



PeopleSoft EnterpriseOne
Homebuilder Management 8.11
SP1 PeopleBook

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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element 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. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

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

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. 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 PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

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'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! 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.

See Also

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

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

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

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

If the note is preceded by *Important!*, the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

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 send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

Address Book Number	Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.
As If Currency Code	Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.
Batch Number	Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).
Batch Date	Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.
Batch Status	Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are: <i>Blank</i>: Batch is unposted and pending approval. <i>A</i>: The batch is approved for posting, has no errors and is in balance, but it has not yet been posted. <i>D</i>: The batch posted successfully. <i>E</i>: The batch is in error. You must correct the batch before it can post. <i>P</i>: The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E. <i>U</i>: The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.
Branch/Plant	Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.
Business Unit	Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.
Category Code	Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.
Company	Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

Currency Code	Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.
Document Company	Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document. If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.
Document Number	Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.
Document Type	Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated: <i>P</i>: Accounts payable documents. <i>R</i>: Accounts receivable documents. <i>T</i>: Time and pay documents. <i>I</i>: Inventory documents. <i>O</i>: Purchase order documents. <i>S</i>: Sales order documents.
Effective Date	Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates: • The date on which a change of address becomes effective. • The date on which a lease becomes effective. • The date on which a price becomes effective. • The date on which the currency exchange rate becomes effective. • The date on which a tax rate becomes effective.
Fiscal Period and Fiscal Year	Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).
G/L Date (general ledger date)	Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

PeopleSoft EnterpriseOne Homebuilder Management Preface

This preface discusses:

- PeopleSoft products.
- Common elements used in this PeopleBook.

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- PeopleSoft EnterpriseOne General Accounting
- PeopleSoft EnterpriseOne Accounts Payable
- PeopleSoft EnterpriseOne Procurement
- PeopleSoft EnterpriseOne Project Management
- PeopleSoft EnterpriseOne Service Management

Common Elements Used in This PeopleBook

Closing Data	Enter a user-defined code (44H5/CW) that identifies specific data elements that need to be included on the closing worksheet. This code is used in conjunction with the closing worksheet data mapping process.
Community	Enter 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. Enter four zeros in this field directly after the community number. For example, if the community number is 5555, enter 55550000.
Cost Code	Enter a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account. Note. If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object. This field is validated against the cost code structure set up for the area.

Cost Code Template	Enter a code that indicates the job or business unit from which the account master records for a lot are copied.
Cost Type	Enter 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. You can modify Cost Type through processing options. Note. If you use a flexible chart of accounts and the object account is set to 6 digits, it is recommended that you use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object.
Effective From (Date)	The date that a bid, contract, or option becomes available for the buyer to select.
Expired Date	The date that a bid, contract, or option is no longer available for the buyer to select.
Item Number	Enter a number that identifies the item. The system provides three separate item numbers plus an extensive cross-reference capability to alternative item numbers. The three types of item numbers are: • Item Number (short): An 8-digit, computer-assigned item number. • 2nd Item Number: A 25-digit, user-defined, alphanumeric item number. • 3rd Item Number: Another 25-digit, user-defined, alphanumeric item number. In addition to these three basic item numbers, the system provides an extensive cross-reference search capability. You can define numerous cross-references to alternative part numbers. For example, you can define substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers.
3rd Item Number	Enter the system provides three separate item numbers plus an extensive cross-reference capability to alternate item numbers. These item numbers are: • Item Number (short): An 8-digit, computer-assigned item number. • 2nd Item Number: A 25-digit, user-defined, alphanumeric item number. • 3rd Item Number: Another 25-digit, user-defined, alphanumeric item number. In addition to these three basic item numbers, an extensive cross-reference search capability has been provided (XRT). Numerous cross references to alternate part numbers can be user-defined, such as substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers. If you leave this field blank, the system enters the item number in it.
Option Number	Enter a specific upgrade not included in the base house price and cost. In the General Accounting and Job Cost systems, this field corresponds to the subledger field, for example, Subledger Type X.
Option Type	Enter a user-defined code (44H4/OT) used to categorize options. This value is also used to map option revenue from the Closing Worksheet Data Mapping

table (F44H599) into one of nine Option Revenue fields (OPRV1-9) on the Work with Sales Master History form (W44H501HA).

Preferred Subcontractor

Enter an option that indicates whether a bid is for a preferred subcontractor (supplier).

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.

Product Type

Enter a user-defined category code (44H3/PT) used to classify plans by product type. Examples are Single Family Detached (SFD) or Multi Family Attached (MFA).

Tax Rate/Area

Enter a code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and G/L distribution amounts when you create an invoice or voucher.

Unit of Measure

Enter a user-defined code (00/UM) that identifies the unit of measure that the system uses to express the quantity of an item, for example, EA (each) or KG (kilogram).

CHAPTER 1

Getting Started with PeopleSoft EnterpriseOne Homebuilder Management

This chapter discusses:

- Homebuilder Management overview
- Homebuilder Management integration
- Homebuilder Management implementation

Homebuilder Management Overview

The PeopleSoft 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 home building 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 information that is related to the home builder.

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 these 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 analysis based on operational and financial assumptions.
- Control costs efficiently and effectively.

Homebuilder Management Integration

This table lists the PeopleSoft EnterpriseOne systems that integrate with Homebuilder Management:

PeopleSoft EnterpriseOne System	Integration
General Accounting	Homebuilder Management creates entries in general ledger accounts for lot closes and progress payments.
Accounts Payable	Invoices can be entered for existing commitments to create vouchers in the Accounts Payable Ledger table (F0411).
Procurement	Commitments can be created in Homebuilder Management, and the system enters these commitments in the 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, information that is associated with the house, such as homebuyer information, configuration components, and subcontractors, can be used to create install base records in the Service Management system.

Homebuilder Management Implementation

This section provides an overview of the steps that are required to implement the Homebuilder Management system.

In the planning phase of the implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in the PeopleSoft EnterpriseOne FMS 8.11 Application Fundamentals PeopleBook, with information about where to find the most current version of each.

Global Implementation Steps for Homebuilder Management

This table lists the suggested global implementation steps for PeopleSoft EnterpriseOne Homebuilder Management:

Step	Reference
1. Set up companies, fiscal date patterns, and business units.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook</i> , “Setting Up Organizations”
2. Set up accounts, and the chart of accounts.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook</i> , “Creating the Chart of Accounts”
3. Set up the General Accounting constants.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook</i> , “Setting Up the General Accounting System”
4. Set up multicurrency processing, including currency codes and exchange rates.	<i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook</i>, “Setting Up General Accounting for Multicurrency Processing” <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook</i>, “Setting Up Exchange Rates”
5. Set up ledger type rules.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook</i> , “Setting Up the General Accounting System,” Setting Up Ledger Type Rules for General Accounting
6. Enter address book records.	<i>PeopleSoft EnterpriseOne Address Book 8.11 SP1 PeopleBook</i> , “Entering Address Book Records”

Implementation Steps for Homebuilder Management

This table lists the implementation steps for the Homebuilder Management system.

Step	Reference
1. Setting Up the System	
2. Setting Up System Constants	Chapter 3, “Setting Up the System,” Setting Up System Constants, page 19
3. Setting Up Activity Rules	Chapter 3, “Setting Up the System,” Setting Up Activity Rules, page 23
4. Setting Up Extended Data	Chapter 3, “Setting Up the System,” Setting Up Extended Data, page 27
5. Setting Up Closing Worksheet Information	Chapter 3, “Setting Up the System,” Setting Up Closing Worksheet Information, page 32
6. Setting Up Job Cost to Work With Homebuilder	Chapter 3, “Setting Up the System,” Setting Up Job Cost to Work With Homebuilder, page 38
7. Setting Up Procurement to Work With Homebuilder	Chapter 3, “Setting Up the System,” Setting Up Procurement to Work With Homebuilder, page 38

Step	Reference
8. Setting Up Homebuilder Management for Service and Warranty Management	Chapter 3, “Setting Up the System,” Setting Up Homebuilder Management for Service and Warranty Management, page 39
9. Setting Up Extended Data for Interfacing with Service and Warranty Management	Chapter 3, “Setting Up the System,” Setting Up Extended Data for Interfacing with Service and Warranty Management, page 40
10. Setting Up Next Numbers	Chapter 3, “Setting Up the System,” Setting Up Next Numbers, page 42
11. Setting Up User Defined Codes	Chapter 3, “Setting Up the System,” Setting Up User-Defined Codes, page 43
12. Setting Up Communities	Chapter 4, “Managing the Foundation,” Setting Up Communities, page 48
13. Setting Up Community Information	Chapter 4, “Managing the Foundation,” Setting Up Community Information, page 52
14. Setting Up Plans	Chapter 4, “Managing the Foundation,” Setting Up Plans, page 53
15. Setting Up Lots	Chapter 4, “Managing the Foundation,” Setting Up Lots, page 57
16. Setting Up Bid Contract Information	Chapter 5, “Working With Homebuilder Purchasing,” Setting Up Bid Contract Information, page 80
17. Setting Up Takeoff Information	Chapter 5, “Working With Homebuilder Purchasing,” Setting Up Takeoff Information, page 86
18. Setting Up Sales and Configuration Information	Chapter 6, “Setting Up Sales and Configuration Information,” page 103

CHAPTER 2

Understanding Homebuilder Management

This chapter provides an overview of the Homebuilder Management system and discusses:

- Homebuilder Management features
- Wildcard techniques

Homebuilder Management Features

This table describes some of the major features of Homebuilder Management:

Feature	Description
Flexible lot inventory	You can manage lot inventory at the area, community, phase, plan, and elevation levels within Homebuilder Management. The use of area as a high-level organizational structure enables you to include multiple communities in searches. You typically associate an area with a single purchasing department or geographic territory. Within areas, you can 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 are identified, you can associate them with lots and plans.
Phases	Use a phase to group lots within a community and more accurately manage construction and bidding processes by groups of lots. Phases enable a user to: • 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 the building process, you can set up Homebuilder to omit them.

Feature	Description
Budget-only purchase orders	You can specify bid contracts 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	Create worksheet templates that contain the accounting instructions for escrow closings in a particular community, or use a single 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 is entered in the sales entry form with the appropriate worksheet template.
Cost code template	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. Use as few or as many templates as necessary. For example, you might create a single cost code template for all operations or different templates and assign it to each plan or lot.
Extended data capabilities	Use Extended Homebuilder data can be used 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 could set up sales activity rules to control how a sale is entered, 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 can you can control using sales activity rules. Sales and construction activity rules also determine when the system writes new entries to history tables. Examples of events that might create sales-related historical entries include 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.

Feature	Description
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: • Validate and review the lot configuration. • Review and manage the job within the Project Management system. • Use graphical buttons 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 enables you to make changes within a set of rules that you establish for each community. The lot start process enables you to: • 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	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 enable 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 enable 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.

Feature	Description
Takeoffs	Takeoffs are sets of material items and the quantities that are 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. Organize item, item pricing, takeoff master, and supplier assignment records by area, community, phase, plan, lot, or option.
Supplier assignment	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	Set up bids by selecting the To-Be-Determined (TBD) flag option on the bid header. 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	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 enables 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	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.

Feature	Description
Wildcards	Use wildcard entries within many areas of Homebuilder Management. Wildcards to 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.

Wildcard Techniques

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, you can create one bid detail record with the wildcard character in the elevation field rather than creating separate bid detail records for each elevation. 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.

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.

This table illustrates which fields can use the wildcard function:

Field	Community Master	Supplier Assignment	Bid Detail	Takeoff
Community	X	X	X	X
Phase	X	X	X	X
Plan	X	Blank	X	X
Elevation	X	Blank	X	X

Field	Community Master	Supplier Assignment	Bid Detail	Takeoff
Swing	Blank	Blank	Blank	X
Lot	Blank	X	Blank	Blank
Option Number	Blank	X	Blank	Blank

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

This table lists examples of option master records that are set up using wildcards:

Option Number	Area	Community	Phase	Plan	Elev.	Explanation
MPL100	100	10010000	000	1850	+	This option is available for houses that meet these criteria: • Community 10010000 • Phase 000 • Plan 1850 • All elevations
APL200	100	10010000	000	+	+	This option is available for houses that meet these criteria: • Community 10010000 • Phase 000 • All Plans • All elevations
SLU210	100	+	+	+	+	This option is available for houses that meet these criteria: • All Communities • All Phases • All Plans • All elevations • Within Area 100

Option Number	Area	Community	Phase	Plan	Elev.	Explanation
YLE601	100	+	+	1850	A	This option is available for houses that meet these criteria: • All Communities • All Phases • Plan 1850 only • Elevation A only • Within Area 100
CAR552	100	+	+	1850	+	This option is available for houses that meet these criteria: • All Communities • All Phases • Plan 1850 only • All Elevations • Within Area 100

CHAPTER 3

Setting Up the System

This chapter provides an overview of PeopleSoft World conversion and discusses how to:

- Set up system constants.
- Set up activity rules.
- Set up extended data.
- Set up closing worksheet information.
- Set up PeopleSoft EnterpriseOne Job Cost to work with PeopleSoft EnterpriseOne Homebuilder Management.
- Set up PeopleSoft EnterpriseOne Procurement to work with Homebuilder.
- Set up Homebuilder Management for PeopleSoft EnterpriseOne Service and Warranty Management.
- Create the cost code template.
- Set up next numbers.
- Set up user-defined codes.

Understanding PeopleSoft World Conversion

This section lists prerequisites and discusses:

- PeopleSoft World migration.
- PeopleSoft World user-defined code values.
- Table conversions.
- Technical considerations for conversions.

Prerequisites

Before you complete the tasks in this section:

- Successfully install PeopleSoft EnterpriseOne.
- Set up system constants in Homebuilder Management.
- Set up system activity rules in Homebuilder Management.
- Create values for the new UDC tables in Homebuilder Management.
- Set up area job master information and values in UDC 00/05.

- Successfully convert PeopleSoft World contracts to the format that the PeopleSoft EnterpriseOne Procurement system uses.
- Review all of the special notes for conversion.
- Sign on to the environment that you want to convert.

Verify that the table conversion settings are set to Log in Environment.

- Run the PeopleSoft World to PeopleSoft EnterpriseOne Subcontract conversion program.

PeopleSoft World Migration

Before using Homebuilder Management, you need to set up several components. The setup of these components is builder-specific and can support specific business needs.

When you migrate existing data from PeopleSoft World to Homebuilder Management for PeopleSoft EnterpriseOne, you must convert specific PeopleSoft World Homebuilder files to EnterpriseOne tables. To aid you in the conversion process, Homebuilder Management includes several conversion programs. The conversion programs assume that you have installed PeopleSoft World version A7.3, service pack 12.

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 PeopleSoft World files or modified programs to enable you to edit fields that are not editable in the standard version of PeopleSoft World, you must modify the conversion programs to map those fields. The conversion programs do not remove the PeopleSoft World 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).

PeopleSoft World User-Defined Code Values

Before you run the PeopleSoft World to EnterpriseOne conversions, you should add the values from the PeopleSoft World UDC tables to the new UDC tables in Homebuilder Management.

This table lists PeopleSoft World values:

UDC Table	Alias	Description
44/O1	OP01	Option Type
44/O2	OP02	Option Category Code 2
44/O3	OP03	Option Category Code 3
44/O4	OP04	Option Category Code 4
44/SC	SCS	Sales Contract Status
44/F1	FD01	Plan Status
44/F2	FD02	Future Use 3
44/F3	FD03	Future Use 4

UDC Table	Alias	Description
44/F4	FD04	Future Use 5
44/F5	FD05	Future Use 6

This table lists Homebuilder Management values:

UDC Table	Alias	Description
44H4/OT	OPMOT	Option Type
44H4/01	OPM01	Option Category 01
44H4/02	OPM02	Option Category 02
44H4/03	OPM03	Option Category 03
44H5/ST	HBSCS	Sales Contract Status
44H3/01	PLC01	Plan Category 1
44H3/02	PLC02	Plan Category 2
44H3/03	PLC03	Plan Category 3
44H3/04	PLC04	Plan Category 4
44H3/05	PLC05	Plan Category 5

Table Conversions

This chart shows the tables that will be converted from PeopleSoft World to the EnterpriseOne Homebuilder Management system:

Conversion Program	PeopleSoft World Description	PeopleSoft World 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

Conversion Program	PeopleSoft World Description	PeopleSoft World Tables	Homebuilder Management Description	Homebuilder Management Tables
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

This section discusses technical details for different processes in the conversion.

Lot Master

The Lot Master table (F44H201) is initially created by the Lot Master Conversion program (R44H9201) from the PeopleSoft World Lot Master table (F4453). Table F44H201 is subsequently updated by the Sales Master Conversion program (R44H9501) with data from the PeopleSoft World Lot Proceed Header table (F4450). It is recommended that you 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 PeopleSoft World, 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, it is recommended 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 PeopleSoft World, 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 values to 44H/HT and used those values in the lot proceed records, you must modify either the 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 PeopleSoft World 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 PeopleSoft World (F4459) and EnterpriseOne (F44H603).

This table lists the keys for the Material Item Pricing tables:

F4459 (PeopleSoft World) Keys	F44H603 (EnterpriseOne) Keys
1. CTYC (City)	1. HBAREA (Area)
2. LITM (2 nd 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 this 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.

These tables are created from existing data in PeopleSoft World:

Conversion Program	PeopleSoft World Description	PeopleSoft World Tables	Homebuilder Management Description	Homebuilder Management Tables
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 Item Master (F4101) table has not changed and does not require conversion from PeopleSoft World:

These tables are new in the Homebuilder Management system and are not converted from PeopleSoft World:

Description	Homebuilder Management Table	PeopleSoft World Table TableColumnHeading -	Explanation
Homebuilder Constants	F44H001	F4463	Manual setup
Vendor Assignment	F44H604	F4454	Manual setup
Homebuilder Activity Rules	F44H002	NA	New table; manual setup
Extended Homebuilder Data Template	F44H0920	NA	New table; manual setup
Extended Homebuilder Data Headings	F44H0921	NA	New table; manual setup
Extended Homebuilder Data	F44H0929	NA	New table; manual setup
Option Relationships	F44H402	NA	New table; manual setup
Closing Worksheet Accounting Instructions	F44H590	NA	New table; manual setup
Closing Worksheet Entries	F44H591	NA	New table; manual setup
Closing Worksheet Data Mapping	F44H599	NA	New table; manual setup
After Start Purchasing	F44H711P	NA	New table; to be used forward
Construction Milestones	F44H790	NA	New table; populated by a third-party scheduling system

These tables in PeopleSoft World are not used in the Homebuilder Management system and, therefore, are not converted:

Description	PeopleSoft World Tables
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 PeopleSoft World A7.3 tables to EnterpriseOne Xe tables. You must run each conversion program independently, not as a batch process.

Note. When PeopleSoft World 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.

It is strongly recommended that you back up the database before running the conversion programs.

Setting Up System Constants

This section provides an overview of system constants, lists prerequisites, and discusses how to:

- Set up system constants.
- Create commitment document types for bid contracts.

Understanding 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. It is recommended that you do not change system constants after you set them up and begin entering transactions in the production environment. If you change the system constants, unpredictable results might occur.

Prerequisites

Before you complete the tasks in this section:

- Set up branch/plant constants for each area.

See *PeopleSoft EnterpriseOne Inventory Management 8.11 SPI PeopleBook*, “Setting Up the Inventory Management System,” Defining Branch/Plant Constants.

