM (Short ID Number)
3. AN8 (Supplier Number)	3. AN8 (Supplier Number)
4. MCU (Subdivision)	4. HBMCUS (Community)
5. PRN (Price Revision Number)	5. CPHASE (Phase)
	6. EFFF (Effective Date)

The R44H4459 program reads all of the records in table F4459 in the following order:

1. CTYC
2. ITM
3. AN8
4. MCU
5. EFFF

The report prints a list of these key values that are in the current F4459 table, as well as the Short ID Number and Effective Date values.

To avoid duplicate key errors, you should either delete all but the current records, or change the effective dates to create a unique record prior to running the F44H603 Material Item Pricing Table Conversion program (R44H96003).

### **Conversion Programs and Tables**

You must run the conversions in the order that they appear on the menu. If you do not use items and takeoffs, you do not need to run R44H96001, R44H96002 and R44H96003.

The following tables are created from existing data in PeopleSoftWorld:

<b>Conversion Program</b>	<b>Enterprise-World Description</b>	<b>PeopleSoftWorld Tables</b>	<b>Homebuilder Management Description</b>	<b>Homebuilder Management Tables</b>
R44H9302	N/A	F0006	Community Master Conversion	F44H101
R44H9711	N/A	F4301/F4311 for lot start created commitment document types.	Create Conversion Lot Start Workfile Entries	F44H711

The following table has not changed and does not require conversion from PeopleSoftWorld:

<b>Description</b>	<b>PeopleSoftWorld and Homebuilder Management Table</b>
Item Master	F4101

The following tables are new in the Homebuilder Management system and are not converted from PeopleSoftWorld:

<b>Description</b>	<b>Homebuilder Management Table</b>	<b>PeopleSoftWorld Table (if applicable)</b>	<b>Explanation</b>
Homebuilder Constants	F44H001	F4463	Manual setup
Vendor Assignment	F44H604	F4454	Manual setup
Homebuilder Activity Rules	F44H002		New table; manual setup
Extended Homebuilder Data Template	F44H0920		New table; manual setup
Extended Homebuilder Data Headings	F44H0921		New table; manual setup
Extended Homebuilder Data	F44H0929		New table; manual setup
Option Relationships	F44H402		New table; manual setup
Closing Worksheet Accounting Instructions	F44H590		New table; manual setup
Closing Worksheet Entries	F44H591		New table; manual setup
Closing Worksheet Data Mapping	F44H599		New table; manual setup
After Start Purchasing	F44H711P		New table; to be used forward
Construction Milestones	F44H790		New table; populated by a third-party scheduling system

The following tables in PeopleSoftWorld are not used in the Homebuilder Management system and, therefore, are not converted:

<b>Description</b>	<b>PeopleSoftWorld Tables</b>
Lot Proceed Detail Temporary	F4451T
Lot by Lot Tax File	F4460
Bid Master	F4464
Alternate Subdivision Maintenance	F4465
Media Object Storage	F4462
Takeoff Revisions	F4458
Lot Proceed Entry (History)	F4456

These conversion programs convert PeopleSoftWorld A7.3 tables to EnterpriseOne Xe tables. You must run each conversion program independently, not as a batch process.

---

**Note**

When PeopleSoftWorld tables contain a high volume of data, the conversion programs might run for an extended period of time. Allow adequate time to run and verify the results of the conversion before you use the Homebuilder Management system in a production environment.

PeopleSoft strongly recommends that you back up your database before running the conversion programs.

---

**Prerequisite**

- ❑ Sign on to the environment that you want to convert. Verify that the table conversion settings are set to Log in Environment.
- ❑ Run the PeopleSoftWorld to EnterpriseOne Subcontract conversion program

---

## Setting Up System Constants

Homebuilder constants are default settings that the Homebuilder Management system uses to process requests and perform tasks such as the lot start process and the escrow close. Constants control how the system consistently processes information, and they must be set up before you perform any Homebuilder processes.

Homebuilder system constants are company-specific. If you do not require individual values for each company, the system uses default company 00000.

---

**Note**

PeopleSoft recommends that you do not change system constants after you set them up and begin entering transactions in your production environment. If you change the system constants, unpredictable results might occur.

---

**Prerequisite**

- ❑ Set up document types to be used with Homebuilder bids and takeoffs. See *User Defined Codes* in the *Foundation Guide*.
- ❑ Set up a document type to be used for the closing sales journal. See *User Defined Codes* in the *Foundation Guide*.
- ❑ Set up business unit types to be used for communities and lots. See *User Defined Codes* in the *Foundation Guide*.
- ❑ Set up branch/plant constants for each community. See *Defining Branch/Plant Constants* in the *Inventory Management Guide*.

► **To set up system constants**

---

*From the Homebuilder Setup menu (G44H41), choose Homebuilder Constants.*

1. On Work With Homebuilder Constants, click Find.
2. Choose the record for Company 00000, and then choose Constants Revisions from the Form menu.
3. On Homebuilder Constants Revisions, complete the following fields:
  - Company
  - Sales Rule Type
  - Construction Rule Type
  - Closing Document Type
  - Comm Type
  - Lot Type
  - Model Type
  - SWM Enabled
  - SWM DocTyp
  - SWM Cont Stat
  - SWM Cont Type
  - Ln Ty  
Enter J for Job Cost.
  - T/O Ty  
The document type for purchase orders that were created in Procurement.
  - Scheduling Enabled
4. Click OK.
5. On Homebuilder Constants Revisions, choose Company 00000, and then choose Lot Start Documents from the Row menu.
6. On Lot Start Documents Revisions, complete the following fields to create commitment document types for bid contracts:
  - Orig Ord Type
  - Ord Type
  - Ln Ty
  - Last Stat
  - Next Stat

---

**Note**

The Process Type (PT) field contains the default value (T) to identify takeoff transactions.

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## Setting Up Activity Rules

To manage business processes within the sales and construction management activities, you use activity rules to create allowable activities and control the sequence of the activities. Activity rules also control when history records are written to the Sales Master History table (F44H501H) and the Lot Master History table (F44H201H).