- Set up document types to use with Homebuilder bids and takeoffs.
- Set up a document type to use for the closing sales journal.
- Set up business unit types to use for communities and lots.

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

Forms Used to Set Up System Constants

Form Name	FormID	Navigation	Usage
HomeBuilder Constants Revisions	W44H001A	Homebuilder Setup (G44H41), Homebuilder Constants Select the record for Company 00000, and then select Constants Revisions from the Form menu.	Set up system constants.
Lot Start Documents Revisions	W44H001C	On the Work with HomeBuilder Constants form, select Company 00000, and then select Lot Start Documents from the Row menu.	Create commitment document types for bid contracts.

Setting Up System Constants

Access the Homebuilder Constants Revisions form.

Homebuilder Constants - HomeBuilder Constants Revisions

OK Find Delete Cancel Tools

Company 00000 Worldwide Company

Records 1 - 2 Customize Grid

	Co	Company Name	Sales Rule Type	Construction Rule Type	Closing Document Type	Comm Type
☒	00000	Worldwide Company	100	100	CW	HC
☐						

HomeBuilder Constants Revisions form

Sales Rule Type	Specify the rule type that is associated with the sales activity for homes in the community or phase, using UDC 44H0/RT.
Construction Rule Type	Specify the rule type that is associated with the construction activity for homes in the community or phase, using UDC 44H0/RT.
Closing Document Type	Specify the default document type for the closing worksheet, using UDC 00/DT.
Comm Type (community type)	Specify a code for the default job type for a new community.
Lot Type	Specify the job type for all lots, except for model homes, using UDC 00/MC.
Model Type	Specify the job type when the Lot Start process creates records for the Job Master (F0006) table for model homes, using UDC 00/MC.

SWM Enabled (Sales and Warranty Management enabled)	Specify a code that indicates whether the system generates Sales and Warranty Management (SWM) records during the lot closing process. Values are: Blank: SWM records are not generated. <i>I</i> : SWM records are generated.
SWM DocTyp (Sales and Warranty Management document type)	Specify the document type for Sales and Warranty Management (SWM) records that are created at the closing of a lot, using UDC 00/DT.
SWM Cont Stat (Sales and Warranty Management contract status)	Specify the status of the contract in the Service and Warranty Management system (system 17), using UDC 52/CS.
SWM Cont Type (Sales and Warranty Management contract type)	Specify the contract type in the Service and Warranty Management system (system 17), using UDC 51/CT.
Ln Ty (line type)	Specify a code that controls how the system processes lines on a transaction. It controls the systems 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. Enter <i>J</i> for Job Cost.
P/O Ty (purchase order type)	Specify the document type for purchase orders that were created in Procurement. A user-defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. The PeopleSoft system has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) These document types are defined by the PeopleSoft system and should not be changed: <i>P</i> : Accounts Payable documents. <i>R</i> : Accounts Receivable documents. <i>T</i> : Payroll documents. <i>I</i> : Inventory documents. <i>O</i> : Purchase Order Processing documents. <i>J</i> : General Accounting/Joint Interest Billing documents. <i>S</i> : Sales Order Processing documents.
Scheduling Enabled	Specify whether scheduling is enabled. Values are: Blank: Scheduling is not enabled. <i>Y</i> : Scheduling is enabled.

Creating Commitment Document Types for Bid Contracts

Access the Lot Start Documents Revisions form.

Description	Glossary
Orig Ord Type	This code defines the order type. It is verified in user-defined codes (40/OT). Reserved document types have been defined for voucher entry, invoice entry, receipts entry, and time sheet entry. Because the offsetting entries for document types are created automatically during the post program, they will not be self-balancing on original entry. The reserved document types are: <i>PR</i>: Purchase Requisition Orders <i>PQ</i>: Purchase Quote <i>PO</i>: Purchase Order <i>PD</i>: Purchase Order - Direct Ship <i>PB</i>: Purchase Order - Blanket <i>SQ</i>: Sales Quote <i>SO</i>: Sales Order <i>SD</i>: Sales Order - Direct Ship <i>SB</i>: Sales Order - Blanket
Ord Type	A user-defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. The PeopleSoft system has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) These document types are defined by the PeopleSoft system and should not be changed: <i>P</i>: Accounts Payable documents <i>R</i>: Accounts Receivable documents <i>T</i>: Payroll documents <i>I</i>: Inventory documents <i>O</i>: Purchase Order Processing documents <i>J</i>: General Accounting/Joint Interest Billing documents <i>S</i>: Sales Order Processing documents

Ln Ty	A code that controls how the system processes lines on a transaction. It controls the systems 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: <i>S</i>: Stock item <i>J</i>: Job cost <i>N</i>: Nonstock item <i>F</i>: Freight <i>T</i>: Text information <i>M</i>: Miscellaneous charges and credits <i>W</i>: Work order
Next Stat	A user-defined code (system 40/type AT) indicating the next step in the order flow of the line type.
Last Stat	A code (system 40/type AT) specifying the last step in the processing cycle that this order line has successfully completed.

Note. The Process Type (PT) field contains the default value of *T* to identify takeoff transactions.

Setting Up Activity Rules

This section provides an overview of activity rules, lists prerequisites, and discusses how to:

- Add activity rules.
- Set processing options for Homebuilder activity rules.

Understanding 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 enable you to:

- Support key business functions.
- Control special processes such as:
 - 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 these 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).

This 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):

Lot Status Code (LSTATHB)	Description	Activity Rule Condition
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.

Lot Status Code (LSTATHB)	Description	Activity Rule Condition
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	Blank
8	Future	Blank
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.

Prerequisites

Before you complete the tasks in this section:

- Verify that the rule types are set up.
Rule types enable 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.

Forms Used to Set Up Activity Rules

Form Name	FormID	Navigation	Usage
Work With HomeBuilder Activity Rules	W44H002A	Homebuilder Setup (G44H41), Homebuilder Activity Rules	Add activity rules.
HomeBuilder Activity Rules - Revisions	W44H002B	On the Work With HomeBuilder Activity Rules form, enter a rule type and action type and click Add.	Specify activity rule values.

Adding Activity Rules

Access the Work With HomeBuilder Activity Rules form.

Homebuilder Activity Rules - Work with HomeBuilder Activity Rules i ?

Select ☒ Find ☐ Add ☒ Close ☐ Row ☐ Tools ☐

Rule Type *

Action Type * Construction

Records 1 - 10 Customize Grid ☐

	Rule Type	Action Type	Last Homebuilder Activity	Status Desc	Next Homebuilder Activity	Allowed Status 1
☒	100	C	100	Released for Construction	200	100
☐	100	C	200	Construction Start	220	200
☐	100	C	220	Foundation	230	220
☐	100	C	230	Framing	240	230
☐	100	C	240	Plumbing	250	240
☐	100	C	250	Electrical	260	250
☐	100	C	260	Roof	270	260
☐	100	C	270	Cabinets	280	270
☐	100	C	280	Surfaces	290	280
☐	100	C	290	Finish	300	290

Work With HomeBuilder Activity Rules form

To add activity rules:

- Complete the Rule Type and Action Type fields.
The rule type is a user-defined code (44H/RT).
You typically enter *C* for Construction or *S* for Sales in these fields. Blank is not a valid action type.
- Click Add.
- On Homebuilder Activity Rules - Revisions, complete these fields and click OK:

Last Homebuilder Activity	Specify the last activity code that was completed (UDC 44H0/RL).
Next Homebuilder Activity	Specify the next activity to be completed (UDC 44H0/RL).
Write History (Y/N)	Specify whether to write a record to the Lot Sales History table (F44H501H). Values are: <i>Y</i> : Write a record for selected fields to the Lot Sales History table. <i>N</i> : Do not write a record to the Lot Sales History table.
Allowed Status 1–9	Specify the allowed next status for an activity rule (UDC 44H0/RL).

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.

Setting Processing Options for Homebuilder Activity Rules (P44H002)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. **Enter the default activity type.** Specify the default activity type.

Setting Up Extended Data

This section provides an overview of extended data, lists a prerequisite, and discusses how to:

- Create new templates.
- Create new headings sections.
- Set processing options for extended Homebuilder data.

Understanding 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 for maintenance and queries. The extended data feature enables you to download user-defined data that 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 these 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:

- 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 that is necessary to interface to the Service and Warranty Management system.
- Interface extended data with the closing worksheet.

Prerequisite

Before you set up extended data, you must 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

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation

Forms Used to Set Up Extended Data

Form Name	FormID	Navigation	Usage
Maintain Extended Homebuilder Data Template	W44H092D	Homebuilder Setup (G44H41), Homebuilder Extended Data On Select Extended Data Type, select a data type, and then click Select Data Key from the Row menu. On Select Extended Data Key, select the new data key, and then select Work With Templates from the Row menu. On Work With Extended Data Templates, select Create Template from the Form menu.	Create templates.
Maintain Extended Data Headings	W44H092C	Homebuilder Setup (G44H41), Homebuilder Extended Data On Select Extended Data Type, select a data type, and then click Select Data Key from the Row menu. On Select Extended Data Key, select the new data key, and then select Work With Headings from the Row menu. On Work With Extended Data Headings, select Create Headings from the Form menu.	Create headings for data columns.

Creating New Templates

Access the Maintain Extended Homebuilder Data Template form.

Homebuilder Extended Data - Maintain Extended Homebuilder Data Template i ?

OK Find Delete Cancel Tools

Extended Data Type *Community Extended Data*

Extended Data Type Key *General*

Area *Production Department*

Community *Hyland Subdivision*

Records 1 - 1 [Customize Grid](#) ☐

☐	☐	Line Number	Description	Inactive Code
☐	☐			

Maintain Extended Homebuilder Data Template form

Complete these fields, and then click OK:

- Area
- Community
- Line Number
- Description

Note. * is not valid for area.

Creating New Headings Sections

Access the Maintain Extended Data Headings form.

Homebuilder Extended Data - Work with Extended Data Headings

Select Find Close Form Row Tools

Extended Data Type: CM Community Extended Data

Extended Data Type Key: GEN General

Area: 570 Production Department

No records fetched. Customize Grid

Area	Extended Data	Row Description	Column Title 1	Column Title 2
570	PRODM			

Maintain Extended Data Headings form

- Extended Data** Identify the extended Homebuilder data element (for example, Date1, Date2, and Amount1).
- Row Description** Specify a row description that identifies fields on forms and reports.
- Column Title 1** Enter the first line of description used in column headings on a report or form. This description should be no larger than the data item size, if possible. If the column heading is only one line, you should place it in this column. Use the second line of the Column Title when one is not sufficient.
- Hide Column** Specify whether to hide a designated column in the Extended Homebuilder Data program (P44H092). Values are:
- Blank: Do not hide the column. This is the default value.
 - Y: Hide the column.

Setting Processing Options for Extended Homebuilder Data (P44H092)

Processing options enable you to specify the default processing for programs and reports.

Defaults

- 1. Allow template deletion (P44H092) ?** 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). 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

This section provides an overview of closing worksheets, list prerequisites, and discusses how to:

- Establish closing worksheet accounting instructions.
- Enter an extended data map for closing worksheets.
- Set processing options for closing worksheet entries.
- Enter closing worksheet data mapping.

Understanding Closing Worksheets

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:

- 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.

Prerequisites

Before you complete the tasks in this section:

- 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.
- 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.

Forms Used to Set Up Closing Worksheet Information

Form Name	FormID	Navigation	Usage
Mass Update of Closing Worksheet AAIs	W44H590C	Homebuilder Setup (G44H41), Closing Worksheet Accounting Instruction On Closing Worksheet Accounting Instructions, click Add.	Add closing worksheet accounting instructions.
Maintain Extended Data Mapping	W44H592B	Homebuilder Setup (G44H41), Closing Worksheet Extended Data Mapping On Work with Extended Data Mapping, select a template, and then select Maintain Mapping from the Row menu.	Enter an extended data map for closing worksheets.
Maintain Extended Homebuilder Data Template	W44H092D	On the Maintain Extended Data Mapping form, select a record and then select Extended Data Setup from the Form menu.	Navigate to the Data Mapping Maintenance form.
Data Mapping Maintenance	W44H599C	Homebuilder Setup (G44H41), Closing Worksheet Data Mapping On Work With Closing Worksheet Data Mappings, click Add.	Add closing worksheet data mappings.

Entering Closing Worksheet Accounting Instructions

Access the Mass Update of Closing Worksheet AAIs form.

Closing Worksheet Accounting Instruction - Mass Update of Closing Worksheet AAI's

OK Find Delete Cancel Tools

Closing Worksheet Template ★ MASTER

Records 1 - 10 Customize Grid

	Line Item	Closing Line Description	Closing Line Cost Center	Business Unit	Obj Acct
☒	10	Base House	LOT		1572
☐	20	Lot Premium	LOT		1574
☐	30	Sales Price Incentive	LOT		1588
☐	40	Commissions	LOT		1584
☐	50	Option Revenue	LOT		1576
☐	60	User Define Amount	LOT		1584
☐	70	Down Payment	LOT		1572
☐	80	Earnest Money Deposit	LOT		1594
☐	90	Cash	MCU		1110

Mass Update of Closing Worksheet AAI's form

Use the Closing Worksheet Accounting Instruction program (P44H590) to create the closing worksheet template. Within each line in the template, establish the rules that you need 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.

Closing Worksheet Template

Specify a standard template for booking the closing entries of a sale. The template is assigned at the community level. At escrow closing, the system compiles a closing worksheet based on the specifications of the template that you assigned and the lot information that is available in the Sales Master, Selected Options and Extended Data.

Line Item

Specify a line item on the closing worksheet template. This field updates the Closing Worksheet Accounting Instructions table (F44H590). The Closing Worksheet Data Mapping table (F44H599) is used to map the data in the system to the corresponding closing worksheet line item.

Closing Line Description

Enter a user-defined remark or description regarding a closing worksheet line item.

Business Unit

Enter an alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

Obj Acct (object account)

Enter an alphanumeric code that identifies an object account. An 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 six digits, it is recommended that you use all six digits. For example, entering 000456 is not the same as entering 456 because if you enter 456, the system enters three blank spaces to fill a six-digit object.

Sub (subsidiary account)

Enter an alphanumeric code that identifies a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

Note. If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.

DB/ CR (debit/credit)

Enter a code to specify the natural debit/credit of the closing worksheet line item.

Closing Amount

Enter the scheduled amount for the closing worksheet template. For example, a builder might want to accrue 200.00 USD for warranty when each lot is closed. You can add a warranty accrual line in the closing worksheet template and enter 200 into the scheduled amount.

Budget Ledger Type

Specify the budget ledger type for the budget edits. If you leave this field blank, the system uses the Revised Budget Ledger Types (UDC 51/RB).

Budget Amount

Enter a number that identifies the amount that the system adds to the account balance of the associated account number. Enter credits with a minus sign (–) either before or after the amount.

Units

Enter the quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.

Closing Line Cost Center

Enter the business unit for a closing line item.

Closing Subledger

Enter a code that indicates the closing subledger value.

Subledger

Enter a code that identifies a detailed, auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.

Entering an Extended Data Map for Closing Worksheets

Access the Maintain Extended Data Mapping form.

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.

Template	Enter a value that specifies a standard template for booking the closing entries of a sale. The template is assigned 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 that is available in the Sales Master, Selected Options and Extended Data.
Data Type	Enter a code to group data into logical groups. For example, you can create Homebuilder sales data groups for loan tracking or for the buyer. Values include: <i>AR:</i> Area <i>CO:</i> Community <i>PH:</i> Phase <i>LT:</i> Lot <i>SL:</i> Sale <i>OP:</i> Option <i>PL:</i> Plan
Type Key	Enter a code to categorize data for an extended data type into logical groups. For example, you might define the Sales data type (SL) to have extended data keys for loan tracking and buyer demographics. The system stores this information in the Extended Homebuilder Data table (F44H0929).
Extended Data Line Description	Enter a user-defined name or remark.
Line Item	Enter a value that specifies a line item on the closing worksheet template. This field updates the Closing Worksheet Accounting Instructions table (F44H590). The Closing Worksheet Data Mapping table (F44H599) is used to map the data in the system to the corresponding closing worksheet line item.
Product Model	Enter a code that classifies an inventory item into a model for customer service. Some examples include: Laser Printer, Inkjet or Fax.
Product Family	Enter a code that classifies an inventory item into a group for customer service. Some examples include: Laser Printer, Inkjet, or Fax.
Inactive Code	Enter a code that specifies whether a template line is active. You should set a template as inactive if the template is no longer in use, but you do not want to delete other information in the system that is associated with the template.

Note. If you create a new template in a live environment, it is recommended that you set the new template as inactive until the template setup is complete. Values are:

Blank: The template is active.

Y: The template is inactive

Setting Processing Options for Closing Worksheet Entries (P44H591)

The processing options for the Closing Worksheet Entries must be set in interactive versions. The Closing Worksheet Entries program is called by the Sales Workbench Program (P44H500), where you set the version for P44H59 on the Version tab of the processing options.

See [Chapter 6, “Setting Up Sales and Configuration Information,” Configuring the Lot, page 105.](#)

Defaults

Name - Alpha Explanation Specify the title of the closing worksheet. This description updates the Explanation field (EXA).

Versions

- | | |
|---|--|
| 1. Version for closing worksheet report (R44H5007) | Specify the program version for closing worksheet report (R44H5007). If you leave the field blank, the system uses version XJDE0001. |
| 2. Journal Entry (P0900049) Version | Specify the version for the Journal Entry program (P0900049). If you leave the field blank, the system uses version ZJDE0001. |

Entering Closing Worksheet Data Mapping

Access the Data Mapping Maintenance form.

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 enables you to further automate the closing entry and map options to one of the nine option revenue fields.

- | | |
|--------------------------------------|---|
| Template | Specify a standard template for booking the closing entries of a sale. 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 that is available in the Sales Master, Selected Options and Extended Data. |
| Closing Worksheet Line Number | Specify a line item on the closing worksheet template. This field updates the Closing Worksheet Accounting Instructions table (F44H590). Use The Closing Worksheet Data Mapping table (F44H599) to map the data in the system to the corresponding closing worksheet line item. |
| Closing Line Description | Enter a remark or description regarding a closing worksheet line item. |

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.

If you convert from PeopleSoft World, these tips are helpful for understanding the features of Homebuilder Management that affect the Job Cost system:

- Category Code 5, known as the City Code in PeopleSoft World, 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 values, consider removing this validation.

See Also

PeopleSoft EnterpriseOne Job Cost 8.11 SPI PeopleBook, “Setting Up the Job Cost System,” Setting Up User Defined Codes for Job Cost

PeopleSoft EnterpriseOne Job Cost 8.11 SPI PeopleBook, “Recognizing Profit,” Understanding Profit Recognition

PeopleSoft EnterpriseOne Job Cost 8.11 SPI PeopleBook, “Setting Up the Job Cost System,” Setting Up Automatic Accounting Instructions for Job Cost

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation

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 these 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 PeopleSoft World, you must also convert existing subcontract commitments in the Procurement system.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Processing Purchase Order Commitments,” Understanding Commitment Processing

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up Purchase Order Commitments,” Setting Up Commitment Relief

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up the Procurement System,” Setting Up Automatic Accounting Instructions AAIs

Setting Up Homebuilder Management for Service and Warranty Management

This section provides an overview of Service and Warranty Management integration and discusses how to set up extended data for interfacing with Service and Warranty Management.

Understanding Service and Warranty Management Integration

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.

See Also

PeopleSoft EnterpriseOne Service Management 8.11 SP1 PeopleBook

Forms Used to Set Up Homebuilder Management for Service and Warranty Management

Form Name	FormID	Navigation	Usage
Select Extended Data Type	W44H092A	Homebuilder Setup (G44H41), Homebuilder Extended Data	Select a data key.
Select Extended Data Key	W44H092H	On Select Extended Data Category, select the Select Data Key from the Row menu.	Select a record.
Work with Extended Data Templates	W44H092J	On Select Extended Data Key, select a record, and then select Work With Templates from the Row menu.	Create a new template.
Maintain Extended Homebuilder Data Template	W44H092D	On Work with Extended Data Templates, select Create Template from the Form menu.	Set up extended data.

Setting Up Extended Data for Interfacing with Service and Warranty Management

Access the Select Extended Data Type form.

Homebuilder Extended Data - Select Extended Data Type

Select Find Close Row Tools

Product Code 44H9 Extended Data Levels

Records 1 - 7 [Customize Grid](#)

	Data Type	Description
☒	AR	Area Extended Data
☐	CM	Community Extended Data
☐	LT	Lot Extended Data
☐	OP	Option Extended Data
☐	PH	Phase Extended Data
☐	PL	Plan Extended Data
☐	SL	Sale Extended Data

Select Extended Data Type form

To set up extended data for interfacing to the Service and Warranty Management system:

1. Select LT for lot, and then select Select Data Key from the Row menu.
2. On Select Extended Data Key, select the CSW record, and then select Work With Templates from the Row menu.
3. On Work with Extended Data Templates, select Create Template from the Form menu to create a new template.
4. On Maintain Extended Homebuilder Data Template, complete these 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.

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.

If you convert from PeopleSoft World, consider:

- The cost code template replaces the plan jobs, also known as P jobs.
- You can create as many cost code templates as the 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

PeopleSoft EnterpriseOne Job Cost 8.11 SP1 PeopleBook, “Setting Up Jobs,” Setting Up a Job Master Record

PeopleSoft EnterpriseOne Job Cost 8.11 SP1 PeopleBook, “Setting Up Cost Code Structures,” Creating Cost Code Structures

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 these 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)
44H0	Homebuilder Setup	(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) Closing Doc No

System	System Description	Use Description
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) Manual PO Original Number

Setting Up User-Defined Codes

Many fields throughout the Homebuilder Management system require user-defined codes. You can customize fields in the system by setting up user-defined codes to meet the needs of the organization. The system does not accept user-defined codes that are not defined in a user-defined codes table.

This 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 Option Selection Change Reason	3	Y
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

user-defined Code	Code Length	Required
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

user-defined Code	Code Length	Required
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

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation

CHAPTER 4

Managing the Foundation

This chapter provides overviews of foundation management and area setup and discusses how to:

- Set up communities.
- Set up community information.
- Set up plans.
- Set up lots.
- Work with options.
- Work with community pro forma information.

Understanding Foundation Management

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

- Areas: Collections of communities.
- Communities: Also referred to as subdivisions or projects.
- Phases: Sections, or subsets of lots within a community.
- Lots: Individual home sites within a community or phase.
- Plans and Elevations: Identify the basic features and architectural elements of a house.
- 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:

- 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.

Understanding Area Setup

This section lists prerequisites and discusses area setup.

Prerequisites

Before you complete the tasks in this section:

- Set up the area as a user-defined code.
- Setup the Branch/Plant Constants.
- 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.
- Enter cost codes for the new job.

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

See *PeopleSoft EnterpriseOne Job Cost 8.11 SPI PeopleBook*, “Setting Up Jobs,” Setting Up Job Master Records.

See *PeopleSoft EnterpriseOne Job Cost 8.11 SPI PeopleBook*, “Setting Up Cost Code Structures,” Creating Cost Code Structures.

Area Setup

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

Cost codes are required for areas for these reasons:

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

Setting Up Communities

This section provides an overview of communities, lists prerequisites, and discusses how to:

- Enter community master information.
- Set processing options for community master.

Understanding 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.

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.

Prerequisites

Before you complete the tasks in this section:

- Enter income statement and warranty business units or jobs through General Accounting procedures.
- Ensure the Homebuilder Activity Rules and associated Construction and Sales Rule Types are set up.
- Enter tax areas, tax entities, tax rates, and tax reason codes for any applicable taxes for the location of the community.

See [Chapter 3, “Setting Up the System,” Setting Up Activity Rules, page 23](#).

See *PeopleSoft EnterpriseOne Job Cost 8.11 SPI PeopleBook*, “Setting Up Jobs,” Setting Up Job Master Records.

See *PeopleSoft EnterpriseOne General Accounting 8.11 SPI PeopleBook*, “Setting Up the General Accounting System,” Setting Up Business Unit Supplemental Data.

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI PeopleBook*, “Revising Withholding Taxes”.

Form Used to Set Up Communities

Form Name	FormID	Navigation	Usage
Community Revisions	W44H101C	Foundation Management (G44H21), Maintain Communities Click Add on the Work With Community Master form.	Enter community master information.

Entering Community Master Information

Access the Community Revisions form.

Maintain Communities - Community Revisions

OK Cancel Form Tools

Area * 100 *Denver Area*

Community 000

General Tax Info Cat Codes Dates Addresses Attachments

Description Universal Community Company * 00033 *HomeBuilder Company*

Type Business Unit * HC *HomeBuilder Community*

☒ Phase Enabling Flag

Community Address 0 Construction Seq

Construction Office Address 0 Construction Rule Type 100

Sales Office Address 0 Sales Rule Type 100

Number of Lots 20

Number of Phases 2

Product Type SFD *Single Family Detached*

Community Revisions form

Area

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

General**Company**

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note. You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Type Business Unit

Specify the classification of the business unit (UDC 00/MC).

Construction Rule Type

Specify the rule type associated with the construction activity for homes in the community or phase (UDC 44H0/RT).

Sales Rule Type

Specify the rule type associated with the sales activity for homes in the community or phase (44H0/RT).

Address 2, Address 3, and Address 4

(Optional) Enter an informational address book number.

Phase Enabling Flag	(Optional) Specify whether the phase building concept will be used. If this field is enabled, the Enter Phases selection on the Form menu is enabled.
Number of Lots	Enter the total number of lots that are planned for the community. This field is informational only.
Number of Phases	Complete this field only when you have enabled the phase feature. Enter the number of phases within a community. In a phase-enabled community, plans are defined at the phase level. Bids, takeoffs, and option pricing may also be defined at the phase level. This field is informational only.

Tax Info

Tax Entity	Enter the address number of the tax authority to which property taxes are paid.
Tax Explanation Code	Enter a hard-coded user-defined code (00/EX) that controls the algorithm that the system uses to calculate tax and G/L distribution amounts. The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.

Cat Codes

Complete category codes 1-10 and any of the optional fields in the lower panel on the form.

Note. The system automatically populates the Area field.

Division	Enter a code that specifies a part of a larger group, such as a department within a corporation. Category code 1 is associated with the Business Unit Master table (F0006). This is a user-defined code (system 00, type 01) that the system uses in flex account mapping and in printing selected information on reports.
Income Statement Business Unit	Enter a code that specifies the business unit for the income statement in the closing worksheet.
Warranty Business Unit	Enter the business unit of the warranty used in the closing worksheet.
Closing Worksheet Template	Specify a standard template for booking the closing entries of a sale. The template is assigned at the community level. At escrow closing, the system compiles a closing worksheet based on the specifications of the template assigned and the lot information available in the Sales Master, Selected Options and Extended Data.

Dates

Enter user dates 1-10.	Enter a user-defined Julian Calendar Date.
-------------------------------	--

Attachments

Enter text or attach information that you want to associate with the community.

Setting Processing Options for Community Master (P44H101)

Processing options enable you to specify the default processing for programs and reports.

Defaults

- | | |
|---|---|
| 1. Posting Edit - Business Unit | Specify the posting edit code to use for the job master record. |
| 2. Level of Detail - Business Unit | 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 | Specify the Homebuilder Area. |

Versions

- | | |
|---|--|
| 1. Extended Homebuilder Data (P44H092) Version | 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 | 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 | Specify which version of the Plan Master program (P44H301) to run. If this processing option is left blank, the system uses version ZJDE0001. |
| 4. Option Master (P44H401) Version | 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 | 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 | 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. |

Setting Up Community Information

This section provides an overview of phases and copying features, lists prerequisites, and discusses how to enter phase information.

Understanding Phases and Copying Features

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 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.

Forms Used to Set Up Community Information

Form Name	FormID	Navigation	Usage
Work with Community Master	W44H101B	Foundation Management (G44H21), Maintain Communities	Select the community that requires phases.
Phase Maintenance	W44H101A	Select a community on the Work with Community Master form, and select Phase Maint from the Row menu.	Enter phase information. Note. Ensure that the Phase Enabling Flag field is selected on the Community Revisions form.

Entering Phase Information

Access the Phase Maintenance form.

Phase	Enter a code that indicates the number of a specific phase within a community.
Phase Description	Enter a name or remark.
Number of Lots in Community	Enter the number of lots in a community or phase. This field is informational only.
Income Statement Business Unit	Enter a code that specifies the business unit for the income statement in the closing worksheet.
Construction Rule Type	Specify the rule type associated with the construction activity for homes in the community or phase (UDC 44H0/RT).
Sales Rule Type	Specify the rule type associated with the sales activity for homes in the community or phase (UDC 44H0RT).

Setting Up Plans

This section provides an overview of plans, lists prerequisites, and discusses how to:

- Enter plan information.
- Enter plan revision information.
- Set processing options for plan master.

Understanding 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.

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. These 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. The phase you are copying to must already exist.

Prerequisites

Before you complete the tasks in this section:

- Set up area information.
- Set up community information.
- Set up any necessary category codes.
- Set up the cost code template.

See [Chapter 4, “Managing the Foundation,” Entering Community Master Information, page 49.](#)

See [Chapter 3, “Setting Up the System,” Creating the Cost Code Template, page 42.](#)

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation.*

Forms Used to Set Up Plans

Form Name	FormID	Navigation	Usage
Work With Community Master	W44H101B	Foundation Management (G44H21), Maintain Communities	Enter plan information.
Community Plan Maintenance	W44H301D	Select a record on the Work With Community Master form, and select Community Plans from the Row menu.	Enter community plan information.
Plan Master Revision	W44H301A	Select a plan on the Community Plan Maintenance form, and select Revision from the Row menu.	Enter plan revision information.

Entering Plan Information

Access the Community Plan Maintenance form.

Maintain Communities - Community Plan Maintenance i ? ?

OK Find Delete Cancel Copy Form Row Tools

Area * 512 HomeBuilder Area

Community/Phase * S10000 000 Community - Automation

Records 1 - 7 Customize Grid

	Plan *	Elev *	Plan Description	Plan Description 02	Plan Description 03	Prod Type
☐	2100	A	Plan 2100	Elevation A		SFD
☐	2100	B	Plan 2100	Elevation B		SFD
☐	2300	A	Plan 2300	Elevation A		SFD
☐	2300	B	Plan 2300	Elevation B		SFD
☐	2500	A	Plan2500	Elevation A		SFD
☐	2500	B	Plan 2500	Elevation B		SFD
☐						

Community Plan Maintenance form

Enter plan information in the plan master at the level of detail that is appropriate for the 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. This task applies specifically to a community that does not have phases. For communities that have phases, enter plan information on the Phase Maintenance form.

Entering Plan Revision Information

Access the Plan Master Revision form.

Maintain Communities - Plan Master Revision

OK Cancel Tools

Area * 512 HomeBuilder Area

Community/ Phase * S10000 000 Community - Automation

Plan/ Elevation * 2100 A Plan Description Plan 2100

Square Feet 2,100.00

Product Type SFD Single Family Detached

Product Group

Plan Info Plan CC 1-10 Plan CC 11-15 User Dates Attachments

Plan Mix 0 Base Price 210,000.00

Base Price Previous 0.00

Cost Code Template 512 Sales Price Effective Date 01/01/2004

Schedule Template Sales Price Expiration Date 12/31/2004

Plan Master Revision form

Square Feet

Enter a value that represents the square footage of the plan assigned to a community. This measurement can be used in the lot (job) to allow for calculations of costs and revenue per square feet in the Project Management system.

Product Group

Enter a code that classifies plans by group. For example, you can group plans as single-story plans or two-story plans.

Plan Info**Plan Mix**

Enter the number of individual units of the same plan that are projected to be built within a community.

The value is populated by the Pro Forma program.

Schedule Template

Enter a code that specifies the schedule template for use by a third-party scheduling system.

Base Price

Enter the base price of a house. The base price is enter in the Plan master file and will default into the Lot Proceed file.

Base Price Previous

Enter the previous base house price. This field should be manually entered when a change occurs to the Base House Price field in the Plan Master file.

Sales Price Effective Date

Enter a date that indicates when the sales price becomes effective. 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 Enter the date by which the sales price will no longer be available.

Plan CC 1-10

Select the Plan CC 1-10 tab.

Complete any of the category code fields.

Plan CC 11-15

Select the Plan CC 11-15 tab.

Complete any of the category code fields.

User Dates

Select the User Dates tab.

Complete any of the user date fields.

Attachments

Select the Attachments tab.

Enter text or attach information that should be associated with the plan, such as floor plans and renderings of each elevation.

Setting Processing Options for Plan Master (P44H301)

These Homebuilder Management programs allow you to specify the version number of the Plan Master program on the Versions tab of the respective processing options:

- The Community Master program (P44H101).
- The Lot Workbench program (P44H200A).

Versions

- | | |
|-------------------------------------|---|
| 1. Extended Homebuilder Data | 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 | Specify which version of the Community Phase Master program (P44H101) to run. If this processing option is left blank, the system uses version ZJDE0001. |

Setting Up Lots

This section provides an overview of lot setup, lists prerequisites, and discusses how to:

- Enter lot master information for multiple lots.
- Enter lot master information for a single lot.
- Set processing options for lot master.
- Release a lot for sale.

Understanding Lot Setup

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:

- 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.

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 value.

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

You can review lot history information, such as:

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

Prerequisites

Before you complete the tasks in this section:

- Complete the setup of community information.
- Establish any necessary lot-related user-defined codes.

See [Chapter 4, “Managing the Foundation,” Entering Community Master Information, page 49](#).

See [Chapter 3, “Setting Up the System,” Setting Up User-Defined Codes, page 43](#).

Forms Used to Set Up Lots

Form Name	FormID	Navigation	Usage
Work With Lot Master	W44H201A	Foundation Management (G44H21), Lot Master	Work with the lot master, release a lot for sale, and review lot history.
Lot Master Maintenance	W44H201C	Select Lot Maintenance from the Form menu on the Work With Lot Master form. Alternatively, select a record on the Work With Lot Master form, and select Lot Maintenance from the Row menu.	Enter lot master information for multiple lots.
Lot Master Revisions	W44H201B	Click Add on the Work With Lot Master form.	Enter lot master information for a single lot.

Entering Lot Master Information for Multiple Lots

Access the Lot Master Maintenance form.

To enter lot master information for multiple lots:

1. Complete the Community field, and click Find.
2. Complete the 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.

3. Click OK.

Entering Lot Master Information for a Single Lot

Access the Lot Master Revisions form.

Lot Master - Lot Master Revisions

OK Cancel Form Tools

Community AV0000 Community to Test Phase 000

Lot * 0001 Plan / Elev 2100 A

Buyer Number 664161 Bono Swing

Lot Master Construction House Schemes Additional Information Category Codes Attachments

Address 811 Dayton Street Lot Square Fo...

City Denver Lot Depth

State / Postal Code CO 80237 Lot Width

Comment Lot # 1 Building

Lot Premium 100.00 Unit

Lot Premium Previous 0.00 Parcel Number

Builder Number 0 Parcel Tax Number

Misc. Address Cost Code Template 512

☐ Model Home ☐ Spec Schedule Template

Lot Master Revisions form

Phase

Enter a code that indicates the number of a specific phase within a community. The phase field is input-enabled if you selected the Phase Enabled Flag option on the Community Revisions form.

Buyer Number and Plan/Elev

These fields are populated by the Sales Workbench.

Lot Master**Lot Premium**

Enter the dollar amount adjustment that is based on prime location of the Lot. This field is used to calculate the total house price. This field is entered into the Lot Master file and will default into the Sales Master table.

Builder Number

Enter a number that identifies a builder. Builder Number is a Lot Proceed field used for Construction information. This value is typically the address book number of the superintendent.

Misc. Address

Enter an informational address book number.

Model Home

Enter a value that indicates that this lot is or has been a model. The takeoff process uses this field to determine whether to apply model discounts. Values are:

Blank or 0: Not a model

1: Model

Lot Square Footage

Enter a value used for informational purposes for tracking a lot's square feet.

Spec	Enter a code that indicates whether this lot contains a house that is or has been a specification house. This value is used for reporting purposes only.
Lot Depth	Enter a value that specifies the depth of a lot.
Lot Width	Enter a value used to specify the width of a lot.
Building	Enter the building location of an equipment item.
Unit	Identify the unit of the building. Unit is a field used in location reporting. The unit is used in conjunction with the lot and block to describe a parcel of land, usually within a subdivision.
Parcel Number	Enter an alphanumeric code that is used as an alternate identification number for a service address. This number is not required and is not assigned by the system if you leave it blank when you add a service address. If you enter this number, it must be unique.
Parcel Tax Number	Enter a value used for informational purposes for the parcel tax number.
Schedule Template	Enter a code that specifies the schedule template for use by a third-party scheduling system.

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.

Construction

Release Status Date	Enter the date that a lot is released to construction.
Commitment Start Date	Enter the start date for bid and takeoff pricing.
Construction Start Date	Enter the date on which construction begins on a house.
Construction Complete Date	Enter the date on which the construction on a house is complete.
Actual Finish Date	Enter the date when the item or line of work was actually finished.
Permit Number	Enter the permit number. This field is informational only.
Legal Lot / Block / Tract	Enter the number used to describe a parcel of land within a community. This information is typically used for tax and sales purposes.
Construction Sequence	Enter a value that specifies the construction sequence of a started lot. On the Community Revisions form, this value indicates the last sequence number used that automatically increments as new lots are started. Optionally, you can use this value to represent the contract change order number. Depending on how processing options are setup, this field might be disabled.
Posting Stage	Enter a value used to record the through posting stage in the option selection file.

House Schemes

The fields on this tab are typically user-defined.

Additional Information

Select the Additional Information tab.

User Date 1-8	Enter a user-defined Julian Date.
Amount 1-6	Enter a user-defined amount.
User Reason Code 01-06	Enter a user-defined value that indicates why a requisition has been approved or rejected. Each of these fields is user-defined. You set up and maintain the field names through vocabulary overrides. Place an X in each field to associate a reason with an order line. This will indicate each reason for which the line was approved or rejected. Leave fields blank if they are not applicable.