Activity rules in Homebuilder Management allow you to do the following:

- Support key business functions
- Control special processes such as the following:
  - Releasing a lot for sale
  - Adding a new buyer
  - Canceling a sale
  - Transferring a buyer to a new lot
- Add and update information, based on activity rule changes and special processing
- Manually change both lot and sale statuses to new activity rules

You can use the rule type to create multiple activity rule templates. For example, you might create activity rules based on geographic area or operating division. Construction and sales activity rules are separated by action type (C for construction and S for sales). Activity codes are user defined, but the following activity rules are hard-coded:

- 200 – Construction Start
- 450 – Construction Complete
- 500 – Released for Sale
- 600 - Sold
- 900 - Closed

The hard-coded values update the Lot Status Code (LSTATHB) field in the Lot Master table (F44H201). The following table illustrates the relationship between the Lot Status Code field and the activity rules and indicates how the lots appear in the Lot Workbench program (P44H200A):

<b>Lot Status Code (LSTATHB)</b>	<b>Description</b>	<b>Activity Rule Condition</b>
0	Not Available	Sales for the last status are less than 500.
1	Not Sold/Not Started	Sales for the last status are greater than or equal to 500 and less than 600. Construction for the last status is less than 200.
2	Not Sold/Started	Sales for the last status are greater than or equal to 500 and less than 600. Construction for the last status is greater than or equal to 200 and less than 450.
3	Sold/Not Started	Sales for the last status are greater than or equal to 600 and less than 900. Construction for the last status is less than 200.
4	Sold/Started	Sales for the last status are greater than or equal to 600 and less than 900. Construction for the last status is greater than or equal to 200 and less than 450.
5	Not Sold/Complete	Sales last status is greater than or equal to 500 and less than 600. Construction for the last status is greater than or equal to 450.
6	Sold/Complete	Sales for the last status is greater than or equal to 600 and less than 900. Construction for the last status is greater than or equal to 450.
7	Future	
8	Future	
9	Closed	The sales status is greater than or equal to 900.

You can set processing options so that the touch-points in the system use activity codes. Examples of touch-points include:

- Canceling a sale
- Transferring a sale
- Starting a lot

The Community Phase Master table (F44H101) stores the Homebuilder Activity Rule Type (HBRLTP) that is the activity rule template for the community.

### **Prerequisite**

- ❑ Verify that the rule types are set up. Rule types allow you to customize activity rules by logical groupings of lots, such as geographic area or operating division.
- ❑ Verify that the action types are set up. Action types identify whether the activity rule is associated with the construction or sales workflow.
- ❑ Set up all activity rules in UDC 44H0/RL.

### **► To add activity rules**

---

*From the Homebuilder Setup menu (G44H41), choose Homebuilder Activity Rules.*

1. On Work With Homebuilder Activity Rules, complete the following fields:

- Rule Type
- Action Type

You typically enter C for Construction or S for Sales in these fields. Blank is not a valid action type.

2. Click Add.

3. On Homebuilder Activity Rules – Revisions, complete the following fields and click OK:

- Last Homebuilder Activity
- Next Homebuilder Activity
- Allowed Status 1-9
- Write History (Y/N)

---

### **Note**

For construction activity rules only, each Homebuilder activity must include its same value as an allowed status. For example, in the Last Homebuilder Activity field, if the value for roofing is 260, then one of the nine allowed statuses for that activity rule must be 260.

In the Status Description field, the system supplies a default value from the UDC table 44H0/RL.

---

## Processing Options for Homebuilder Activity Rules

### Defaults Tab

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1. Enter the default activity type.
- 

---

## Setting Up Extended Data

Occasionally, you might need to download information for which no specific fields exist in the Homebuilder Management system. You need to easily access this data needs for maintenance and queries. The extended data feature allows you to download user defined data that seamlessly integrates into the Homebuilder Management system. This data can include dates, amounts, numbers, memo fields, address book entries, text, and category codes.

You can attach additional data that is specific to any of the following seven data types:

- Area (AR)
- Community (CM)
- Phase (PH)
- Lot (LT)
- Plan and elevation (PC)
- Option (OP)
- Sales (SL)

When you set up extended data, you must first add a new data key to any of the seven data types. For example, you might need to track additional deposit dates and amounts that do not exist in the base Homebuilder Management system. In this case, you add to the sales data type (SL) a UDC data key for deposits. Next, you must create a new template for tracking the items. For example, you can set up a template for tracking multiple deposit amounts with corresponding dates. Finally, you must identify the data elements that you want to use to track the extended data. For example, to track the deposits, use heading maintenance to customize heading descriptions and to exclude data elements that are not required for the template.

---

### Note

The use of extended data is optional unless you use the Service and Warranty Management system.

---

When you work with extended data, you can do the following:

- Update selected extended data with line items from templates
- Refresh existing data with template changes (adds, deletes)
- Update the extended data maintenance form with column heading overrides
- Make the extended data items available to custom forms and reports

- Provide the information necessary to interface to the Service and Warranty Management system
- Interface extended data with the closing worksheet

### **Prerequisite**

- Determine the extended data that you want to track within any of the seven available data types: Area (AR), Community (CM), Phase (PH), Lot (LT), Plan and Elevation (PL), Option (OP), and Sales (SL).

### **See Also**

- *User Defined Codes* in the *Foundation Guide*

### **► To create a new template**

---

*From the Homebuilder Setup menu (G44H41), choose Homebuilder Extended Data.*

1. On Select Extended Data Type, choose the desired data type, and then choose Select Data Key from the Row menu.
2. On Select Extended Data Key, choose the new data key, and then choose Maintain Templates from the Row menu.
3. On Work With Extended Data Templates, choose Create Template from the Form menu.
4. On Maintain Extended Homebuilder Data Template, complete the following fields, and then click OK:
  - Area
  - Community
  - Line Number
  - Description

---

### **Note**

\* is not valid for area.

---

### **► To create a new headings section**

---

*From the Homebuilder Setup menu (G44H41), choose Homebuilder Extended Data.*

1. On Select Extended Data Type, choose the desired data type, and then choose Select Data Key from the Row menu.
2. On Select Extended Data Key, choose the new data key, and then choose Work With Headings from the Row menu.
3. On Work With Extended Data Headings, choose Create Headings from the Form menu.
4. On Maintain Extended Data Headings, complete the following fields:
  - Area
  - Extended Data

5. Complete the following fields for each data element, and then click OK:
  - Row Description
  - Column Title 1
  - Column Title 2
  - Hide Column

## Processing Options for Extended Homebuilder Data

### Defaults Tab

---

#### 1. Allow template deletion (P44H092) ?

Use this processing option to specify whether to delete template records. A template record is considered active when data is entered in the corresponding template line in the Extended Homebuilder Data table (F44H0929). Valid values are:

Blank

Do not delete a template record that is active.