Category Code

Categories 1-10	Enter user-defined codes that specify category codes in the Lot Master table (F44H201).
------------------------	---

Attachments

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Attachments	Enter text or attachments that you need to associate with the lot, such as the lot plot plan.
--------------------	---

Setting Processing Options for Lot Master (P44H201)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Construction Status Code Last - at lot creation	Specify the construction activity rule (UDC 44H0/RL). Enter the construction code at lot creation.
2. Lot Status Code - at lot creation	Specify a user-defined code that specifies the status of a lot (UDC 44H2/LS). This value is determined by the current construction and sales activity rule. Enter the lot status code, at lot creation.
3. Construction Status Code Last - at release for construction	Specifies the construction activity rule (UDC 44H0/RL). Enter the construction status code, at release for construction.
4. Sales Activity Code - at Sales creation	Specify the sales activity code for the last sale completed in the sales process (UDC 44H0/RL).
5. Sales Contract Status - at release for sale	Specify the default contract status to set when a new sales record is created.
6. Lot Status	Specify the status of a lot (UDC 44H2/LS). This value is determined by the current construction and sales activity rule. Construction Sequence is open for input/update only if the Lot Status has not yet reached this status.

- | | |
|--|---|
| 7. Construction Status Code Last | Specify the construction activity rule (UDC 44H0/RL). The Phase and Commitment Start Date is open for input/update only if the Construction Status has not yet reached this status. |
| 8. Hide phase column when phase is not enabled for a community. | <p>Specify whether to hide the phase column when Phase is not enabled for a community. Values are:</p> <p>Blank: Display the phase column.</p> <p>1: Hide the phase column.</p> |

Versions

- | | |
|---|---|
| 1. Extended Homebuilder Data (P44H092) Version | 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 | 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 | Specify the version of the Job Status Inquiry (P512000). If left blank, ZJDE0001 is used. |
| 4. Homebuilder Activity Rules (P44H002) Version | 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 | 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

Access the Work With Lot Master form.

Lot Master - Work with Lot Master i ? M

Select Find Add Delete Close Form Row Tools

Community *

Phase *

Skip to Lot *

Construction Status (Next or Last)

From * ☒ Last

Through * ☐ Next

Records 1 - 10 Customize Grid

	Community	Phase	Lot	Sales Seq	Area	Plan	Elev	Swing	Address	Lot Stat Code	Lot Premium	Pi
☐	B0000	000	0001	000	506				1 E. Fleet St	2	100.00	
☐	B0000	000	0002	000	506				2 E. Fleet Street	2	200.00	
☐	B0000	000	0003	000	506	2100	A		3 E. Fleet Street	3	300.00	
☐	D0000	000	0001	000	512	2100	A		12 Winnig Lane	3	100.00	
☐	D0000	000	0002	000	512	2500	B		26 Winnig Lane	3	200.00	
☐	D0000	000	0003	000	512	2300	A		35 Winnig Lane	3	300.00	
☐	D0000	000	0004	000	512	2500	A		43 Winnig Lane	3	400.00	
☐	D0000	000	0005	000	512	2100	B		54 Winnig Lane	4	500.00	
☐	123000	001	0001		700				1 Buffalo Creek Drive	0	0.00	
☐	AV0000	000	0001	000	512	2100	A		811 Dayton Street	3	100.00	

Work with Lot Master form

To release a lot for sale:

1. Complete the Community field, and click Find.
2. Choose the record for the lot, and then select 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.

Working With Options

This section provides an overview of options, lists prerequisites, and discusses how to:

- Enter option master information.
- Set processing options for option master maintenance.
- Maintain option packages.
- Review and update option cost detail.
- Copy options by community.

Understanding 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:

- 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 link to a specific manufacturer's product catalogue.

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.

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.

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 the company develops. You can copy selected options only, pricing information, and extended data. Additionally, you can specify price effective and expiration dates, as appropriate. If you do not specify different effective and expiration dates for the copied options, the system uses the dates from the original options.

The setup and maintenance of option master information can be simplified through the use of wildcards. The wildcard character is used to indicate items that apply to all, or more than one, specific situation. In the World version of Homebuilder Management, an asterisk (*) was used as the wildcard character. Because the asterisk has other meanings and uses in the PeopleSoft EnterpriseOne Homebuilder Management solution, it cannot be used as a wildcard. The wildcard character used in PeopleSoft EnterpriseOne Homebuilder Management is the plus sign (+).

When you define options, you can use wildcards to make a particular option available in many situations. If you want to make an option available for selection regardless of the plan or elevation of the house a buyer has chosen, the plan and elevation fields on the option master record should be marked with the wildcard character (+).

The fields that accept a wildcard character when you set up option master records include:

- Community

- Phase
- Plan ID
- Elevation

Prerequisites

Before you complete the tasks in this section:

- Set up area, community, and phase information for the options to be entered.
- Set up user-defined codes for options.
- Set up plans and elevations.

Before you maintain option packages, you must enter the options that you want to include in the package and indicate that they are part of an option package.

See [Chapter 4, “Managing the Foundation,” Setting Up Communities, page 48](#).

See [Chapter 4, “Managing the Foundation,” Setting Up Plans, page 53](#).

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*.

Forms Used to Work With Options

Form Name	FormID	Navigation	Usage
Work with Options	W44H401D	Foundation Management (G44H21), Option Master	Work with options.
Option Revisions	W44H401B	Click Add on the Work with Options form	Enter option master information.
Option Master Maintenance	W44H401A	Select Option Master Maintenance from the Form menu on the Work with Options form	Maintain the option master.
Option Package Maintenance	W44H402C	Select a record on the Work with Options form, and select Option Packages from the Row menu.	Maintain option packages.
Select Option Package Components	W44H402A	Click Select Options from the Form menu on the Option Package Maintenance form.	Select options that are part of a package.
Option Cost Detail	W44H401C	Select an option on the Work with Options form, and select Option Cost Detail from the Row menu.	Review and update option cost detail.
Copy Community Options	W44H401CA	Foundation Management (G44H21), Copy Options by Community	Copy options by community.

Entering Option Master Information

Access the Option Revisions form.

Option Master - Option Revisions

OK Cancel Form Tools

Option Number: 1 Description 1 and 2: Dishwasher GE 1

Area: 700 Pine Colorado Area Community: 123000 Sandy Wash Heights

Phase: 001 Lot 1 through 25 Plan/Elevation: 101 A Shinglemill

Description 3: Super Saver

Description 4:

Description 5:

Description 6:

☒ Option Package

☐ Pkg Component Only

☐ Custom Option

Lot Number:

Current Sales Price: 1,000.00

Effective Date: 07/01/2004

Expiration Date: 12/31/2004

Previous Sales Price: 0.00

General Cat Codes 1 - 10 Cat Codes 11 - 20 User Defined Attachment

Option Type: DC Design Center Options

Gross Profit Percentage: 0.0000

Cut-Off (After):

Estimated Cost:

Cut-Off (Prior):

Deposit Percentage:

Date Available:

Plan Qualifier:

Date Inactive:

Option Revisions form

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 select 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.

Option Package

Specify whether the option is classified as a package option. A package option is made up of a predefined list of other options. Values are:

1: Package option

0: Not a package option

Package Component Only

Specify whether an option is to be included only as a component of an option. This option cannot be sold separately. Values are:

Blank: Not a component-only option

1: Component-only option

Custom Option

Specify whether the option is a one-time custom option. It will not be available for general selection. Values are:

1: Custom Option

0: Not a Custom Option

If you select this option, you must enter a value in the Lot Number field.

Lot Number

Specify the specific lot upon which the home will be constructed.

Current Sales Price

Specify the Current Option sales price. The amount is based on the effective date in the Option Master file.

Effective Date

Specify the date at which the sales price for the option becomes effective and becomes available for selection. The price is used in Option selection to determine if the current sales price is used or the previous sales price is used.

Expiration Date

Specify the date by which the option is no longer available at the current sales price.

Previous Sales Price

Enter the previous sales price for the option. When you change the amount in the Current Sales Price field, you enter the former amount in the Previous Sales Price field.

Gross Profit Percentage

Enter a value that is used to calculate a suggested sales price based on this formula:

$$\text{Sales Price} = \text{Cost} / (1 - \text{Gross Profit Percentage})$$

Enter gross profit percents in decimal form, for example, enter 25 percent gross profit percent as .25, and enter 100 percent as 1.0000.

General

Cut-Off (Prior)

Specify whether to prevent option selection prior to reaching a specified construction stage (UDC 44H0/RL).

Cut-Off (After)

Specify whether to prevent option selection after a specified construction stage is reached (UDC 44H0/RL).

Date Available

Enter the start date for the order. You can enter this date manually, or have the system calculate it using a back-scheduling routine. The routine starts with the required date and offsets the total lead-time to calculate the appropriate start date.

Date Inactive

Enter the date an option becomes inactive.

Estimated Cost

Enter the estimated monetary amount for bids or takeoffs. This amount can be used in the calculation of the sales price.

Deposit Percentage

Enter the percent of the total amount that constitutes the deposit amount. The percent value is used to calculate the dollar amount of the deposit taken from the buyer.

Plan Qualifier

Enter alphanumeric text to qualify the plan in some way. The data you enter is used in the Option Master file as Text Only.

Category Codes 1-10

Select the Category Codes 1-10 tab.

Category Codes 1-10

Complete any of the three-character category code fields.

Category Codes 11-20

Select the Category Codes 11-20 tab.

Category Codes 11-20 Complete any of the 10-character category code fields.

User Defined

Complete any of these fields:

User Date 1-5 Enter a user-defined Julian Date.

Amount 1-5 Enter a user-defined amount.

User Reason Code 01-03 Enter a reason code to indicate why a requisition has been approved or rejected. Each of these fields is user-defined. You set up and maintain the field names through vocabulary overrides.

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 link to a supplier or manufacturer catalogue.

Setting Processing Options for Option Master (P44H401)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. **Enter default area.** Specify the default area. The value usually represents a geographic region or physical location of some kind, that is larger than a community. Large home builders might have many areas within their organizational structure. Smaller, regional builders might operate their entire organization using a single area.
2. **Enter default swing for option cost detail form.** Specify the default swing to use on the Option Cost Detail form (W44H401C). Values are:
Blank: Standard, where the garage is on the right.
R: Reversed, where the garage is on the left and the whole floor plan is reversed.
3. **Allow gross profit percent to be overridden on option cost detail form.** Specify whether to override gross profit percent. Values are:
Blank: Do not override gross profit percent.
I: Override gross profit percent.
4. **Allow the suggested sales price to be overridden on the option cost detail form.** Specify whether to override the calculated suggested sales price. Values are:
Blank: Do not override the calculated suggested sales price.
I: Override the calculated suggested sales price.
5. **Suggested sales price rounding preference for option cost detail form.** Specify the rounding preference for the calculated suggested sales price. Values are:
Blank: Do not round. For example, use the original value of 1236.56 USD.
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

- 1. Extended Homebuilder Data Version.** 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

Access the Option Package Maintenance form.

To maintain option packages:

1. Choose Select Options from the Form menu.
2. On Select Option Package Components, select each option that is part of the package, and then click Select.
3. On Option Package Maintenance, click Find to review the newly-selected options.
4. Complete these required fields for each option:
 - Link Eff Date
 - Link Exp Date
5. Complete these optional fields:
 - Quantity per Package
 - Link Remark
6. Click OK.

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

Reviewing and Updating Option Cost Detail

Access the Option Cost Detail form.

To review and update option cost detail:

1. Enter the effective date, and click Find. Complete these fields:
 - Estimated Cost
 - Gross Profit Percentage
2. 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.
3. Click OK.

Copying Options by Community

Access the Copy Community Options form.

Copy Options by Community - Copy Community Options

Select Find Close Next Form Tools

Copy From

Community * 123000

Phase * 001

Plan ID *

Copy To

Community 456000

Phase 001

Plan ID

Dates

Price Effective/Expiration

Include

☐ Selected Options ☐ Pricing Information ☐ Extended Data

Records 1 - 1 [Customize Grid](#)

	Plan	Elev	Option Number	Description 1	Description 2	Description 3
☐	101	A	3	Refrigerator	GE	Titanium Super Deluxe

Copy Community Options form

To copy community options:

1. Enter this information on both the From and To parts of the form:

Community Specify a community, project, or subdivision. This field is required for both From and To.

Phase Specify a phase within a community.
The Homebuilder Management wildcard “+” is available if appropriate.

Plan ID Specify a plan within a community. A plan represents an architectural design based on an arrangement, location and size of rooms in a house.
The wildcards * and + are available if appropriate.

If an * is entered into the Plan ID field in the Copy From panel, an * must also be entered into the Plan ID field in the Copy To panel.

2. Select any of the options that apply:

Selected Options Specify whether to copy only the options selected. Selected options have a check mark in the left column of the detail line. Therefore, the Selection Options checkbox should only be selected in combination with rows in the grid area.

Pricing Information Specify whether to include pricing information from the original option.

Extended Data Specify whether to copy the Homebuilder extended data from the original option.

3. Specify the price effective and expiration dates as appropriate.

Price Effective/Expiration Specify date when the price becomes effective.
The Expiration field is used to specify the date when the price expires.

4. Select Next from the toolbar or Form menu. The options you have specified for copying appear in the grid.
5. Click Finish to continue with the option copy process, or click Cancel to return to the Copy Community Options form.

Note. Elevations in the options from which you copy are automatically copied to the new options.

Option packages in the original options are not included in the new options.

Working With Community Pro Forma Information

This section provides an overview of the Community Pro-Forma program, lists prerequisites, and discusses how to enter pro forma information.

Understanding the Community Pro-Forma Program

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 the 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:

- Track a significant number of revenue and cost variables
- Override costs by a set percentage of the total revenue

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.

- 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.

Technical Considerations

The system uses these 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	(Total Revenue - Total Cost) / Total Revenue x 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

Field	Calculation
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	Not applicable (NA)
Estimated Margin	NA

Prerequisites

Before you complete the tasks in this section:

- Verify that this 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.
- Complete the setup of any phases.
- Complete the setup of the community Plans.

See [Chapter 4, “Managing the Foundation,” Setting Up Communities, page 48.](#)

See [Chapter 4, “Managing the Foundation,” Entering Phase Information, page 53.](#)

See [Chapter 4, “Managing the Foundation,” Setting Up Plans, page 53.](#)

Form Used to Work With Community Pro Forma Information

Form Name	FormID	Navigation	Usage
Community ProForma	W44H102B	Foundation Management (G44H21), Maintain Communities For communities that are not phased-enabled, select a community on the Work with Community Master form, and select Pro Forma from the Row menu. For phase-enabled communities, on the Community Revisions form, select Phase Maintenance from the Row menu. Select a phase on the Phase Maintenance form, and select Pro Forma from the Row menu.	Enter pro forma information.

Entering Pro Forma Information

Access the Community ProForma form.

Maintain Communities - Community ProForma

OK Find Cancel Tools

Community / Phase 456000 001 Lot 1 through 25

Number of Lots i... 25 ProForma Lots Plan * Elevation *

Per Lot Amounts **Lot Override Percentages** **ProForma Totals**

Per Lot Revenue

Avg Lot Premium	0.00
Avg. Other Revenue 2	0.00
Avg. Other Revenue 3	0.00
Avg. Other Revenue 4	0.00

Per Lot Cost

Land	0.00
Indirect	0.00
Sales ~ Marketing	0.00
Other	0.00

No records fetched. Customize Grid

Community	Phase	Plan	Elev	Plan Mix	Base Price	Square Feet	Mix Base Price	Total Option Profit
-----------	-------	------	------	----------	------------	-------------	----------------	---------------------

Community ProForma form

Avg Lot Premium

Enter a value the system uses to calculate part of the Community Pro Forma Total Base Cost. Four components of Lot Cost in use are identified at the Community Level, which are multiplied by the number of lots indicated in the Community Plan Mix. The total of these four components represent the Extended Lot Cost at the Plan level and the Base Cost at the Community Pro Forma level.

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.

Lot Override Percentages**Avg. Cost Pct 1-10**

Specify the average cost percentage for a community or phase. This percentage is used to calculate the value in the corresponding Estimated Other Cost field, as in this example: (Average Cost Percentage 01 * Total Revenue) = Estimated Other Cost 01.

ProForma Totals

To enter pro forma information:

1. Review the amounts that the system calculates:

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

2. Complete these fields in the detail area:

- Plan Mix
- Estimated Option Revenue1
- Est. Option Incentive
- Estimated Disc / Incentive1
- Estimated Cost
- Option Margin1
- Avg. Other Cost 1

3. Click OK.

The system automatically updates the fields in the detail area.

Plan Mix	Specify the number of individual units of the same plan that are projected to be built within a community.
Estimated Option Revenue1	Enter the estimated revenue from the first category of option sales.
Est. Option Incentive	Enter the estimated option incentive that is given to the buyer. This value is stored in the Lot Sales History table (F44H501H) and is used to calculate the net option price.
Estimated Disc / Incentive1	Enter the estimated average discount or incentive for each sale.
Estimated Cost	Enter the estimated construction cost. This value is typically exclusive of all land and other allocated costs.
Option Margin1	Enter the percent of revenue assumed to be profit. Enter each percentage as a whole number, for example, enter 40 percent at 40. The value is used to calculate profitability from options.
Avg. Other Cost 1	Enter an average cost. You can manually enter a value in this field, or the system completes it based on the values in the Total Revenue (Other Cost) and Plan Mix fields if you enter a value in the corresponding Average Cost Percentage field on the Lot Override Percentages tab. For example, a value in Average Cost Percentage 01 updates Average Other Cost 01. You cannot enter a value in both the Average Other Cost field and the corresponding Ext Other Cost field, for example, Average Other Cost 02 and Ext Other Cost 02.

CHAPTER 5

Working With Homebuilder Purchasing

This chapter provides an overview of Homebuilder Purchasing and discusses how to:

- Set up bid contract information.
- Set up takeoff information.
- Assign suppliers to bids and takeoffs.

Understanding Homebuilder Purchasing

Homebuilder Purchasing is a group of builder-specific purchasing programs, including bid and takeoff processing. The purchasing programs integrate the PeopleSoft 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 enable 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, the company purchases material and labor using one of these:

- 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 the 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, the 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 the 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 PeopleSoft 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 selects 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 selects bid and takeoff items by combining the organizational structure of the lot with the detail information for the bids or takeoffs.

Homebuilder Management includes these 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.

Setting Up Bid Contract Information

This section provides an overview of bid contracts, lists prerequisites, and discusses how to:

- Add bid contract header information.
- Set processing options for bid header.
- Add bid detail information.
- Copy bid contracts.

Understanding Bid Contracts

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 the base house 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 enable 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.

The bid system includes these 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).

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 enable 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.

Prerequisites

Before you complete the tasks in this section:

- Complete the initial setup of areas, communities, phases, plans, elevations, and options.
- Follow the steps for adding address book records for suppliers who will be used for bid and takeoff commitments and supplier assignments.
- Complete the setup of all automatic accounting instructions in the Procurement system.

See [Chapter 4, “Managing the Foundation,” Understanding Foundation Management, page 47](#).

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 SP1 PeopleBook*, “Entering Supplier Information”.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Setting Up Automatic Accounting Instructions AAIs.

Forms Used to Set Up Bid Contract Information

Form Name	FormID	Navigation	Usage
Work With Bids	W44H601A	Before Start Bidding and Costing (G44H23), Enter Bids	Work with bids.
Bid Header Revisions	W44H601B	Click Add on the Work With Bids form.	Add bid contract header information.
Bid Detail Revisions	W44H601D	Select a record on the Work With Bids form, and select Bid Detail Revision from the Row menu.	Add bid detail information.

Adding Bid Contract Header Information

Access the Bid Header Revisions form.

Enter Bids - Bid Header Revisions

OK Cancel Form Tools

Bid Number / Type / Co 16 BC 00033 Area * 506 HB Area

Description * Foundation Pour Last Change Order 000

Subcontractor * 601 Supplier No 1 ☐ Preferred Subcontractor

Ship To ☐ Unique Document

Bid Job Number * B0000 Test for Budget Only ☒ Budget Only

Remark Pour Fndt ☐ Autovoucher Eligible

☐ Supplier TBD

Tax Rate/Area DEN Report Code 1 Add purchase cat P1 codes here

Tax Expl Code S Sales or VAT (output) Tax Report Code 2 Add purchase cat P2 codes here

AIA Document Y Report Code 3 Add supplier rebate P3 codes h

Retainage % Report Code 4 Add master planning family P4c

Report Code 5 Add landed cost rule here P4

Bid Header Revisions form

Bid Number Leave blank. The system will assign the next available sequential commitment number.

Bid Type Leave blank. The system enters the value that you specified in the processing options.

Company Number Leave blank. The system enters the company that is assigned to the bid job number.

Subcontractor	Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.
Bid Job Number	Enter an alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department. Business unit security might prevent you from viewing information about business units for which you have no authority.
Supplier TBD	Enable the Supplier TBD option to allow changes to 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. An option that specifies whether the supplier on this bid is still undetermined. If you select this option, the Recalculate TBD Cost and Autovoucher Eligible fields are enabled on the form. During the lot start process of workfile generation, workfile records (F44H711) are generated for this bid and updated with a value of T. Commitment records (F4311) will not be created from these workfile records until the supplier is updated.
Unique Document	Specify whether to create a unique document number for the commitment records (contracts) created during the Lot Start process of commitment generation. 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	Specify whether the bid being entered is strictly for budgeting purposes. 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	Specify whether a bid is eligible for autovouchering. The Autovoucher Eligible field must be enabled if you are using the Auto Voucher program (R44H702).
AIA Document	Specify whether, during the Accounts Payable payment processing cycle, the system prints an AIA (American Institute of Architects) format turnaround document, a Waiver of Lien document, or both. These documents print only when a contract payment is printed. If you choose to print progress payments for contracts on the standard accounts payable payment, you will not receive an AIA document or a Waiver of Lien document. Values for this field are: Blank or N - Do not print AIA or Waiver of Lien documents I or Y: Print AIA document only

2 or *B*: Print AIA document and Waiver of Lien document

3 or *W*: Print Waiver of Lien document only

Retainage %

Enter the rate of retainage (referred to as holdback in some countries) that applies to the contract. This rate is a percentage of each payment. It is expressed as a decimal fraction. For example, a retainage rate of 10 percent is expressed as 10. The retainage rate cannot be greater than 99.9 percent (.999) or less than zero.

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

Setting Processing Options for Enter Bids (P44H601)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. **Area** Specify the default area. The value usually represents a geographic region or physical location of some kind, that is larger than a community. Large home builders might have many areas within their organizational structure. Smaller, regional builders might operate their entire organization using a single area.
2. **Cost Type** 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** Specify whether to override the bid cost type. Values are:
Blank: Override the bid cost type.
I: Do not override the bid cost type.
4. **Default Bid Document Type** Specify whether the system automatically displays the bid document type (UDC 00/DT).
5. **Bid Purchasing Method** Specify the bid purchasing method.

Versions

1. **Bid Form (R44H6002) Version.** 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.** 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.** 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.** 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.** 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.** 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.
- 7. Supplier Assignment (P44H604) Version.** 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.** 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

- 1. Suppress Option Description** Specify whether to use the option description that is stored in the Option Master table (F44H401). 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.** Specify whether to allow the deletion of bid lines when a corresponding entry exists in the Lot Start Workfile table (F44H711). Values are:
Blank: Delete bid lines
1: Do not delete bid lines

Adding Bid Detail information

Access the Bid Detail Revisions form.

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.

Cost Code Enter a cost code. This field is validated against the cost code structure set up for the area.

Line Default

Bid Cancel Date Enter the cancel date for a bid. If you leave this field blank, the system completes the field with a date that represents 60 months from the current system date.

Or Ty Specify the type of document (UDC 00/DT). This code also indicates the origin of the transaction. The PeopleSoft system has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)

These document types are defined by the PeopleSoft system and should not be changed:

P: Accounts Payable documents

R: Accounts Receivable documents

T: Payroll documents

	I: Inventory documents
	O: Purchase Order Processing documents
	J: General Accounting/Joint Interest Billing documents
	S: Sales Order Processing documents
Order Co	Enter a number that, along with order number and order type, uniquely identifies an order document (such as a purchase order, a contract, a sales order, and so on). If you use the Next Numbers by Company/Fiscal Year facility, the Automatic Next Numbers program (X0010) uses the order company to retrieve the correct next number for that company. If two or more order documents have the same order number and order type, the order company lets you locate the desired document. If you use the regular Next Numbers facility, the order company is not used to assign a next number. In this case, you probably would not use the order company to locate the document.
Line Number	Enter a number that identifies multiple occurrences, such as line numbers on a purchase order or other document. Generally, the system assigns this number, but in some cases you can override it.
Percentage Factor	Enter a percentage that the system uses to calculate the Bid Amount if Draw Totals are used. $\text{Bid Amount} = (\text{Draw Total} * \text{Percentage Factor})$
Tax Expl	Enter a hard-coded user-defined code (00/EX) that controls the algorithm that the system uses to calculate tax and G/L distribution amounts. The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.

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 select 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.

Setting Up Takeoff Information

This section provides an overview of takeoff information, lists prerequisites, and discusses how to:

- Add multiple items or a single item.
- Set processing options for item master maintenance.
- Add item price information for multiple items.
- Add item price information for a single item.
- Add a price revision.

- Copy item pricing information.
- Add takeoff revisions.
- Set processing options for takeoff revisions.
- Perform takeoff change maintenance.
- Review takeoff summary information.
- Set processing options for takeoff summary.
- Review takeoff history.
- Copy takeoff information.
- Set processing options for simulated takeoff detail list.

Understanding Takeoff Information

This section discusses:

- Takeoffs.
- Item pricing.
- Takeoff change maintenance.
- The takeoff summary feature.
- The takeoff history feature.
- The Simulated Takeoff Detail List report (R44H6005).

Takeoffs

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.

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.

Material items that you use in takeoff are stored in the PeopleSoft EnterpriseOne Inventory tables and Homebuilder Management tables to enable you to take advantage of the features of the PeopleSoft EnterpriseOne Procurement system.

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 these forms:

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

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:

- 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.

Item Pricing

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:

- 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.

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.

The Takeoff Summary Feature

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.

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

Supported Y/N	Tier	Area	Community	Phase	Plan	Elevation	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

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

The Takeoff History Feature

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 enable you to perform audits on the takeoff changes.

The Simulated Takeoff Detail List Report (R44H6005)

This report lists detailed information about the takeoff material for a designated plan, elevation, or swing. You can run this report for all cost codes, a specific cost code, or a range of cost codes. This report obtains information from these tables:

- Takeoff Master File (F44H602)
- Lot Start Generation Workfile (F44H71W1)

Prerequisites

Before you complete the tasks in this section:

- Set up area information.

- 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 [Chapter 4, “Managing the Foundation,” Understanding Area Setup, page 48.](#)

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 SP1 PeopleBook*, “Entering Supplier Information”.

See *PeopleSoft EnterpriseOne Job Cost 8.11 SP1 PeopleBook*, “Setting Up Cost Code Structures,” Creating Cost Code Structures.

Before you work with item price revisions, you must:

- Complete the setup of all areas, communities, and phases.
- Complete the entry of all items to be priced.
- 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 [Chapter 4, “Managing the Foundation,” Setting Up Communities, page 48.](#)

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 SP1 PeopleBook*, “Entering Supplier Information,” (BEL) Understanding Additional Supplier Information.

Before you add takeoff revisions, you must:

- Complete the setup of all areas, communities, phases, and plans.
- Complete the setup of all options that you want to use.
- Complete the entry of all items that you want to enter in the takeoff list.
- 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 [Chapter 4, “Managing the Foundation,” Setting Up Communities, page 48.](#)

See [Chapter 4, “Managing the Foundation,” Working With Options, page 64.](#)

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 SP1 PeopleBook*, “Entering Supplier Information,” (BEL) Understanding Additional Supplier Information.

Forms Used to Set Up Takeoff Information

Form Name	FormID	Navigation	Usage
Work With Items	W44H600B	Before Start Bidding and Costing (G44H23), Item Master Maintenance	Work with items.
Item Maintenance	W44H600A	To add multiple items, select Item Maintenance from the Form menu on the Work With Items form.	Add multiple items.
Item Master Revisions	W44H600C	Click the Add button on the Work With Items form.	Add a single item.
Work With Item Pricing	W44H603A	Before Start Bidding and Costing (G44H23), Material Item Pricing	Work with item pricing.
Item Price Maintenance	W44H603C	Select Item Price Maint from the Form menu on the Work With Item Pricing form.	Add item price information for multiple items.
Item Price Revisions	W44H603B	Click the Add button on the Work with Item Pricing form.	Add item price information for a single item.
Historical Price Maintenance	W44H603D	Select a record on the Work with Item Pricing form, and select Add Revision from the Row menu.	Add a price revision.
Work With Takeoffs	W44H602A	Before Start Bidding and Costing (G44H23), Takeoff Master Maintenance	Work with takeoffs.
Takeoff Maintenance	W44H602B	Click the Add button on the Work With Takeoffs form.	Add takeoff revisions.
Takeoff Change Maintenance	W44H602F	Select a record on the Work with Takeoffs form, and select Change Maintenance from the Row menu.	Perform takeoff change maintenance.
Takeoff Summary	W44H602SA	Select Takeoff Summary from the Form menu on the Work with Takeoffs form.	Review takeoff summary information.
Takeoff History	W44H602D	Select a takeoff record on the Work with Takeoffs form, and select Takeoff History from the Row menu.	Review takeoff history.
Available Versions	W98305WA	Before Start Bidding and Costing (G44H23), Simulated Takeoff Detail List	View the Simulated Takeoff Detail List report (R44H6005).

Adding Multiple Items or a Single Item

Access the Item Maintenance form.

Item Master Maintenance - Item Maintenance

OK Find Delete Cancel Row Tools

Area * 506

Skip to Item Number *

Records 1 - 3 [Customize Grid](#)

☐	☐	Item *	Description	Second Description	Area *	Default Supplier
☐	☐	11045	Printer	SRM - Sourcing Item 6	506	
☐	☐	11047	Snow Removal	SRM - Sourcing Item 8	506	
☐	☐				506	

Item Maintenance form

Search Text

Specify how the system searches for an item. Your entry should be specific and descriptive of the item. Type the words in the order a user is likely to enter them.

In single-byte environments, where computer storage space can hold only Latin-based language character sets, the system inserts the first 30 characters from the item's description if you do not enter search text.

In double-byte environments, where computer storage space can hold more complex language character sets (in languages such as Japanese, Chinese, and Korean), you must complete this field. It is a single-byte field that you complete with single-byte characters to phonetically represent the item description (which can be single-byte, double-byte, or both).

Purchasing Tax

Specify whether the item is subject to sales tax when you purchase it. The system calculates tax on the item only if the supplier is also taxable.

Price Factor

Enter a value that the system uses to determine the conversion factor for an item, for example, converting a stick of lumber to board feet.

Default Price

Enter the default price of an item if no corresponding value is entered in the Material Item Pricing table (F44H603).

Default Supplier

Specify the default supplier of an item during the Lot Start process.

Default Cost Code

Enter a cost code that facilitates takeoff master entry. When you add an item to a takeoff record, the takeoff cost code is automatically supplied from the value in this field.

Item Cat Code 1

Enter a user-defined category code (44H6/01) that is associated with the Item Master Homebuilder Extension table (F44H4101).

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

Setting Processing Options for Item Master Maintenance (P44H600)

Processing options enable you to specify the default processing for programs and reports.

Defaults

This processing option specifies the program default processing.

Homebuilder Area Specify whether the system automatically displays the Homebuilder Area.

Adding Item Price Information for Multiple Items

Access the Item Price Maintenance form.

Material Item Pricing - Item Price Maintenance			
OK Find Delete Cancel Form Row Tools			
Selection Criteria		Line Defaults	
Area	512	HomeBuilder Area	
Supplier	608	Supplier No. 8	
Skip to Item	10101	Cost Level 1	
Records 1 - 2 Customize Grid			
Item Number	Item Description	Supplier	Supplier Description
10101	Cost Level 1	608	Supplier No. 8

Item Price Maintenance form

Line Defaults

Contract Number Enter the contract number. It is a Takeoff Pricing information field.

Phase Enter a code that indicates the number of a specific phase within a community.

Bid Flag Enter a value that indicates whether the record is a bid or an actual contracted price. This is a field in the Material Item Pricing table (F44H603).

Bid Status Flag Specify the status of the bid. This is a field in the Material Item Pricing table (F44H603).

Detail Area

These fields are located in the detail area of the form:

Item Description The system automatically populates the value from the Item Master table (F4101).

Phase	Enter a code that indicates the number of a specific phase within a community.
Current Price	Enter the list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Item Base Price File table (F4106).
Contract Number	Enter the contract number. This is a Takeoff Pricing information field.
Bid Flag	Indicate whether the pricing record is a bid only or an actual contracted price.
Price Status	Specify the status of a Takeoff Price record. C: Current F: Future H: History
Retainage Percent	Specify the retainage percent (referred to as holdback in some countries) that applies to the contract. This rate is a percentage of each payment. It is expressed as a decimal fraction. For example, a retainage rate of 10 percent is expressed as 10. The retainage rate cannot be greater than 99.9 percent (.999) or less than zero.
Expiration Lead Time	A code used to specify lead time on the item price record.
Exp Seq	Enter the expiration construction sequence number. This field is used to determine if a bid or takeoff contract price is valid.
Lead Time Note	Enter a user-defined comment. This is a Takeoff Pricing information field.
Discount Flag	Indicate whether a discount is associated with the record. This is a field that allows certain item calculations to be bypassed in the Lot Start Process program (P445098).
Discount Amount	Enter the total amount of the discount.
Discount Percent	Enter the Takeoff Pricing file discount percentage.
Discount Quantity	Specify a discount quantity baseline. This value is used to determine whether a discount is taken. If the ordered quantity is greater than or equal to this quantity, then the discount can be taken.
Model Disc Flag	Specify whether model pricing is to occur in the Takeoff system.
Model Discount Amount	Enter an amount. The amount is used in the Takeoff system to determine the actual contract price.
Model Discount Percent	Enter a discount percent. The value is used in the Takeoff system to calculate the Model Discount Amount to be applied.
Model Discount Quantity	Specify a discount quantity baseline. This value is used to determine if a discount is taken. If the quantity ordered is greater than or equal to this quantity then the model discount can be taken.
Price Divisor	Enter a price divisor. The value is used to Calculate the commitment amount of a Takeoff contract.
Price Revision	Enter the number of the price revision. This number records the number of times a price is revised in the Takeoff Price file.

Adding Item Price Information for a Single Item

Access the Item Price Revisions form.

Material Item Pricing - Item Price Revisions

OK Cancel Form Tools

Area * 007 Tonys HB Test Price Status C

Item Number * 12136 Faucets-Porcelain

Supplier * 602 Supplier No. 2

Community/ Phase * HR0001 001 ☐ Autovoucher Eligible

General Discount Info.

Item Price 13.0000 Effective Date * 01/01/2004

Unit of Measure EA Expired Date * 12/31/2004

Bid Flag Retainage % 5.000

Initial Lead Time 0 Divisor 1.0000000

Expire Lead Time 0 Bid Status Flag

Lead Time Note Contract Number

P.O. Desc Revision Number

Expire Sequence

Item Price Revisions form

Phase Enter a code that indicates the number of a specific phase within a community.

General

Bid Flag Enter a value that indicates whether the record is a bid or an actual contracted price. This is a field in the Material Item Pricing table (F44H603).

Lead Time Enter the lead time. This is a Takeoff Pricing information field.

Lead Time Note Enter a user-defined comment. This is a Takeoff Pricing information field.

Retainage Percent Enter a retainage percent (referred to as holdback in some countries) that applies to the contract. This rate is a percentage of each payment. It is expressed as a decimal fraction. For example, a retainage rate of 10 percent is expressed as 10. The retainage rate cannot be greater than 99.9 percent (.999) or less than zero.

Price Divisor Enter a price divisor. The system uses this value to calculate the commitment amount of a Takeoff contract.

Bid Status Enter a value that indicates the status of the bid. This is a field in the Takeoff Pricing table.

Contract Number Enter the contract number. This is a Takeoff Pricing information field.

Price Revision	Enter a price revision number. The number is used to record the number of times a price is revised in the Takeoff Price file.
Exp Seq	Enter the expiration construction sequence number. This field is used to determine if a bid or takeoff contract price is valid.
Discount Information	
Discount Flag	Specify whether a discount is associated with the record. This is a field that allows certain item calculations to be bypassed in the Lot Proceed Post program (P445098).
Discount Amount	Enter the total amount of the discount.
Discount Percent	Enter the discount percent. This information is stored in the Takeoff Pricing table.
Discount Quantity	Enter a discount quantity baseline. The system uses the number to determine whether a discount is taken. If the ordered quantity is greater than or equal to this quantity then the discount can be taken.
Model Disc Flag	Enter a value that is used in the Takeoff system to determine if model pricing is to occur.
Model Discount Amount	Enter a discount amount. The value is used in the Takeoff system to determine the actual contract price.
Model Discount Percent	Enter a discount percent. The value is used in the Takeoff System to calculate the Model Discount Amount to be applied.
Model Discount Quantity	Specify a discount quantity baseline. This value is used to determine if a discount is taken. If the quantity ordered is greater than or equal to this quantity then the model discount can be taken.

Adding a Price Revision

Access the Historical Price Maintenance form.

Copying Item Pricing Information

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

Adding Takeoff Revisions

Access the Takeoff Revisions form.

Community	Enter a community number. 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.
------------------	--

Plan	Enter a plan number. If you enter a wildcard in the Plan field, then you must also enter a wildcard in the Elevation and Swing fields.
Quantity	Enter the quantity of units affected by this transaction.
Sub Item No	Enter the number of an item identified as a substitute for the input or standard item number. During Lot Start processing, the input item's takeoff master record uses the quantity calculated for the substitute item.
Est. Takeoff Flag	Enter a code that specifies whether to verify an actual quantity. Use this field for trades such as concrete, for which the quantity can be estimated only until the work has been performed. Values are: Blank: Verify the actual quantity. This is the default. <i>I</i>: Do not verify the actual quantity. The takeoff record posts through the Lot Start process with only budgets being created.
Short Item No	Enter an inventory item number. The system provides three separate item numbers plus an extensive cross-reference capability to other item numbers (see data item XRT) to accommodate substitute item numbers, replacements, bar codes, customer numbers, supplier numbers, and so forth. The item numbers are: • Item Number (short): An 8-digit, computer-assigned item number. • 2nd Item Number: A 25-digit, user-defined, alphanumeric item number. • 3rd Item Number: Another 25-digit, user-defined, alphanumeric item number.