1

Issue a warning message before deleting an active template record.

2

Allow the deletion of all template records.

---

## Setting Up Closing Worksheet Information

The Homebuilder closing worksheet provides a standard template for recording the closing entries of a house sale. You also use the closing worksheet to produce revenue budgets. You assign the template at the community level. At escrow closing, the system compiles a closing worksheet based on the specifications of the assigned template and the lot information in the Sales Master Table (F44H501), Option Master table (F44H401), and Closing Worksheet Extended Data Mapping table (F44H592).

The system derives the business unit and subledger that is associated with each line item in the closing worksheet. When you work with the closing worksheet, you can do the following:

- Establish closing worksheet templates and accounting instructions
- Associate a template with all lots in a community
- Generate a closing journal entry that is based on the closing worksheet
- Enter extended data maps into closing worksheet line items

## Prerequisite

- ❑ Determine all accounts and their respective order in the closing journal entry.
- ❑ Identify all extended Homebuilder data items that you want to include in the closing worksheet.

## Entering Closing Worksheet Accounting Instructions

Use the Closing Worksheet Accounting Instruction program (P44H590) to create the closing worksheet template. Within each line in the template, establish the rules needed to complete the closing entry. These rules include:

- Defining the general ledger accounts
- Establishing the criteria for deriving the business unit and subledger values
- Categorizing the entry as natural debit or credit

To provide for items such as warranty accruals, you can enter fixed amounts on lines on the worksheet accounting instructions.

### ► **To add a closing worksheet accounting instructions template**

---

From the Homebuilder Setup menu (G44H41), choose Closing Worksheet Accounting Instruction.

1. On Closing Worksheet Accounting Instructions, click Add.
2. On Mass Update of Closing Worksheet AAIs, complete the following fields:
  - Closing Worksheet Template
  - Line Item
  - Closing Line Description
  - Business Unit
  - Obj Acct
  - Sub
  - DB/ CR
  - Closing Amount
  - Budget Ledger Type
  - Budget Amount
  - Units
3. Complete one of the following fields:
  - Closing Line Cost Center
4. Complete one of the following fields:
  - Closing Subledger
  - Subledger

5. Click OK.

► **To enter an extended data map for a closing worksheet**

---

*From the Homebuilder Setup menu (G44H41), choose Closing Worksheet Extended Data Mapping.*

1. On Work with Extended Data Mapping, complete the following field and click Find:
  - Template
2. Choose the template, and then choose Maintain Mapping from the Row menu.
3. On Maintain Extended Data Mapping, complete the following fields and click OK:
  - Data Type
  - Type Key
  - Area
  - Community
  - Line Number
  - Extended Data Line Description
  - Closing Data
  - Line Item
  - Template Line Description
4. Choose the new record, and then choose Extended Data Setup from the Form menu.
5. On Maintain Extended Homebuilder Data Template, complete the following fields:
  - Area
  - Line Number
  - Description
  - Product Model
  - Product Family
  - Inactive Code

---

**Note**

Highlighted line numbers represent items that do not have data assigned to them and which you can delete. After an item is used, it no longer appears highlighted, and you cannot delete it.

---

## Processing Options for Closing Worksheet Entries

### Defaults Tab

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#### Name - Alpha Explanation

Use this processing option to specify the title of the closing worksheet. This description updates the Explanation field (EXA).

---

### Versions Tab

---

#### 1. Version for closing worksheet report (R44H5007)

Use this processing option to specify the version to run for the Closing Worksheet Report.

---

## Entering Data Maps for a Closing Worksheet

Use the Closing Worksheet Data Mapping program (P44H599) to map data that is stored in the Homebuilder Management system to the appropriate closing worksheet line item. This program allows you to further automate the closing entry. You use it to map options to one of the nine option revenue fields.

### Prerequisite

- ❑ Identify all data items that you need to map to the closing worksheet.
- ❑ Modify the closing data items that should have negative amounts. In UDC 44H5/CW, revise any of the codes that should have a negative amount by entering 1 in the Special Handling field. When you enter a negative amount in a data item that contains 1 in the Special Handling field, the system converts the amount to a positive amount.

### ► To enter closing worksheet data mapping

---

*From the Homebuilder Setup menu (G44H41), choose Closing Worksheet Data Mapping.*

1. On Work With Closing Worksheet Data Mappings, click Add.
2. On Data Mapping Maintenance, complete the following required fields:
  - Template
  - Community
  - Closing Data
  - Closing Worksheet Line Number
3. Complete the following optional fields and click OK:
  - Option Type
  - Closing Line Description

---

## Setting Up Job Cost to Work With Homebuilder

The Homebuilder Management system is closely integrated with the Job Cost system. Each lot in Homebuilder Management represents a job in Job Cost. The lot (job) is created during the lot start process. To maintain cost information, you use the standard ledger types in Job Cost to manage budgets, commitments, actual costs, and projected final cost.

The lot start process creates accounts to be used in Job Cost for items that are specific to the lot. To provide information that you can use to analyze the profitability of a lot, the lot start process writes revenue budgets to the Job Cost system. Using the information from the Sales Master Table (F44H501), the system creates revenue budgets for base house, lot premium, and selected options. You can use the Job Cost system to review, analyze, and manage the profitability of a lot from the start of the life cycle of building the home through the escrow close.

---

### Note

If you convert from PeopleSoftWorld, the following are helpful tips for understanding the features of Homebuilder Management that affect the Job Cost system:

- Category Code 5, known as the City Code in PeopleSoftWorld, is now the Area code.
- Category Code 15 no longer tracks the next sequence number that is assigned at lot start. In the Homebuilder Management system, you use a new field in the Community Phase Master table (F44H101) to track this information.
- Category Code 20 identifies the elevation for a lot.
- Category Code 22 identifies the plan number for a lot.
- Category Codes 20 and 22 include code validation in the data dictionary. To eliminate the need to enter all valid values, consider removing this validation.

---

### See Also

- ❑ *Understanding User Defined Codes for Job Cost* in the *Job Cost Guide* for more information about user defined codes
- ❑ *User Defined Codes* in the *Foundation Guide* for overview information about user defined codes
- ❑ *Setting Up System Constants* in the *Job Cost Guide*
- ❑ *Profit Recognition* and *Profit Recognition AAls* in the *Job Cost Guide*
- ❑ *Column Versions* in the *Job Cost Guide*

---

## Setting Up Procurement to Work With Homebuilder

The Homebuilder Management system is closely integrated with the Procurement system. When you create commitments in Homebuilder Management, the system updates the following tables in the Procurement system:

- Purchase Order Header (F4301)
- Purchase Order Detail File (F4311)
- P.O. Detail Ledger File - Flexible Version (F43199)
- For the PA ledger type, the system also updates the commitment balance records in the Account Balances table (F0902).

---

### Note

If you convert from the PeopleSoftWorld, you must also convert existing subcontract commitments in the Procurement system.

---

### See Also

- *Reviewing Commitment Information for Orders* in the *Procurement Guide*
- *Setting Up Commitment Relief* in the *Procurement Guide*
- *Setting Up Automatic Accounting Instructions* in the *Procurement Guide*

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## Setting Up Homebuilder Management for Service and Warranty Management

You can set up Homebuilder Management to create service and warranty records that interface with the Service and Warranty Management system. The Service and Warranty Management system must be set up before you use this feature.

The Homebuilder Management system uses the extended data on the lot master to capture service and warranty management information.

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### ► To set up extended data for interfacing to the Service and Warranty Management system

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*From the Homebuilder Setup menu (G44H41), choose Homebuilder Extended Data.*

1. On Select Extended Data Category, choose LT for lot, and then choose Select Data Key from the Row menu.
2. On Select Extended Data Key, choose the CSW record, and then choose Work With Templates from the Row menu.
3. On Work with Extended Data Templates, choose Create Template from the Form menu to create a new template.

4. On Maintain Extended Homebuilder Data Template, complete the following fields:
  - Area
  - Community
  - Line Number
  - Description
  - Product Model
  - Product Family
5. Click OK.

---

**Note**

To review additional columns of information, remove the value from the Hide Column field on the Work With Headings form.

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## Creating the Cost Code Template

Use cost code templates in the Homebuilder Management system to copy cost codes and budgets to lots during the lot start process. Use cost code templates to create accounts for the lot in the form of cost codes, cost types, and other account category code information, such as trade codes and construction stage codes.

---

**Note**

If you convert from PeopleSoftWorld, consider the following helpful tips:

- The cost code template replaces the plan jobs, also known as P jobs.
  - You can create as many cost code templates as your business requires.
  - The plan master conversion program populates the Cost Code Template field with the P job number.
  - The Homebuilder Management system no longer requires you to embed the community or plan number in a cost code template. A cost code template can now span all communities and companies that use the same cost code structure.
- 

**See Also**

- *Creating a Job Master Record* in the *Job Cost Guide* to add the cost code template job
- *Creating a Cost Code Structure* in the *Job Cost Guide* to add accounts to the cost code template job
- *Entering Plan Master Information* in the *Homebuilder Management Guide* for more information about assigning a cost code template to a plan

---

## Setting Up Next Numbers

When you add certain records, the Homebuilder Management system uses the Next Numbers feature to assign numbers to records and documents.

Verify that the following next numbers are set up before you process information within the Homebuilder Management system:

System	System Description	Use Description
44H	Homebuilder Management	(for future use)
44H1	Homebuilder Community	(for future use)
44H2	Homebuilder Lot	(for future use)
44H3	Homebuilder Plan	(for future use)
44H4	Homebuilder Option	Workfile
44H5	Homebuilder Sales	Weekly Sales Report (R44H5001)
44H6	Homebuilder Purchasing	Workfile Job Number
44H7	Homebuilder Construction	Lot Start 1 PID (used in workfile generation) Lot Start 2 PID (used in commitment generation) Link Record Key ID (used in Supplier-On-The-Fly processing)

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## Setting Up User Defined Codes

Many fields throughout the Homebuilder Management system require user defined codes. You can customize fields in your system by setting up user defined codes to meet the needs of your organization. The system does not accept user defined codes that are not defined in a user defined codes table.

The following table lists the user defined codes used in Homebuilder Management:

User Defined Code	Code Length	Required
44H5/01-10 Sales Master Category Code	3	N
44H5/BU Closing Business Unit	3	Y
44H5/CR	3	Y

Option Selection Change Reason		
44H5/CS Cancel Sale Reason Code	3	N
44H5/CT Contingent Sale Type	8	N
44H5/CW Closing Worksheet Mapping	8	Y
44H5/DC Debit Credit Code	2	Y
44H5/LT Loan Type	10	N
44H5/SL Closing Subledger	3	Y
44H5/ST Sales Contract Status	3	N
44H6/01-05 Item Category Code	3	N
44H6/BT Bid Type	2	N
44H6/P1-2 Bid Category Code	3	N
44H6/PS Price Status	1	N
44H6/RC Purchasing Reason Code	3	N
44H6/TO Takeoff Reason Code	3	N
44H7/BG Budget Generation Option	1	N
44H7/BO Budget Override Option	1	N
44H7/BP Budget Posting Status	1	N

44H7/CT Contract Type	1	N
44H7/DR Delay Reason Code	10	N
44H7/LD Lot Business Unit Description Type	1	N
44H7/LP Lot Process Type	1	N
44H7/MS Milestone Status	1	N
44H7/PS Posting Status	1	Y
44H9/AR Extended Area Data	3	N
44H9/CM Community Extended Data	3	N
44H9/LT Lot Extended Data	3	Y
44H9/OP Option Extended Data	3	N
44H9/PH Phase Extended Data	3	N
44H9/PL Plan Extended Data	3	N
44H9/SL Sale Extended Data	3	N

**See Also**

- *User Defined Codes* in the *Foundation Guide* for detailed information about user defined codes

# EnterpriseOne PeopleBooks Glossary

<b>“as of” processing</b>	A process that is run at a specific point in time to summarize item transactions.
<b>52 period accounting</b>	A method of accounting that uses each week as a separate accounting period.
<b>account site</b>	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
<b>active window</b>	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
<b>ActiveX</b>	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each other in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can “contain” them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
<b>activity</b>	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
<b>activity driver</b>	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
<b>activity rule</b>	The criteria by which an object progresses from a given point to the next in a flow.
<b>actual cost</b>	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
<b>adapter</b>	A component that connects two devices or systems, physically or electronically, and enables them to work together.
<b>add mode</b>	The condition of a form where a user can enter data into it.
<b>advanced interactive executive</b>	An open IBM operating system that is based on UNIX.
<b>agent</b>	A program that searches through archives or other repositories of information on a topic that is specified by the user.
<b>aging</b>	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.