Setting Processing Options for Takeoff Master Maintenance (P44H602)

Processing options enable you to specify the default processing for programs and reports.

Defaults

- 1. Enter the default Area.** Specify the default area. The value usually represents a geographic region or physical location of some kind, that is larger than a community. Large home builders might have many areas within their organizational structure. Smaller, regional builders might operate their entire organization using a single area.
- 2. Enter the default Cost Type (Object Account)** Specify the default Cost Type (Object Account).
- 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.** Specify whether to use the default cost type for new records. Values are:

Blank: Use the default cost type.

I: Do not use the default cost type.

Versions

- 1. Option Master** 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** 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** 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. Takeoff Copy** 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

Access the Takeoff Change Maintenance form.

- +/- Units** Enter a number that indicates an individual increase or decrease in quantities. For example, if the unit budget for a job increased by a quantity of 50, enter 50 in this field. If the unit budget for a job decreased by a quantity of 50, enter -50 in this field.
- Cumulative Units** Enter a number that indicates a cumulative change in quantities. For example, if the cumulative unit budget changed by 500, enter 500 in this field.

Reviewing Takeoff Summary Information

Access the Takeoff Summary form.

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.

Setting Processing Options for Takeoff Summary (P44H602S)

Processing options enable you to specify the default processing for programs and reports.

Defaults

- Homebuilder Area ID** Specify the default area identification.
- Object Account** Specify the object account number.

Versions

- Takeoff Maintenance** 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

Access the Takeoff History form.

Community	Enter the community number. 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.
Plan	Enter the plan number. If you enter a wildcard in the Plan field, then you must also enter a wildcard in the Elevation and Swing fields.

Copying Takeoff Information

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

Setting Processing Options for Simulated Takeoff Detail List (R44H6005)

Processing options enable you to specify the default processing for programs and reports.

Defaults

- 1. Homebuilder Area ID** Specify the component, typically a company division or geographic region, that is larger than a community. Large homebuilders might have many areas within their organizational structure. Smaller, regional builders might operate their entire organization using a single area.
- 2. Community** Specify 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** Enter the number of a specific phase within a community.
- 4. Plan Number** Specify 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** Specify 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 facade or exterior look, or elevation.
- 6. Swing** Specify the swing. The default value is standard, where the garage is on the right side of the house. A reverse swing means the garage is on the left side of the house, and the whole floor plan is reversed from a house with a standard swing. The swing is part of the key used to locate takeoff records and to create purchase orders.
- 7. Effective - From Date** Specify the Effective - From Date.
- 8. Tax Calculation** Specify whether to calculate tax. Values are:

Blank: Do not calculate tax.

I: Calculate tax.

9. Print Option

Specify whether to print options. Values are:

Blank: Do not print options. This is the default value.

I: Print options.

Print

1. Supplier Description

Specify whether to print the specified field in the report. Values are:

Blank: Print this field.

I: Do not print this field.

2. Item - 2nd Description

Specify whether to print the specified field in the report. Values are:

Blank: Print this field.

I: Do not print this field.

Assigning Suppliers to Bids and Takeoffs

This section provides an overview of supplier assignment and takeoff processing, lists prerequisites, and discusses how to set processing options for supplier assignment.

Understanding Supplier Assignment and Takeoff Processing

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.

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

Prerequisites

Before you complete the tasks in this section:

- Complete the setup of all areas, communities, phases, and plans.
- Complete the setup of all options to be used.
- Complete the setup of all bid contracts and takeoffs.

See [Chapter 4, “Managing the Foundation,” Setting Up Communities, page 48](#).

See [Chapter 4, “Managing the Foundation,” Working With Options, page 64.](#)

See [Chapter 5, “Working With Homebuilder Purchasing,” Setting Up Bid Contract Information, page 80.](#)

See [Chapter 5, “Working With Homebuilder Purchasing,” Understanding Takeoff Information, page 87.](#)

Form Used to Assign Suppliers to Bids and Takeoffs

Form Name	FormID	Navigation	Usage
Supplier Assignment Maintenance	W44H604C	Before Start Bidding and Costing (G44H23), Supplier Assignment Click Add on the Work With Supplier Assignment form.	Add supplier assignments. 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.

Setting Processing Options for Supplier Assignment (P44H604)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Homebuilder Area ID	Specify the Homebuilder Area ID.
Trade Code	Specify the Trade Code.

Versions

1. Account Sequence (P0901) Version.	Specify the version to be called for the particular application. If you leave this option blank, the system uses the default version XJDE0001.
2. Supplier Master (P04011) Version.	Specify the version that the system uses when you are using the Supplier Master program. If you leave this option blank, the system uses the default version ZJDE0001. When you choose a version, review the version’s processing options to ensure that the version meets the needs.
3. Bid Maintenance (R44H6002) Version.	Specify the version of the Bid Form/Contract Confirmation report (R44H6002). If you leave this processing option blank, the system uses the default version XJDE0001.
4. Takeoff Maintenance (P44H602) Version.	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.	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.

CHAPTER 6

Setting Up Sales and Configuration Information

This chapter provides an overview of sales and configuration information and discusses how to:

- Configure the lot.
- Select and manage options.
- Cancel a sale.
- Transfer a buyer.
- Process a sales closing.
- Use the Service and Warranty Management interface.

Understanding Sales and Configuration Information

This section lists prerequisites and discusses sales and configuration information.

Prerequisite

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

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.

You can use the Sales Workbench program to perform these 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

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 the 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 this 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.

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 Sales Master 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

Configuring the Lot

This section provides an overview of lot configuration, lists prerequisites, and discusses how to:

- Assign plan and elevation to a lot.
- Enter buyer information.
- Enter sales information.
- Set processing options for sales management.

Understanding Lot Configuration

Many builders begin construction of homes that are not yet sold. These homes are commonly referred to in the home building 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.

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

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, these data elements are available to capture relevant data:

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

Prerequisites

Before you complete the tasks in this section:

- Release the lot for sale.

See [Chapter 4, “Managing the Foundation,” Setting Up Lots, page 57.](#)

- Set up community, phase, plan, and lot information.

See [Chapter 4, “Managing the Foundation,” Setting Up Communities, page 48.](#)

See [Chapter 4, “Managing the Foundation,” Setting Up Plans, page 53.](#)

See [Chapter 4, “Managing the Foundation,” Setting Up Lots, page 57.](#)

See [Chapter 4, “Managing the Foundation,” Setting Up Plans, page 53.](#)

Before you enter sales information, you must add a buyer to the lot by selecting New Buyer from the Row menu in the Sales Workbench.

Before you enter extended Homebuilder information, you must complete the setup of at least one Extended Data Template and associated Heading that has been assigned to a Sales data type.

See [Chapter 3, “Setting Up the System,” Setting Up Extended Data, page 27.](#)

Forms Used to Configure the Lot

Form Name	FormID	Navigation	Usage
Sales Workbench	W44H500E	Sales and Escrow (G44H22), Sales Workbench	Assign plan and elevation to a lot.
House Revisions	W44H500A	Select House Revisions from the Row menu on the Sales Workbench form.	Select a specific lot and enter sales information.
New Buyer	W44H500F	Select a record on the Sales Workbench form, and select New Buyer from the Row menu.	Enter buyer information.
Quick Customer/Contact Add	W01015A	Click the Add button on the New Buyer form.	Enter buyer information.
Customer Information Revisions	W1782B	Click OK on the Quick Customer/Contact Add form.	Enter buyer information.
Maintain Extended Homebuilder Data	W44H092B	Select a lot on the Sales Workbench form, and select Extended Data from the Row menu. Select a template on the Select Extended Homebuilder Data Category form, and select Extended Data from the Row menu.	Enter extended data for a sale.

Assigning Plan and Elevation to a Lot

Access the Sales Workbench form.

Sales Workbench - Sales Workbench i ?

Select Find Close Row Tools

Selection Criteria

Community / Phase * thru *

Buyer A/B Number *

Sales A/B Number

☐ Contingent Sale Contingent Type *

Sales Activity Last Range * thru *

Sales Contract Status or or

Skip to Lot * Lot Count 114

Date Ranges

Sales Date * thru *

Projected Close * thru *

Actual Close * thru *

Loan Approval * thru *

Credit Approval * thru *

Sale Reported * thru *

Sales Ratified * thru *

Records 1 - 114 Customize Grid

	Area	Community	Phase	Lot	Sales Seq	Buyer Number	Buyer Name	Plan	Elev	Swing	Sales Date	Sales Status	Sales Last	Sales Description
☒	007	HQ0000	000	0001	000	7	Tony Enriquez and Cor	100	A		01/01/2004	SAL	600	Sold
☐	007	HQ0000	000	0002	000							4SL	500	Rele
☐	007	HQ0000	000	0003	000							4SL	500	Rele
☐	007	HQ0000	000	0004	000							4SL	500	Rele
☐	007	HQ0000	000	0005	000							4SL	500	Rele
☐	007	HR0000	000	0001	000	7	Tony Enriquez and Cor	100	A			SAL	600	Sold
☐	007	HR0000	000	0002	000	7	Tony Enriquez and Cor	100	B			SAL	600	Sold

Sales Workbench form

Community / Phase

Enter 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.

Buyer Number

Enter a buyer number. This is a Lot Proceed field used to record the Buyer of a given house.

Sales A/B Number

Enter the address book number of the first sales associate.

Contingent Sale

Enter a code that specifies whether the sale has a contingency. Additional fields are available to record information about the contingency.

Sales Activity Last Range

Specify the sales activity for the last sale completed in the sales process (UDC 44H0/RL).

Sales Contract Status

Specify the status of a sales contract (UDC 44H5/ST).

Sales Date

Enter the date of the sale. This is a Lot Proceed information field.

Projected Close

Enter the date that the home builder expects the house to close escrow. This date is a projection and is subject to change.

Actual Close

Enter the Julian date used to record the Closing of a house in the Lot Proceed files.

Loan Approval

Enter the date of the loan approval. This is a Lot Proceed information field.

Credit Approval

Enter the date that the buyer's credit was approved.

Sale Reported	Enter the date on which the seller reports the sale and notifies all concerned parties that it is a sale.
Sale Ratified	Enter the date on which the seller signs the purchase agreement.

Entering Buyer Information

Access the New Buyer form.

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

To enter buyer information:

1. Use one of these approaches to add a buyer number:
Click Add to access the Quick Customer/Contact Add form.
Use the Buyer Number field to search and verify whether the buyer address book record exists.
Manually enter a buyer number. The system validates the entry and, if no error occurs, displays the buyer's address information.
2. On Quick Customer/Contact Add, complete address information as necessary.
3. Click OK.
The system stores the contact information in the Address Book - Who's Who table (F0111).
4. If you are using the Service and Warranty Management system, complete these fields on the Customer Information Revisions form, and then click OK:

Contracts	Enter an alphanumeric code that identifies a contract (UDC 40/AS).
Work Orders	Enter an alphanumeric code that identifies a work order (UDC 40/AS).
Case	Enter an alphanumeric code that identifies a maintenance request case (UDC 40/AS).
Default Service Provider	Enter the address book number of the supervisor.
Default Dealer	Enter the default Dealer for the Customer.
Geographic Region	Enter the geographic region of the customer.
Work Order Service Type	Specify the type or classification of a work order or engineering change order (UDC 00/TY). You can use work order type as a selection criterion for work order approvals.
Time Zone	Enter the time zone for which you want to view the date and time.
Work Center	Enter an alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

Resp Business Unit

Enter the number of the business unit in which the employee generally resides.

See Also

PeopleSoft EnterpriseOne Address Book 8.11 SPI PeopleBook, “Entering Address Book Records”

PeopleSoft EnterpriseOne Service Management 8.11 SPI PeopleBook, “Setting Up Service Management,”
Setting Up Customers and Service Providers

Entering Sales Information

Access the House Revisions form.

Plan / Elev / Swing

Enter 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.

Sales Data

Sale Reported Date

Enter the date on which the seller reports the sale and notifies all concerned parties that it is a sale.

Sales Ratified

Enter the date on which the seller signs the purchase agreement.

Projected Close

Enter the date that the home builder expects the house to close escrow. This date is a projection and is subject to change.

Sched Buyer Walkthru

Enter the date that the buyer is scheduled to do the walk-through.

Sched Walkthru Time

Enter the time the buyer is scheduled to do the walk-through.

Actual Buyer Walkthru

Enter the actual date that the buyer walk-through occurred.

Credit Approval

Enter the date that the buyer’s credit was approved.

Address Book

Address Book number 1-10

Specify address book numbers in any of the ten fields.

**Commission Percentage
or Amount 1-10**

Specify a commission percentage or an amount in any of the ten fields.

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.

Revenue

Base House Price

Enter the sales price for a plan and elevation. This value is stored in the Sales Master Table (F44H501).

Lot Premium	Enter a value that indicates the premium amount for a lot. Typically, this is an additional monetary amount applied to the selling price to account for an oversized or particularly favorable lot. This value can be a negative amount. Enter the amount on the Lot Master. The amount is copied to the Sales Master table (F44H501) when the lot is released for sale.
Incentive 1-3	Enter a value that specifies a monetary amount of incentive given to the buyer. This value is entered into the Sales Master table (F44H501) and is used to calculate the total house price. Enter incentives as a positive amount.
Upgrade Amount	Enter the dollar amount of upgrades the buyer requested. This field is used in the calculation of the total house price.
Option Incentive	Enter the monetary amount of the option incentive given to the buyer. This field is stored into the Lot Sales History table (F44H501H) and is used to calculate the net option price.

Note. 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).

Financing

Loan Type	Specify the buyer's loan type (UDC 44H5/LT).
Loan Number	Enter a value that specifies the buyer's loan number in the Sales Management program (P44H500).
Interest Rate	Enter a value that indicates the percentage of interest. This field is informational only.
Interest Rate Locked	Enter the date on which the interest rate was locked.
Total Option Deposits	Enter the amount of the deposit taken for a given Option. The value for this field is entered manually into the Option Master file and defaults into Option Selection file. 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.

Contingent Sale

Contingent Sale	Enter a code that specifies whether the sale has a contingency. Additional fields are available to record information about the contingency.
Property Text	Enter a user-defined comment for additional information about the property.
Converted Date	Enter the date that the contingency is satisfied. The sale is no longer encumbered with a contingency as of this date.
Actual Close	Enter a Julian date the system uses to record the Closing of a house in the Lot Proceed files.

Enter any attachment text that is related to the contingent sale.

Sales Attachments

To enter sales information:

1. Enter text or attach relevant information that is related to the sale of the lot.
2. To enter additional information, select Additional Data from the Row menu.
3. On House Revisions Additional Data, complete any of the optional fields, and click OK.
4. On Sales Workbench, click OK.

See [Chapter 3, “Setting Up the System,” Setting Up Closing Worksheet Information, page 32.](#)

Setting Processing Options for Sales Workbench (P44H500)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Override price	Specify whether to allow the user to override the default sales price that is supplied from the Plan Master table (F44H301). Values are: Blank: Do not allow override. 1: Allow override.
2. Allow changes to primary buyer number	Specify whether the primary buyer number can be changed without affecting the sales statistics. Values are: Blank: Buyer number can not be changed. 1: Buyer number can be changed.
3. Allow changes to commission information	Specify whether to allow updates to commission information. Values are: Blank or 0: Do not allow update. 1: Allow update.

- | | |
|--|--|
| 4. Allow changes to total option deposits | Specify whether to allow updates to option deposit amount. Values are:
Blank: Do not allow update.
1: Allow update. |
| 5. Homebuyer - Search Type | Specify the search type (01/ST) to use for the home buyer. |
| 6. Sales contract status for new sales | Specify the default contract status to set when a new sales record is created. |
| 7. Sales contract status for canceled sales | Specify the default contract status to set when a sales record is canceled. |
| 8. Sales contract status for buyer transfers | 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 | Specify the default contract status to set the new lot to when a buyer closes. |
| 10. Option variance reason for a cancel | Specify the default reason code to enter when options are deselected when a sale is canceled. |
| 11. Option variance reason for a transfer | 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 | Specify how the system manages option selections on a lot when the buyer cancels the sale or transfers to a new lot. 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 | Specify the default area. The value usually represents a geographic region or physical location of some kind, that is larger than a community. Large home builders might have many areas within their organizational structure. Smaller, regional builders might operate their entire organization using a single area. |
| 14. Enter default community | Specify the default community. |
| 15. Allow transfer change to plan | Specify whether the system allows transfer changes. Values are:
Blank: Allow changes.
1: Do not allow changes. |

Search Type

- | | |
|--|---|
| 1. Search type for address book 1 through 10. Search type for address book 10 | Specify the search type for address book 1 through address book 10. |
|--|---|

New Sale

1. Copy the base house price from the prior sale?, 2. Copy the lot premium from the prior sale?, 3. Copy base house incentive amounts from the prior sale?, 4. Copy the base house upgrade amount from the prior sale?, 5. Copy the option incentives amount from the prior sale?, 6. Copy commission address book numbers from the prior sale?, 6. Copy commission address book numbers from the prior sale?, 7. Copy commission percentages from the prior sale?, 8. Copy commission amounts from the prior sale?, 9. Copy user dates from the prior sale?, 10. Copy user amounts from the prior sale?, 11. Copy user address book numbers from the prior sale?, 12. Copy sales category codes from the prior sale?, and 13. Copy the extended data from the prior sale?

Specify whether to copy data from the prior sales record to the new sales record if a prior sales sequence record exists. Values are:

Blank: Do not copy data.

1: Copy data.

Transfer Buyer

1. Copy the base house price to the new lot?, 2. Copy the lot premium to the new lot?, 3. Copy base house incentive amounts to the new lot?, 4. Copy the base house upgrade amount to the new lot?, 5. Copy the option incentive amount to the new lot?, 6. Copy commission address book numbers to the new lot?, 7. Copy commission percentages to the new lot?, 8. Copy commission dollars to the new lot?, 9. Copy user dates to the new lot?, 10. Copy user amounts to the new lot?, 11. Copy user address book numbers to the new lot?, 12. Copy sales category codes to the new lot?, 13. Copy the sales extended data to the new lot?

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. Values are:

Blank: Do not copy data.

1: Copy data.

Activity Rules

- | | |
|--|---|
| 1. Sales Activity Code Next - New Buyer | Specify the activity code of a new buyer. |
| 2. Sales Activity Code Next - Cancel Sale | Specify the activity code of a canceled sale. |
| 3. Sales Activity Code Next - Transfer | Specify the activity code of a transferred sale. |
| 4. Sales Activity Code Next - Close Sale | 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 | Specify the Construction Status Code - Last. |
| 6. Sales Activity Code - Last | Specify the Sales Activity Code - Last. |

Warranty Management

- | | |
|-------------------------------|---|
| 1. Warranty Processing | 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). 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	Enter the Sales Activity Last that the lot must be at before the warranty process may be run.
3. Warranty Template Type	Enter the Warranty Template Type.
4. Beginning Equipment Status	Enter the Beginning Equipment Status.
5. Service Contract Document Type	Specify the service contract document type for Contract Detail records (F1721) created. Typically, the default document type is CM.
6. Service Contract Line Type	Specify the Service Contract Line Type.
7. Service Contract Status	Specify the Service Contract Status.
8. Base Contract Duration Unit of Measure	Specify the Base Contract Duration Unit of Measure.
9. Base Contract Duration	Specify the Base Contract Duration.
10. Account Business Unit	Specify the Account Business Unit.
11. Account Object	Specify the Account Object.
12. Account Subsidiary	Specify the Account Subsidiary.