<b>aging schedule</b>	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
<b>allegato IVA clienti</b>	In Italy, the term for the A/R Annual VAT report.
<b>allegato IVA fornitori</b>	In Italy, the term for the A/P Annual VAT report.
<b>application layer</b>	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
<b>application programming interface (API)</b>	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
<b>AS/400 Common</b>	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
<b>assembly inclusion rule</b>	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
<b>audit trail</b>	The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.
<b>automatic return</b>	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
<b>availability</b>	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
<b>available inventory</b>	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
<b>back office</b>	The set of enterprise software applications that supports the internal business functions of a company.
<b>backhaul</b>	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
<b>balance forward</b>	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.
<b>balance forward receipt application method</b>	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.
<b>bank tape (lock box) processing</b>	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
<b>base location</b>	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.

<b>basket discount</b>	A reduction in price that applies to a group or “basket” of products within a sales order.
<b>basket repricing</b>	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
<b>batch job</b>	A job submitted to a system and processed as a single unit with no user interaction.
<b>batch override</b>	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
<b>batch process</b>	A type of process that runs to completion without user intervention after it has been started.
<b>batch program</b>	A program that executes without interacting with the user.
<b>batch version</b>	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
<b>batch/lot tracking</b>	The act of identifying where a component from a specific lot is used in the production of goods.
<b>batch/mix</b>	A manufacturing process that primarily schedules short production runs of products.
<b>batch-of-one processing</b>	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
<b>binary large object (BLOB)</b>	A collection of binary data stored as a single entity in a [file].
<b>binder clip</b>	See paper clip.
<b>black products</b>	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
<b>blend note</b>	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.
<b>blend off</b>	Reworking off-specification material by introducing a small percentage back into another run of the same product.
<b>blind execution</b>	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
<b>boleto</b>	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
<b>bolla doganale</b>	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
<b>bookmark</b>	A shortcut to a location in a document or a specific place in an application or application suite.

<b>bordero &amp; cheque</b>	In Brazil, bank payment reports.
<b>broker</b>	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
<b>BTL91</b>	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
<b>budgeted volume</b>	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
<b>bunkering</b>	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
<b>business function</b>	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
<b>business function event rule</b>	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
<b>business object library</b>	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
<b>business unit</b>	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.
<b>business view</b>	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
<b>business view design aid (BDA)</b>	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
<b>buy-back crude</b>	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
<b>CAB</b>	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
<b>cadastro de pessoas fisicas</b>	Cadastro de pessoas fisicas. In Brazil, the federal tax ID for a person.
<b>category code</b>	A code that identifies a collection of objects sharing at least one common attribute.
<b>central object</b>	A software component that resides on a central server.

<b>central objects merge</b>	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
<b>central server</b>	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
<b>certificate input</b>	See direct input.
<b>certificate of analysis (COA)</b>	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
<b>change management</b>	[In software development] A process that aids in controlling and tracking the evolution of software components.
<b>change order</b>	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
<b>chargeback</b>	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
<b>chart</b>	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
<b>check-in location</b>	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.
<b>checksum value</b>	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
<b>class</b>	[In object-oriented programming] A category of objects that share the same characteristics.
<b>clean cargo</b>	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
<b>client access</b>	The ability to access data on a server from a client machine.
<b>client machine</b>	Any machine that is connected to a network and that exchanges data with a server.
<b>client workstation</b>	A network computer that runs user application software and is able to request data from a server.
<b>ClieOp03</b>	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
<b>ClieOp2</b>	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
<b>cluster</b>	Two or more computers that are grouped together in such a way that they behave like a single computer.

<b>co-existence</b>	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
<b>cold test</b>	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
<b>commitment</b>	The number of items that are reserved to fill demand.
<b>common object request broker architecture</b>	An object request broker standard that is endorsed by the Object Management Group.
<b>compa-ratio</b>	An employee's salary divided by the midpoint amount for the employee's pay grade.
<b>component changeout</b>	See component swap.
<b>component object model (COM)</b>	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.
<b>component swap</b>	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
<b>conference room pilot environment</b>	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
<b>configurable network computing (CNC)</b>	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
<b>configurable processing engine</b>	Handles all "batch" processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
<b>configuration management</b>	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
<b>configured item segment</b>	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.

<b>consuming location</b>	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
<b>contra/clearing account</b>	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
<b>contribution to profit</b>	Selling price of an item minus its variable costs.
<b>control table</b>	A table that controls the program flow or plays a major part in program control.
<b>control table workbench</b>	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.
<b>control tables merge</b>	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
<b>corrective work order</b>	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
<b>corrective work order</b>	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
<b>cost assignment</b>	Allocating resources to activities or cost objects.
<b>cost component</b>	An element of an item's cost—for example, material, labor, or overhead.
<b>cost object</b>	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
<b>cost rollup</b>	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
<b>costing elements</b>	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
<b>credit memo</b>	A negative amount that is used to correct a customer's statement when he or she is overcharged.
<b>credit notice</b>	The physical document that is used to communicate the circumstances and value of a credit order.
<b>credit order</b>	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
<b>cross segment edit</b>	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
<b>crude oil assay</b>	A procedure for determining the distillation curve and quality characteristics of a crude oil.

<b>cumulative update</b>	A version of software that includes fixes and enhancements that have been made since the last release or update.
<b>currency relationships</b>	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
<b>currency restatement</b>	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.
<b>current cost</b>	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
<b>customer pricing rules</b>	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
<b>D.A.S. 2 Reporting (DAS 2 or DADS 1)</b>	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
<b>data dictionary</b>	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
<b>data source workbench</b>	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
<b>data structure</b>	A description of the format of records in a database such as the number of fields, valid data types, and so on.
<b>data types</b>	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
<b>datagram</b>	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
<b>date pattern</b>	A period of time that is set for each period in standard and 52-period accounting and forecasting.
<b>DCE</b>	See distributed computing environment.
<b>DEB</b>	See déclaration d'échange de biens.
<b>debit memo</b>	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
<b>debit memo</b>	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
<b>debit statement</b>	A list of debit balances.

<b>de-blend</b>	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
<b>déclaration d'échange de biens (DEB)</b>	The French term that is used for the Intrastat report.
<b>delayed billing</b>	The invoicing process is delayed until the end of a designated period.
<b>delta load</b>	A batch process that is used to compare and update records between specified environments.
<b>denominated-in currency</b>	The company currency in which financial reports are based.
<b>deployment server</b>	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
<b>detail</b>	The specific information that makes up a record or transaction. Contrast with summary.
<b>detail</b>	The specific information that makes up a record or transaction. Contrast with summary.
<b>detail information</b>	Information that primarily relates to individual lines in a sales or purchase order.
<b>direct connect</b>	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
<b>direct input</b>	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
<b>direct ship orders</b>	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
<b>direct usage</b>	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
<b>director</b>	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
<b>dirty cargo</b>	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
<b>dispatch planning</b>	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.

<b>displacement days</b>	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
<b>display sequence</b>	A number that the system uses to re-order a group of records on the form.
<b>distributed computing environment (DCE)</b>	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
<b>distributed data processing</b>	Processing in which some of the functions are performed across two or more linked facilities or systems.
<b>distributed database management system (DDBMS)</b>	A system for distributing a database and its control system across many geographically dispersed machines.
<b>do not translate (DNT)</b>	A type of data source that must exist on the AS/400 because of BLOB restrictions.
<b>double-byte character set (DBCS)</b>	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
<b>downgrade profile</b>	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
<b>DTA</b>	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
<b>dual pricing</b>	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
<b>dynamic link library (DLL)</b>	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
<b>dynamic partitioning</b>	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
<b>economy of scale</b>	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
<b>edit mode</b>	A processing mode or condition where the user can alter the information in a form.
<b>edit rule</b>	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.
<b>embedded event rule</b>	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
<b>employee work center</b>	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user

	has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
<b>Emulator</b>	An item of software or firmware that allows one device to imitate the functioning of another.
<b>encapsulation</b>	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
<b>engineering change order (ECO)</b>	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
<b>enhanced analysis database</b>	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
<b>enterprise server</b>	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
<b>EnterpriseOne object</b>	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
<b>EnterpriseOne process</b>	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
<b>EnterpriseOne web development computer</b>	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.
<b>environment workbench</b>	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
<b>equivalent fuel</b>	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
<b>escalation monitor</b>	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
<b>ESR</b>	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.

<b>event rule</b>	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
<b>exit bar</b>	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
<b>facility</b>	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
<b>fast path</b>	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
<b>file handle</b>	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
<b>file server</b>	A computer that stores files to be accessed by other computers on the network.
<b>find/browse</b>	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
<b>firm planned order (FPO)</b>	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
<b>fiscal date pattern</b>	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
<b>fix/inspect</b>	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.
<b>fixed quantity</b>	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
<b>flexible account numbers</b>	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
<b>form design aid (FDA)</b>	The EnterpriseOne GUI development tool for building interactive applications and forms.
<b>form exit</b>	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.

<b>form interconnection</b>	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
<b>form type</b>	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
<b>form-to-form call</b>	A request by a form for data or functionality from one of the connected forms.
<b>framework</b>	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
<b>frozen cost</b>	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
<b>frozen update program</b>	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
<b>globally unique identifier (GUI)</b>	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
<b>handle</b>	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.
<b>hard commitment</b>	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
<b>hard error</b>	An error that cannot be corrected by a given error detection and correction system.
<b>header</b>	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
<b>header information</b>	Information that pertains to the entire order.
<b>hover help</b>	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
<b>ICMS</b>	Imposto sobre circulação de mercadoria e serviços. In Brazil, a state tax that is applied to the movement of merchandise and some services.
<b>ICMS Substituto</b>	Imposto sobre circulação de mercadoria e serviços substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
<b>ICMS Substituto-Markup</b>	See imposto sobre circulação de mercadoria e serviços substituto-markup.
<b>imposto de renda (IR)</b>	Brazilian income tax.
<b>imposto sobre produtos industrializados</b>	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).

<b>imposto sobre services (ISS)</b>	In Brazil, tax on services.
<b>inbound document</b>	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
<b>indented tracing</b>	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
<b>indexed allocations</b>	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
<b>indirect measurement</b>	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
<b>indirect usage</b>	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.
<b>in-process rework</b>	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials).  Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
<b>INPS withholding tax</b>	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
<b>inscrição estadual</b>	ICMS tax ID. In Brazil, the state tax ID.
<b>inscrição municipal</b>	ISS tax ID. In Brazil, the municipal tax ID.
<b>integrated toolset</b>	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
<b>integrity test</b>	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
<b>interbranch sales order</b>	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
<b>Interoperability</b>	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
<b>inventory pricing rule</b>	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.

<b>inventory turn</b>	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
<b>invoice</b>	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
<b>IP</b>	See imposto sobre produtos industrializados.
<b>IR</b>	See imposto de renda.
<b>IServer Service</b>	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
<b>ISS</b>	See imposto sobre servicos.
<b>jargon</b>	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
<b>java application server</b>	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
<b>JDBNET</b>	A database driver that allows heterogeneous servers to access each other's data.
<b>jde.ini</b>	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
<b>JDE.LOG</b>	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
<b>JDEBASE Database Middleware</b>	<p>PeopleSoft proprietary database middleware package that provides two primary benefits:</p> <ol style="list-style-type: none"> <li>1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: <ol style="list-style-type: none"> <li>a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request.</li> <li>b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL.</li> </ol> </li> <li>2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).</li> </ol>
<b>JDECallObject</b>	An application programming interface that is used by business functions to invoke other business functions.
<b>JDEIPC</b>	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

<b>JDENET</b>	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
<b>JDENET communications middleware</b>	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
<b>just in time installation (JITI)</b>	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
<b>just in time replication (JITR)</b>	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.
<b>Kagami</b>	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
<b>latitude</b>	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
<b>laytime (or layhours)</b>	<p>The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port.</p> <p>For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.</p>
<b>leading zeros</b>	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
<b>ledger type</b>	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
<b>level break</b>	The position in a report or text where a group of similar types of information ends and another one begins.
<b>libro IVA</b>	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
<b>line of business</b>	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
<b>linked service type</b>	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes

	referred to as associated service types. See also primary service type and service type.
<b>livro razao</b>	In Brazil, a general ledger report.
<b>load balancing</b>	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.
<b>location workbench</b>	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
<b>log files</b>	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
<b>logic data source</b>	Any code that provides data during runtime.
<b>logical compartment</b>	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially.  For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
<b>logical file</b>	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
<b>logical shelf</b>	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
<b>logical warehouse</b>	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
<b>longitude</b>	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
<b>LSV</b>	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
<b>mail merge</b>	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
<b>mailmerge workbench</b>	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
<b>main fuels</b>	Usually refers to bulk fuel products, but sometimes includes packaged products.
<b>maintenance loop</b>	See maintenance route.
<b>maintenance route</b>	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.