Versions

1. Option Selections (P44H501) Version	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	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	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	Specify 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	Specify which version of the Manual Advance program the system uses when you select Manual Advance from the Row menu. If you leave this option blank, ZJDE0001 (Construction Activity Rules) is used.

6. Lot Master Outbound Notification (P44H9903) Version	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	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	Specify the version of the Contract Revision program (P1721) that you access from the equipment master record. If you leave this processing option blank, the system uses the ZJDE0001 version.

Selecting and Managing Options

This section provides an overview of option selection and management, lists prerequisites, and discusses how to:

- Select options for a lot.
- Set processing options for option selections.

Understanding Option 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.

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 selections, you can review them and make changes, as necessary.

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.

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 the choices and make changes, as necessary.

Prerequisites

Before you complete the tasks in this section:

- Set up communities, phases, plans, elevations, lots, and options.
See [Chapter 4, “Managing the Foundation,” Setting Up Communities, page 48.](#)
See [Chapter 4, “Managing the Foundation,” Working With Options, page 64.](#)
See [Chapter 4, “Managing the Foundation,” Setting Up Plans, page 53.](#)
See [Chapter 4, “Managing the Foundation,” Prerequisites, page 58.](#)
- Update the lot status to Released For Sale.
- Assign a plan and elevation to the lot.

Forms Used to Select and Manage Options

Form Name	FormID	Navigation	Usage
Sales Workbench	W44H500E	Sales and Escrow (G44H22), Sales Workbench	Set up sales and configuration information.
Select Options	W44H501A	Select a lot on the Sales Workbench form, and then click Select Options from the Row menu.	Select options and option packages for a lot.
View Selected Options Only	W44H501C	Select View Options from the Row menu on the Sales Workbench form.	View options.
Work with Option Selection History	W44H511HA	Select View History from the Form menu on the Select Options form.	Review history.
Option Package Detail	W44H501D	Select a record associated with a package, then select Package Components from the Row menu on the Select Options form.	Select a quantity and option number.

Selecting Options for a Lot

Access the Select Options form.

- Cumulative Quantity** Enter the cumulative quantity selected during option selections. For example, if a buyer has previously ordered two ceiling fans, and later wants to order two more, enter 4.
- Sketch Number** Enter alphanumeric text that provides additional information about the option. For example, you can enter the color *blue*.

Setting Processing Options for Option Selections (P44H501)

The Option Selections program is called from a Row menu in the Sales Workbench program. You set the version of the Options Selections program on the Versions tab of the Sales Management program (P44H500).

Defaults

- 1. Display Community, Phase, Plan and Elevation on Grid**

Specify whether to display the Community, Phase, Plan, and Elevation columns in the detail area. Values are:

Blank: Do not display the columns.

1: Display the columns.
- 2. Allow override to Options Sales Price**

Specify whether to allow override of the option sales price. 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**

Specify at what level to maintain deposits. Values are:

Blank: Maintain deposits at the sales record level. This is the default value.

1: Maintain deposits at the individual option level.
- 4. Control manual reduction of quantity selected**

Specify when to allow the quantity of a selected option to be reduced in the lot start process. 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.**

Specify whether to require a reason code when deselecting options that have been generated in the Lot Start Workfile table (F44H711). Values are:

Blank: Do not require a reason code.

1: Require a reason code.

Canceling a Sale

This section provides an overview of cancellations and discusses how to cancel a sale.

Understanding Cancellations

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:

- 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 canceled 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.

Form Used to Cancel a Sale

Form Name	FormID	Navigation	Usage
Cancel Sale	W44H500B	Sales and Escrow (G44H22), Sales Workbench Select a lot, and select Cancel Sale from the Row menu.	Cancel a sale.

Canceling a Sale

Access the Cancel Sale form.

Cancel Sale form

Cancel Date

Enter a Julian date used to record the cancellation of a house sale to a given buyer.

Cancel Sale Note 1	Enter a code that indicates when a sale is in the process of being canceled. You can enter notes regarding the canceled sale.
Cancel Sale Reason	Enter a code that indicates the reason a sale was canceled (UDC 44H/CS).
Deselect Options	Specify whether to deselect option quantities that have not been posted. Select this option to deselect the options that the buyer previously selected for the lot on which no commitments have been generated. 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.

Transferring a Buyer

This section provides an overview of sales transfers and discusses how to transfer a buyer.

Understanding Sales Transfers

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:

- Process a transfer only if the prerequisites for transferring a buyer are met, based on the sales activity rules.

Note. 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 Sales Master 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 Sales Master 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.

A buyer can select a new plan and elevation on a transfer to a new lot if construction has not started on the new lot. A transfer is also restricted if the lot has been designated for a model or specification home. The system displays read-only fields on the Sales Management form to display the current From Plan, From Elevation, and From Swing information.

You can select an option to bypass copy processes that have been selected on the Transfers processing option tab. If the option is selected, all copy options are ignored and no copy occurs for the current transfer transaction. The base house and the lot premium are retrieved when a buyer transfers to a new lot.

You can set a processing option to prohibit changing the plan and elevation on a buyer transfer to preserve current functionality. If the processing option is set to *Off*, different values than those selected on the original lot can be entered for plan, elevation, and swing. Subject to conditions, the system updates the new lot with the selected plan, elevation, and swing. If the processing option is set to *On*, the plan, elevation, and swing from the original lot are automatically defaulted to the new lot.

Form Used to Transfer a Buyer

Form Name	FormID	Navigation	Usage
Transfer Buyer	W44H500C	Sales and Escrow (G44H22), Sales Workbench Select a lot, and select Transfer from the Row menu.	Transfer a buyer.

Transferring a Buyer

Access the Transfer Buyer form.

(Transfer) To Lot	Initiate the transfer of a given buyer from one lot to another in the Lot Proceed files.
(Transfer) To Plan	Enter 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.
(Transfer) To Elevation	Enter 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 facade or exterior look, or elevation.
(Transfer) To Swing	Enter 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.
Bypass Copy	Specify whether to bypass the copy process on buyer transfers. If this box is selected, the copy process on buyer transfers is bypassed regardless of the setting on any processing option that indicates a value should be copied during the transfer. If not selected, the copy process will occur per processing option setting.
Note. Base House and Lot Premium will be retrieved for the new lot and will not be copied regardless of processing option settings.	
Transfer Buyer Date	Enter the date that the buyer transferred to another lot.
Transfer Lot Note 1	Enter user-defined text a buyer that has transferred to another lot.
Deselect Options	Specify whether to deselect option quantities that have not been posted. Click to deselect unprocessed options for the original lot. This field is displayed

based on processing options. When the Deselect 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 select available options for the new lot.

Processing a Sales Closing

This section provides an overview of sales closing, lists prerequisites, and discusses how to:

- Use the closing worksheet.
- Set processing options for closing worksheet entries.
- Create a sales journal.

Understanding 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:

- 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 PeopleSoft World, Homebuilder Management replaces the model sales journal with a template-based process.

The system uses information from these 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

Prerequisite

Set up the closing worksheet template and its corresponding AAIs for the community.

See [Chapter 3, “Setting Up the System,” Setting Up Closing Worksheet Information, page 32.](#)

Forms Used to Process a Sales Closing

Form Name	FormID	Navigation	Usage
Closing Worksheet	W44H591A	Sales and Escrow (G44H22), Sales Workbench Select a lot, and select Closing Worksheet from the Row menu.	Use the closing worksheet. Before creating a sales journal, ensure that the closing worksheet is in balance and that the close date is correct.
Closing Journal Completed	W44H591C	Select Create Journal from the Form menu on the Closing Worksheet form.	Create a sales journal.

Using the Closing Worksheet

Access the Closing Worksheet form.

To use the closing worksheet:

1. Complete the required Close field.
2. Review and confirm the amounts and accounts created for the lot from the closing worksheet template.
3. Modify the closing worksheet with additional information, such as title costs, document fees, escrow fees, or other amounts, from the closing document.
4. Click OK to save all entries to fields that the system does not supply or follow the steps to create a sales journal.

Note. If you do not want to immediately create the sales journal, click OK to close the worksheet and save. 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.

Close

Enter a date that identifies the financial period to which the transaction will be posted. You define financial periods for a date pattern code that you assign to the company record. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number, as well as to perform date validations.

Setting Processing Options for Closing Worksheet Entries (P44H591)

The Closing Worksheet Entries program is called from a Row menu in the Sales Workbench program. You set the version of the Closing Worksheet Entries program on the Versions tab of the Sales Management program (P44H500).

Defaults

Name - Alpha Explanation Specify the title of the closing worksheet. This description updates the Explanation field (EXA).

Versions

- 1. Version for closing worksheet report (R44H5007)** Specify the program version for closing worksheet report (R44H5007).

Creating a Sales Journal

Access the Closing Journal Completed form.

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.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook, "Posting Financial Transactions"

Using the Service and Warranty Management Interface

This section provides an overview of the Service and Warranty Management interface, lists prerequisites, and lists the forms used to use the Service and Warranty Management interface.

Understanding the Service and Warranty Management Interface

Homebuilder Management integrates with the Service and Warranty Management system. This interface allows builders to accomplish:

- Creating install base records for a base house and all items designated for service and warranty management
- Creating service and warranty contracts
- Choosing service and warranty items by lot

Prerequisites

Before you complete the tasks in this section:

- 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 [Chapter 3, "Setting Up the System," Setting Up Extended Data, page 27](#).

- Set up all service and warranty items in the UDC 17/PM.
- Perform a sales closing on the lot.

See [Chapter 6, "Setting Up Sales and Configuration Information," Processing a Sales Closing, page 122](#).

See Also

PeopleSoft EnterpriseOne Service Management 8.11 SPI PeopleBook, “Working with Warranty Claims and Supplier Recovery Claims”

Forms Used to Use the Service and Warranty Management Interface

Form Name	FormID	Navigation	Usage
Select Extended Homebuilder Data Category	44H092A	Foundation Management (G44H21), Lot Master Select a closed lot on the Work with Lot Master form, and select Extended Lot Data from the Row menu.	Create a base install record and service contract record for a base house.
Maintain Extended Homebuilder Data	44H092B	On the Select Extended Homebuilder Data Category form, select the user-defined code created for Service and Warranty Management, and click Select.	Create a base install record and service contract record for a base house.
Populate Service and Warranty	W44H500K	Sales and Escrow (G44H22), Sales Workbench Select a lot, and select Warranty Management from the Row menu.	Create service and warranty contracts.

CHAPTER 7

Running the Lot Start Process

This chapter provides an overview of the lot start process and discusses how to:

- Run the Lot Workbench program.
- Work with lot starts.
- Work with the lot start workfile.
- Delete transactions in the workfile generation table.
- Assign suppliers in the workfile.
- Generate Homebuilder commitments.

Understanding the 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 PeopleSoft EnterpriseOne Job Cost and Procurement systems provide the structure for cost management, analysis, and control. The lot start process is designed to:

- 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.
- Enable 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 the individual business needs.

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 job site for reference by all subcontractors.
- Notice to proceed (also known as the AIA document)
- Purchase orders, based on both bids and takeoffs.

Working With the Lot Workbench

This section provides an overview of the Lot Workbench program, lists prerequisites, and discusses how to:

- Use the Lot Workbench program.
- Set processing options for the lot master.

Understanding the Lot Workbench Program

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 these 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).

Prerequisites

Before you complete the tasks in this section:

- Complete the setup of the community, phases, and lots.
- Complete the setup of any sales information, including buyers and options.

See Also

[Chapter 4, “Managing the Foundation,” Setting Up Communities, page 48](#)

[Chapter 4, “Managing the Foundation,” Setting Up Community Information, page 52](#)

[Chapter 6, “Setting Up Sales and Configuration Information,” page 103](#)

[Chapter 4, “Managing the Foundation,” Setting Up Lots, page 57](#)

Form Used to Work with the Lot Workbench

Form Name	FormID	Navigation	Usage
Lot Workbench	W44H200AA	Build and Manage (G44H25), Lot Workbench	Review the existing information.

Using the Lot Workbench Program

Access the Lot Workbench form.

Lot Workbench form

To use the Lot Workbench:

1. Complete the Area and Community fields and click Find.
2. Review community information by expanding or collapsing the appropriate community, phase, or lot button.
3. To review information about all of the lots in a community, verify that the Display Lots by Status option is turned on and that a community or phase is expanded:

The system displays buttons that indicate the sales and construction status of the associated lots.

This table describes the meaning of each button:

Button	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, clear the Display Lots by Status option:

A house button identifies individual lots. A gray or white house button indicates that the house is in process, and that details are available. A green house button indicates that the house is closed. A blue house button 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 button. A red button indicates that the no commitments have been generated for the option. A gray button 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 select one of these options 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

Setting Processing Options for Lot Master (P44H200A)

Processing options enable you to specify the default processing for programs and reports.

Default

Specify the default area to initially filter by.

Specify the default area. The value usually represents a geographic region or physical location of some kind, that is larger than a community. Large home builders might have many areas within their organizational structure. Smaller, regional builders might operate their entire organization using a single area.

Specify the default community to filter on.

Specify the default community.

Enter a '1' to group and display lots by status.

Specify how to display lots within a community, phase, or both. Values are:
Blank: Display lots in lot sequence order by community, phase, or both.
1: Display lots by lot status code.

Versions

1. Community Master (P44H101) Version. and 2. Phase Master (P44H101) Version.

Specify which version of the Community Phase Master program (P44H101) to run. If this processing option is left blank, version ZJDE0001 is used.

3. Job Master (P51006) Version.

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.

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.

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.

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.

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.

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.

Specify which version of the Job Status Inquiry program (P512000) to run. If this processing option is left blank, the system uses version ZJDE0001.

10. Option Selection (P44H501) Version.

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.

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.

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.

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.

Working With Lot Starts

This section provides an overview of workfile generation, lists prerequisites, and discusses how to:

- Generate the workfile.
- Set processing options for lot start workfile generation.

Understanding Workfile Generation

To begin the lot start process, generate the F44H711 table, 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 also view the tax commitment amount for taxable lines.

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:

- 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.

You can run this program in any of these modes:

- Prestart
- Final
- Proof

Running the program in proof mode enables you to verify contracts prior to committing a lot. When proof mode is selected, the system:

- Generates the Lot Start Generation Workfile (F44H71W1).
- Creates lot job and accounts if they do not already exist.

The system uses data from the F44H71W1 table to subsequently create the report. In proof mode, records are not saved in the Lot Start Workfile (F44H711) and budgets are not created. Bid and takeoff selection are determined by the processing option setting for costing method. All processing option settings that are linked to budget creation are ignored. Purchasing order numbers are not retrieved.

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, this 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 is selected even when a more-specific non-preferred 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	A wildcard value
3	Community	Phase	A wildcard value	Option
4	Community	Phase	A wildcard value	A wildcard value
5	Community	A wildcard value	A wildcard value	Option
6	Community	A wildcard value	A wildcard value	A wildcard value
7	A wildcard value	A wildcard value	A wildcard value	Option
8	A wildcard value	A wildcard value	A wildcard value	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 that are selected for a bid are the most specific that can be 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 these nine levels of consideration:

Level	Community/Area	Phase	Plan	Elevation
1	Community	Phase	Plan	Elevation
2	Community	Phase	Plan	A wildcard value

Level	Community/Area	Phase	Plan	Elevation
3	Community	Phase	A wildcard value	A wildcard value
4	Community	A wildcard value	Plan	Elevation
5	Community	A wildcard value	Plan	A wildcard value
6	Community	A wildcard value	A wildcard value	A wildcard value
7	Area	A wildcard value	Plan	Elevation
8	Area	A wildcard value	Plan	A wildcard val
9	Area	A wildcard value	A wildcard value	A 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, if all these apply, then the lot start process creates a purchase order for 3655 bricks:

- 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.

Note. To ensure predictable and accurate lot start results and to use wildcards efficiently, you must understand the rules for supplier assignment, bid, and takeoff record selection during the lot start process.

Prerequisites

Before you complete the tasks in this section:

- Complete the cost code templates that you will use during the lot start process.

See [Chapter 3, “Setting Up the System,” Creating the Cost Code Template, page 42.](#)

- Complete the setup of all construction activity rules.

See [Chapter 3, “Setting Up the System,” Setting Up Activity Rules, page 23.](#)

- 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 [Chapter 6, “Setting Up Sales and Configuration Information,” Selecting Options for a Lot, page 117.](#)

- Complete the entry of the lot configuration. Lot configuration is not required for a prestart.

See [Chapter 6, “Setting Up Sales and Configuration Information,” Understanding Lot Configuration, page 105.](#)

Generating the Workfile

Select Building and Manage menu (G44H25), Lot Start Workfile Generation.

Understanding the Workfile Generation Process

The Lot Start Workfile Generation report creates workfile entries in the F44H711 table 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 F44H601 and F44H611 tables, takeoff information from the F44H602, and item pricing information from the F44H603 table, based on the selected plan from the F44H501 table, options from the F44H511 table, the commitment start date from the F44H201 table, and the supplier assignment from the F44H604.

During the initial workfile generation for a lot, the system uses this information:

- The plan, elevation, and swing from the lot configuration (for workfiles that are not pre-starts).
- 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 F44H511 table.

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 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 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 F44H711 table 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.

Note. It is strongly recommended that you do not alter the data sequencing that has been provided, or unpredictable results might occur.

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.

Setting Processing Options for Lot Start Workfile Generation (R44H700)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Processing Mode

Specify whether the report runs in prestart, proof, or final mode. Values are:

Blank: Prestart mode. This option creates a lot job and copies area job accounts to the new lot job.

1: Proof mode.

This option creates a lot job if it was not created previously, copies template accounts, and creates records for verification in the Lot Start Generation Workfile (F44H71W1). Records are not created in the Lot Start Workfile (F44H711) and budgets are not created regardless of processing option settings related to budget creation.

2: 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)

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)

Specify the ending 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.

4. Post Next Posting Stage

Specify the posting stage through which to process transactions. Posting stage corresponds to reporting code 3 (R003) in the F0901 table. 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

Specify the posting stage through which commitments, budgets, or both are created. The posting stage corresponds to reporting code 3 (R003) in the F0901 table.

Note. This option is ignored when Post Next Posting Stage is set to 1.

6. Copy Budgets from Cost Code Template

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. 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

Specify how budgets are created during the workfile generation process. Values are:

Blank: No budgets are created.

1: Budgets are created through the posting stage for which the lot is run.

The budgets are 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.

8. Budget Creation Process

Specify when budgets are created for entries in the Lot Start Workfile table (F44H711). Use this option in conjunction with the Create Budgets option. Values are:

Blank: Create budgets for workfile records during the workfile generation process.

1: Create Budgets from workfile records during the commitment generation process.

Note. Regardless of how you set this processing option, all budget amounts that are not written to the workfile, such as budget-only records and budget records that are not within the posting stage, are created during the workfile generation process.