<b>maintenance work order</b>	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
<b>manufacturing and distribution planning</b>	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
<b>mapping</b>	A set of instructions that describes how one data structure passes data to another.
<b>master business function</b>	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
<b>master business function</b>	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
<b>master table</b>	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
<b>matching document</b>	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
<b>media object</b>	An electronic or digital representation of an object.
<b>media storage objects</b>	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
<b>memory violation</b>	An error that occurs as the result of a memory leak.
<b>menu selection</b>	An option on a menu that initiates a software function directly.
<b>message center</b>	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
<b>messaging application programming interface (MAPI)</b>	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
<b>metal content</b>	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
<b>metals management</b>	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
<b>mobile inventory</b>	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.
<b>modal</b>	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.

<b>model work order</b>	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
<b>modeless</b>	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
<b>multiple stocking locations</b>	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
<b>multitier architecture</b>	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
<b>named event rules (NER)</b>	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
<b>national language support (NLS)</b>	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
<b>natureza da operação</b>	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
<b>negative pay item</b>	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
<b>net added cost</b>	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
<b>next status</b>	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
<b>node</b>	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.
<b>non-inventory items</b>	See non-stock items.
<b>non-list price</b>	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
<b>non-prime product</b>	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
<b>non-stock items</b>	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.

<b>nota fiscal</b>	In Brazil, a legal document that must accompany all commercial transactions.
<b>nota fiscal fatura</b>	In Brazil, a nota fiscal and invoice information.
<b>notula</b>	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
<b>object configuration manager (OCM)</b>	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
<b>object embedding</b>	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
<b>object librarian</b>	A repository of all versions, applications, and business functions that are reusable in building applications.
<b>object linking</b>	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
<b>object linking and embedding (OLE)</b>	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
<b>object management workbench (OMW)</b>	The change management system that is used for EnterpriseOne development.
<b>object-based technology (OBT)</b>	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism.I Inheritance. Encapsulation.
<b>object-oriented technology (OOT)</b>	Brings software development past procedural programming into a world of reusable programming that simplifies development of applications. Object orientation is based on the following principles: Classes. Polymorphism.I Inheritance. Encapsulation.
<b>offsetting account</b>	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.

<b>open database connectivity (ODBC)</b>	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
<b>open systems interconnection (OSI)</b>	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
<b>order detail line</b>	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
<b>order hold</b>	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
<b>order-based pricing</b>	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
<b>outbound document</b>	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.
<b>outturn</b>	<p>The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage.</p> <p>When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.</p>
<b>overhead</b>	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
<b>override conversion method</b>	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
<b>package / package build</b>	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
<b>package location</b>	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
<b>package workbench</b>	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.

<b>packaged products</b>	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
<b>pane/panel</b>	A resizable subarea of a window that contains options, components, or other related information.
<b>paper clip</b>	An icon that is used to indicate that a media object is attached to a form or record.
<b>parent/child form</b>	A type of form that presents parent/child relationships in an application on one form: The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship. The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree. The parent/child form supports drag and drop functionality.
<b>parent/child relationship</b>	See parent/component relationship.
<b>parent/component relationship</b>	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components. 2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows. Sometimes referred to as parent/child relationship.
<b>partita IVA</b>	In Italy, a company fiscal identification number.
<b>pass-through</b>	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
<b>pay on consumption</b>	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
<b>payment group</b>	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
<b>PeopleSoft database</b>	See JDEBASE Database Middleware.
<b>performance tuning</b>	The adjustments that are made for a more efficient, reliable, and fast program.
<b>persistent object</b>	An object that continues to exist and retains its data beyond the duration of the process that creates it.
<b>pervasive device</b>	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
<b>planning family</b>	A means of grouping end items that have similarity of design or manufacture.
<b>plug-in</b>	A small program that plugs into a larger application to provide added functionality or enhance the main application.

<b>polymorphism</b>	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
<b>portal</b>	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
<b>Postfinance</b>	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
<b>potency</b>	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement ( $100 / 80 = 1.25$ ).
<b>preference profile</b>	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
<b>preflush</b>	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
<b>preventive maintenance cycle</b>	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
<b>preventive maintenance schedule</b>	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
<b>primary service type</b>	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
<b>pristine environment</b>	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
<b>processing option</b>	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
<b>product data management (PDM)</b>	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
<b>product line</b>	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
<b>product/process definition</b>	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.

<b>production environment</b>	An EnterpriseOne environment in which users operate EnterpriseOne software.
<b>program temporary fix (PTF)</b>	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
<b>project</b>	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
<b>projected cost</b>	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
<b>promotion path</b>	The designated path for advancing objects or projects in a workflow.
<b>protocollo</b>	See registration number.
<b>PST</b>	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
<b>published table</b>	Also called a “Master” table, this is the central copy to be replicated to other machines and resides on the “publisher” machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
<b>publisher</b>	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
<b>pull replication</b>	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne’s data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
<b>query by example (QBE)</b>	Located at the top of a detail area, this area is used to search for data to display in the detail area.
<b>rate scheduling</b>	A method of scheduling product or manufacturing families, or both.  Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
<b>rate type</b>	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
<b>real-time</b>	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
<b>receipt routing</b>	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
<b>referential integrity</b>	Ensures that a parent record cannot be deleted from the database when a child record for exists.
<b>regenerable</b>	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.

<b>register types and classes</b>	In Italian VAT Summary Reporting, the classification of VAT transactions.
<b>relationship</b>	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
<b>relevé d'identité bancaire (RIB)</b>	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
<b>remessa</b>	In Brazil, the remit process for A/R.
<b>render</b>	To include external data in displayed content through a linking mechanism.
<b>repassé</b>	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
<b>replenishment point</b>	The location on or near the production line where additional components or subassemblies are to be delivered.
<b>replication server</b>	A server that is responsible for replicating central objects to client machines.
<b>report design aid (RDA)</b>	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
<b>repost</b>	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
<b>resident</b>	Pertaining to computer programs or data while they remain on a particular storage device.
<b>retorno</b>	In Brazil, the receipt process for A/R.
<b>RIB</b>	See relevé d'identité bancaire.
<b>ricevute bancarie (RiBa)</b>	In Italy, the term for accounts receivable drafts.
<b>riepilogo IVA</b>	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
<b>ritenuta d'acconto</b>	In Italy, the term for standard withholding tax.
<b>rollback</b>	[In database management] A feature or command that undoes changes in database transactions of one or more records.
<b>rollup</b>	See cost rollup.
<b>row exit</b>	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
<b>runtime</b>	The period of time when a program or process is running.
<b>SAD</b>	The German name for a Swiss payment format that is accepted by Postfinance.
<b>SAR</b>	See software action request.
<b>scalability</b>	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.

<b>scripts</b>	A collection of SQL statements that perform a specific task.
<b>scrub</b>	To remove unnecessary or unwanted characters from a string.
<b>search/select</b>	A type of form that is used to search for a value and return it to the calling field.
<b>selection</b>	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
<b>serialize</b>	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
<b>server map</b>	The server view of the object configuration mapping.
<b>server workbench</b>	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
<b>service interval</b>	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
<b>service type</b>	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
<b>servlet</b>	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
<b>share path</b>	The network node under which one or more servers or objects reside.
<b>shop floor management</b>	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
<b>silent mode</b>	A method for installing or running a program that does not require any user intervention.
<b>silent post</b>	A type of post that occurs in the background without the knowledge of the user.
<b>simulated cost</b>	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
<b>single-byte character set (SBCS)</b>	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
<b>single-level tracking</b>	Finding all immediate parents where a specific lot has been used (consumed).
<b>single-voyage (spot) charter</b>	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
<b>slimer</b>	A script that changes data in a table directly without going through a regular database interface.

<b>smart field</b>	A data dictionary item with an attached business function for use in the Report Design Aid application.
<b>SOC</b>	The Italian term for a Swiss payment format that is accepted by Postfinance.
<b>soft commitment</b>	The number of items that is reserved for sales orders or work orders in the primary units of measure.
<b>soft error</b>	An error from which an operating system or program is able to recover.
<b>software action request (SAR)</b>	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
<b>SOG</b>	The French term for a Swiss payment format that is accepted by Postfinance.
<b>source directory</b>	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
<b>special period/year</b>	The date that determines the source balances for an allocation.
<b>specification merge</b>	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
<b>specification table merge workbench</b>	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.
<b>specifications</b>	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
<b>spot charter</b>	See single-voyage charter.
<b>spot rates</b>	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
<b>stamp tax</b>	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
<b>standalone</b>	Operating or capable of operating independently of certain other components of a computer system.
<b>standard cost</b>	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
<b>standard costing</b>	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
<b>subprocess</b>	A process that is triggered by and is part of a larger process, and that generally consists of activities.

<b>subscriber table</b>	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
<b>summary</b>	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
<b>super backflush</b>	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.
<b>supersession</b>	Specification that a new product is replacing an active product on a specified effective date.
<b>supplemental data</b>	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).
<b>supplying location</b>	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
<b>system code</b>	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
<b>system function</b>	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
<b>table access management (TAM)</b>	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
<b>table conversion workbench</b>	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
<b>table design aid (TDA)</b>	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
<b>table event rules</b>	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
<b>table handle</b>	A pointer into a table that indicates a particular row.

<b>table space</b>	[In relational database management systems] An abstract collection of containers in which database objects are stored.
<b>task</b>	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
<b>task view</b>	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
<b>termo de abertura</b>	In Brazil, opening terms for the transaction journal.
<b>termo de encerramento</b>	In Brazil, closing terms for the transaction journal.
<b>three-tier processing</b>	The task of entering, reviewing, approving, and posting batches of transactions.
<b>three-way voucher match</b>	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.
<b>threshold percentage</b>	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
<b>throughput agreement</b>	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
<b>throughput reconciliation</b>	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
<b>token</b>	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
<b>tolerance range</b>	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
<b>TP monitor</b>	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
<b>tracing</b>	The act of researching a lot by going backward, to discover its origin.
<b>tracking</b>	The act of researching a lot by going forward, to discover where it is used.
<b>transaction set</b>	An electronic business transaction (EDI Standard document) composed of segments.
<b>transclude</b>	To include the external data in the displayed content through a linking mechanism.

<b>transfer order</b>	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
<b>translation adjustment account</b>	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
<b>translator software</b>	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.
<b>tree structure</b>	A type of graphical user interface that displays objects in a hierarchy.
<b>trigger</b>	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers:  Calculator. Calendar. Search form.
<b>two-way voucher match</b>	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
<b>universal batch engine (UBE)</b>	[In EnterpriseOne] A type of application that runs a noninteractive process.
<b>unnormalized</b>	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
<b>user overrides merge</b>	The User Overrides merge adds new user override records into a customer's user override table.
<b>user-defined code (UDC)</b>	A value that a user has assigned as being a valid entry for a given or specific field.
<b>utility</b>	A small program that provides an addition to the capabilities which are provided by an operating system.
<b>variable numerator allocations</b>	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
<b>variable quantity</b>	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
<b>variance</b>	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates.  2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.

<b>versions list merge</b>	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
<b>VESR</b>	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
<b>visual assist</b>	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.
<b>voucher logging</b>	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
<b>wareki date format</b>	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
<b>wash down</b>	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
<b>wchar_t</b>	An internal type of a wide character. Used for writing portable programs for international markets.
<b>web server</b>	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
<b>work order life cycle</b>	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
<b>workfile</b>	A system-generated file that is used for temporary data processing.
<b>workflow</b>	According to the Workflow Management Coalition, workflow means “the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.”
<b>workgroup server</b>	A network server usually containing subsets of data that are replicated from a master network server.
<b>WorldSoftware architecture</b>	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
<b>write payment</b>	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
<b>write-off</b>	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.
<b>Z file</b>	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a

	master business function. The master business function then updates the records in your transaction files.
<b>z-process</b>	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
<b>zusammenfassende melding</b>	In Germany, the term for the EU Sales Listing.

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