9. Costing Method

Specify how to cost the budget and commitments. A commitment or budget can have cost components resulting from bids, takeoffs, or both. Values are:

	Blank: Process bids and takeoffs 1: Process bids 2: Process takeoffs
10. Commitment Effective Date	Specify the commitment effective date for bid and takeoff processing. If this processing option is left blank, the Commitment Start Date (COMJ) in the F44H201 table is used as the effective date.
11. Takeoff Discounts	Specify the type of discount to be taken on takeoff-related commitments. Values are: 1: Model discount. 2: Standard discount. 3: No discounts (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	Specify how the calculation of retention information for material items is processed into the F44H711 table. 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	Specify the next construction activity rule that you want the system to set on the F44H201 after you run the Lot Start Workfile Generation program (R44H700).
14. Run Commitment Generation?	Specify whether to run the Generate Homebuilder Commitments program (R44H7113). Values are: Blank: Do not run the Generate Homebuilder Commitments program. 1: Run the Generate Homebuilder Commitments program.

Account Creation

1. Lot Job - Business Unit Type	Specify the job type (STYL) to use in the F0006. If this processing option is left blank, the lot job type from constants is used.
2. Lot Job Description Flag	Specify which description appears in the description field when you run the Lot Start Workfile Generation program (R44H700). Values are: Blank: The default description from the Lot Job - Default Description processing option. 1: The community description (data item DL01) from the F44H101 table. 2: The Comment field (data item LOTCMT) from the F44H201 table.

	3: The Lot Address field (data item LOTADD) from the F44H201 table.
3. Lot Job - Default Description	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 through 7. Lot Job - Category Code 9	Specify category codes (00/06) through (00/09) on the F0006 table.
8. Lot Job - Category Code 10 Flag	Enter a code that will determine the value that will be written to Category Code 10 of the F0006. 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 F44H201 table.
9. Category Code 10 Default Value	Specify the category code (00/10) on the F0006 table.

Versions

1. Commitment Generation (R44H7113) Version.	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	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.	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.

Working With the Lot Start Workfile

This section provides an overview of lot start workfile maintenance and discusses how to:

- Set processing options for lot start workfile maintenance.
- Cancel transactions in the F44H711 table.
- Place transactions on hold in the F44H711 table.
- Release transactions on hold in the F44H711 table.
- Revise takeoff quantities.

Understanding Lot Start Workfile Maintenance

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.

Record Status in the Lot Start Workfile

This 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, these combinations of record colors and buttons indicate the status of the transactions:

- White record, no button.

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 button.

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 Workfile Actions

Because some workfile transactions might affect budgets or commitments, you should be cautious about canceling or deleting workfile actions. This 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	Perform one or more of these functions: • Reverses the budget for the amount of the transaction. • Cancels the unrelieved commitment. • If the posted transaction originated from the TBD supplier assignment, deletes both the posted transaction and the original TBD. • Changes the commitment posting status to C.
0	T	Delete or Cancel	If a supplier is assigned to the TBD transaction, allows the delete only if the child transaction has already been deleted. If no supplier is assigned to the TBD transaction, deletes the transaction in the F44H711.
0	Blank	Delete	If the transaction is a supplier TBD transaction, deletes both the parent TBD and the child supplier-assigned transaction. If the transaction is <i>not</i> a TBD supplier-assigned transaction, deletes only the selected record in the F44H711 table.
0	Blank	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.

Budget Status	Commit Status	Row Exit	Action
1	T	Delete or Cancel	If a supplier is assigned to a TBD transaction, allows the delete only if the child transaction has already been deleted. If no supplier is assigned to the TBD transaction: - Reverses the budget for the amount of the transaction. - Deletes the transaction in the F44H711 table. Or, - Changes the commitment posting status to C.
1	Blank	Delete	If the transaction is a supplier TBD transaction: - Reverses the budget for the amount of the transaction. - Deletes both the parent TBD and the child supplier-assigned transaction. If the transaction is not a TBD supplier-assigned transaction: - Reverses the budget for the amount of the transaction. - Deletes only the selected record in the F44H711 table.
1	Blank	Cancel	- Reverses the budget for the amount of the transaction. - Changes the commitment posting status to C.
1	E	Delete or Cancel	- Reverses the budget for the amount of the transaction - Deletes the selected records in the F44H711 table - Changes the commitment posting status to C
1	H	Delete or Cancel	- Reverses the budget for the amount of the transaction. - Deletes the selected record in the F44H711 table - Changes the commitment posting status to C.

Forms Used to Work with the Lot Start Workfile

Form Name	FormID	Navigation	Usage
Work With Lot Start Workfile	W44H703C	After Start Commitments and Costing (G44H24), Lot Start Workfile Review	On the Work With Lot Start Workfile form, select records to revise.
After Start Processing	W44H706A	On Work With Lot Start Workfile, select a record then select Revise Takeoff from the Row menu.	Revise takeoff quantities in the Workfile Generation table.

Setting Processing Options for Lot Start Workfile Review (P44H711)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Homebuilder Area ID	Specify the default area in the Lot Start Workfile Maintenance program (P44H711).
Community	Specify the default community in the Lot Start Workfile Maintenance program (P44H711).
Phase Number	Specify the default phase to use as a filter in the Lot Start Workfile Maintenance program (P44H711).

Versions

1. Commitment Generation (R44H7113) Version.	Specify the version of the Generate Homebuilder Commitments program (R44H7113) to use. If you leave this option blank, the system uses the default version ZJDE0001.
2. Purchase Order Entry (P4310) Version.	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.	Specify the version of the Commitment Outbound Notification - PO program (P44H9904) to run when scheduling is enabled. If you leave this processing option blank, the system uses default version ZJDE0001.

Budgets

Enter '1' to create F0911 audit trail records when doing budget reversals.	Specify whether to create audit trail records for the cancellation or deletion of lot start workfile records that have posted budgets. 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.	Specify the amount ledger type to use for reversing Job Cost original budgets when cancelling or deleting a line item in the (F44H711 table. 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).

Canceling Transactions in the F44H711 Table

Access the Work With Lot Start Workfile form.

Lot Start Workfile Review - Work with Lot Start Workfile

Select Find Delete Close Row Tools

Area * All Codes - Search Only

Community * Budget Post Status *

Phase * Commitment Post Status *

Lot Job Number * Lot Start Process Type *

Supplier Number * Lot Start Version *

Option Number *

Skip-To Lot *

Records 1 - 92 Customize Grid

	Community	Phase	Lot	Lot Job Number	Cost Code	Cost Type	Account Description	Option Number
☐	EX0000	000	0001	EX0001	4805	1360	Deliver Shower Pan	
☐	EX0000	000	0002	EX0002	4119	1360	Pour Fndt	
☐	EX0000	000	0002	EX0002	4119	1360	Pour Fndt	
☐	EX0000	000	0002	EX0002	4805	1360	Deliver Shower Pan	
☐	EX0000	000	0004	EX0004	4104	1360	Tree Removal	
☐	EX0000	000	0004	EX0004	4119	1360	Pour Fndt	
☐	EX0000	000	0004	EX0004	4119	1360	Pour Fndt	

Work with Lot Start Workfile form

Select Cancel from the Row menu.

When you cancel a single transaction or an entire lot:

- 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 F4311.

The system also reduces the PA, HA, JA ledger type balances in the F0902 table.

- The text of the record in the detail area appears in the color gray.

Note. After you select 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 canceled, the system changes the commitment posting status to C and the text color to gray.

Canceled transactions prevent the commitment from being included again the next time you run the workfile generation process. If a cancellation is made in error, the transaction must be deleted and then reentered into the system using Workfile Generation.

Placing Transactions on Hold in the F44H711 Table

Access the Work With Lot Start Workfile form.

Lot Start Workfile Review - Work with Lot Start Workfile

Select Find Delete Close Row Tools

Area * All Codes - Search Only

Community * Budget Post Status *

Phase * Commitment Post Status *

Lot Job Number * Lot Start Process Type *

Supplier Number * Lot Start Version *

Option Number *

Skip-To Lot *

Records 1 - 30 Customize Grid

	Community	Phase	Lot	Lot Job Number	Cost Code	Cost Type	Account Description	Option Number
☐	HR0000	000	0000	HR0000	4903	8100	Sprinkler System	
☐	HR0000	000	0008	HR0008	4904	8100	Trees	
☐	HR0000	000	0008	HR0008	4905	8100	Sprinkler System	
☐	HR0001	001	0050	HR0050	4806	8100	Plumbing Top Out	
☐	HR0001	001	0050	HR0050	4806	8100	Plumbing Top Out	
☐	HR0001	001	0050	HR0050	4807	8100	Inst Bath Tile-Tubs	
☐	TBD0000	000	0001	TBD0001	4502	1360	Deliver Light Fixture	
☐	TBD0000	000	0002	TBD0002	4502	1360	Deliver Light Fixture	

Work with Lot Start Workfile form

Select Hold from the Row menu.

You can place a hold on transactions in the Lot Start Workfile table to prevent the system from generating commitments for those transactions.

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 F44H711 Table

Access the Work With Lot Start Workfile form.

Select Release from the Row menu.

After you place transactions on hold in the Lot Start Workfile table, you can release them to continue processing those transactions.

Note. After you release a held record, its Commitment Posting Status returns to blank.

Revising Takeoff Quantities

Access the After Start Processing form.

To revise takeoff quantities in the Workfile Generation table:

1. Complete these fields and click Find:
 - Lot Job Number
 - Community
 - Area
2. Select the records that you want to revise.
You can revise only those records that have a Commitment Posting status of E.
3. Select Revise Takeoff from the Row menu.
4. On After Start Processing, complete the Quantity field, and then click OK.

Deleting Transactions from the Workfile Generation Table

This section provides an overview of transaction deletion and discusses how to delete transactions from the Workfile Generation Table.

Understanding Transaction Deletion

You can delete records from the Workfile Generation table (F44H711) as often as necessary. Because some workfile transactions might affect budgets or commitments, you should be cautious about canceling or deleting workfile actions.

Deleted transaction information appears as deleted in the records the next time you generate the workfile.

See Also

[Chapter 7, “Running the Lot Start Process,” Canceling Transactions in the F44H711 Table, page 143](#)

Forms Used to Delete Transactions

Form Name	FormID	Navigation	Usage
Work with Lot Start Workfile	W44H711A	After Start Commitments and Costing (G44H24), Lot Start Workfile Review	Delete transactions in the Workfile Generation table.

Deleting Transactions from the Workfile Generation Table

Access the Lot Start Workfile Review form.

To delete transactions from the Workfile Generation table:

1. Enter the Lot Job Number and corresponding Community and Area information, and click Find.
2. Select the row to delete, and click Delete.

Generating Homebuilder Commitments

This section provides an overview of commitment generation and discusses how to generate commitments from the lot start workfile.

Understanding Commitment Generation

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 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 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 F4301 and F4311 tables.
- 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.

Forms Used to Generate Homebuilder Commitments

Form Name	FormID	Navigation	Usage
Work with Lot Start Workfile	W44H711A	After Start Commitments and Costing (G44H24), Lot Start Workfile Review	Work with the lot start workfile.
Post Budgets and Commitments?	W44H711C	On the Work With Lot Start Workfile form, select a record, and then select Create Commitments from the Row menu.	Generate commitments from the lot start workfile.

Generating Commitments from the Lot Start Workfile

Access the Work with Lot Start Workfile form.

To generate home builder commitments from the Work with Lot Start Workfile Review form:

1. Complete the Area and Community fields and click Find.
2. Select a record that corresponds to the lot for which you want to generate commitments, and then select Generate Commitments from the Row menu.
3. On Post Budgets and Commitments?, click OK to proceed.

The system processes the selected lot.

Note. You need to select only one transaction to generate commitments for all eligible transactions for the respective lot.

Assigning a Supplier to the Workfile

This section provides an overview of assigning suppliers and storing them in the Workfile.

Understanding Assigning Suppliers to the Workfile

You must assign suppliers to specific commitments. When you assign suppliers, the system stores the information in the Workfile Generation table (F44H711). The system updates the records in the Workfile table with the selected supplier address book number, supplier description, and unit cost as defined in Supplier Assignment.

You can also change a supplier that has been assigned to a commitment, if the Com PS (Commitment Posting Status) field is set to *T* (Supplier is To Be Determined). When you click Find on the Work with Lot Start Workfile form, the records that contain a *T* in the Com PS field appear in blue font.

Form Used to Assign Suppliers

Form Name	FormID	Navigation	Usage
Select from Allowed Suppliers	W44H704A	After Start Commitments and Costing (G44H24), Lot Start Workfile Review On the Work with Lot Start Workfile form, locate a commitment record. You can also enter T in the Commitment Post Status field to locate only the commitments that must be assigned a supplier. Select the record, then select Assign Supplier from the Row menu.	Assign suppliers in the workfile.

Assigning Suppliers in the Workfile

Access the Select from Allowed Suppliers form.

Lot Start Workfile Review - Select from Allowed Suppliers

Select Find Close Tools

Area 102

Community/ Phase TBD0000 000 *To Be Determined Bids*

Lot 0001

Order Number/ Type/ CO 9 OS 00033

Supplier 607 *Supplier No. 7*

No records fetched. Customize Grid ☐

Supplier	Address Number
607	

Select from Allowed Suppliers form

To assign suppliers in the workfile, select the supplier to assign to the TBD commitment and click Select.

Note. The Select from Allowed Supplier form displays the suppliers for this trade code as set up in Supplier Assignment.

CHAPTER 8

Working with After-Start Commitments and Costing

This chapter provides an overview of commitment adjustments and discusses how to:

- Change suppliers.
- Enter purchase orders.

Understanding Commitment Adjustments

Commitments created by Homebuilder Management are primarily generated through the use of Lot Start Processes. Commitments created using the Lot Start Process rely heavily on the Bid and Takeoff setup. 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:

- 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 Suppliers

This section provides an overview of supplier changes, lists prerequisites, and discusses how to change suppliers by using the Supplier TBD feature.

Understanding Supplier Changes

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.

Prerequisites

Before you complete the tasks in this section:

- Ensure that the bid contract has been set up as TBD Eligible.

See [Chapter 5, “Working With Homebuilder Purchasing,” Setting Up Bid Contract Information, page 80.](#)

- Ensure that the supplier assignment is set up.

See [Chapter 5, “Working With Homebuilder Purchasing,” Assigning Suppliers to Bids and Takeoffs, page 101.](#)

- Ensure that the workfile records to assign suppliers have been created through the workfile generation process.

Forms Used to Change Suppliers

Form Name	FormID	Navigation	Usage
Work With Lot Start Workfile	W44H711A	After Start Commitments and Costing (G44H24), Lot Start Workfile Review	Select commitment lines and assign a supplier.

Changing Suppliers by Using the Supplier TBD Feature

Access the Work With Lot Start Workfile form.

To change a supplier using supplier TBD:

1. On Work With Lot Start Workfile, click Find.
2. Choose the commitment lines to assign a supplier, and then select 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.

Entering Purchase Orders

This section provides an overview of purchase order entry and discusses how to:

- Enter subcontracts.
- Enter extra purchase orders.

- Set processing options for extra purchase orders.
- Process electronic purchase orders.
- Upload purchase order data to the Lot Start Workfile table (F44H711).
- Revise existing purchase orders.

Understanding Purchase Order Entry

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.

The third method is for lot purchase order data that comes from an external scheduling or purchasing system.

Extra Purchase Orders

You use extra purchase orders to validate all community information, including plans and elevations. Use the lot start process to enter the majority of a home builder'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.

Lines may be changed or added to a selected contract if revisions are allowed. The system performs Homebuilder and account validations on a Lot Start Workfile entry. These revision restrictions apply:

- An item must exist in the Item Master (F4101) and the Item Master Homebuilder Extension (F44H4101) tables.
- The last status from the F4311 table of a committed line must be less than the protection status defined in the processing option.
- Changes to the account are not allowed if payments have been processed on the line.
- The commitment posting status must be blank or equal to P (posted). If posted, the previous restrictions apply. Calculations and data retrieval are subject to these rules:
 - The unit price must be blank to retrieve new or amended pricing. If the unit price is not blank, the system uses the current unit price and the quantity entered to calculate the extended amount.
 - Taxable status will be determined based on the item entered, but the new or changed tax amount will not be recalculated until the Commitment Generation UBE (R44H7113) is run again.
 - If an item number is changed, the corresponding short and third item numbers will be retrieved.

- If the cost code or cost type is changed, the corresponding account ID (AID), long account number (ANI), and account description will be retrieved.
 - If an option number is entered, the option will be validated and the takeoff process will be used to retrieve pricing.
 - If an assigned vendor pricing is not found, the default pricing from the F44H4101 will be retrieved.
- Operations such as deletions and cancellations can be executed using a form exit to the Lot Start Workfile Review program (P44H711). The purchase order detail that corresponds to a committed F44H711 line can be reviewed by using a Row exit to P4310 from the revision form.

Forms Used to Enter Purchase Orders

Form Name	FormID	Navigation	Usage
Work with After Start Purchasing	W44H703A	After Start Commitments Costing (G44H24), Extra Purchase Order Entry.	Select purchase orders or enter new ones.
After Start Purchasing Maintenance	W44H703B	On Work With After Start Purchasing, click Add.	Enter extra purchase orders.
Work With Lot Start Workfile	W44H711A	Select Lot Start Workfile from the Form menu on the Work with After Start Purchasing form.	Review generated lot start workfiles.
Lot Start Workfile Revisions	W44H703D	Click Find on the Work With Lot Start Workfile form, select a record and click Select.	Revise generated lot start workfiles. Enter purchase orders through the Row menu.

Entering Subcontracts

You use subcontracts for all non-lot-related commitments, such as due diligence, engineering, land development, and potential marketing costs.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up Purchase Order Commitments”

Entering Extra Purchase Orders

Access the After Start Purchasing Maintenance form.

Extra Purchase Order Entry - After Start Purchasing Maintenance

OK Find Delete Cancel Tools

Doc Number / Type / Co. 1702 OP 00033 Area 512

Lot EX0008 8888 Aspen Avenue Community / Phase EX0000 000

Supplier 601 Supplier No 1 Taxable (Y/N)

G/L Date 06/01/2004 Tax Rate/Area Expl Code

Description Pour Foundation

Records 1 - 2 Customize Grid

	Cost Code	Cost Type	Description	Option Number	Reference	Item Number
	4119	1360	Pour Fndt			11045
		1360				

After Start Purchasing Maintenance form

Leave the Doc Number / Type / Co field blank so the system assigns the next number.

After completing this form, return to the Work With After Start Purchasing form, select the record to be updated, and select Create Workfile from the Row menu.

Supplier

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

G/L Date

Enter a date that identifies the financial period to which the transaction is to be posted.

The company constants specify the date range for each financial period. You can have as many as 14 periods. Generally, period 14 is used for audit adjustments. The system validates this field for PBCO (posted before cutoff), PYEB (prior year ending balance), PACO (post after cutoff), and WACO (post way after cutoff) messages.

Quantity Ordered

Enter the quantity of units affected by this transaction.

Purch Report Code 1

Enter a reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization.

Depending upon the nature of the inventory, this code might be used to establish attributes such as:

- Color
- Country of origin
- Primary content (for example, brass, wood, and so forth)
- Seasonality
- Rebate group

The system has predefined reporting code 1 as a purchasing code for commodity class.

Setting Processing Options for Extra Purchase Orders (P44H703)

Processing options enable you to specify the default processing for programs and reports.

Defaults

- | | |
|----------------------------|---|
| 1. Cost Type | 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 | 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 | Specify the default area. The value is entered in the Area field on the After Start Purchasing Maintenance form (W44H703B). |

Process

- | | |
|--|---|
| 1. Allow Cost Type Changes | <p>Specify whether a cost type can be changed. Values are:</p> <p>Blank: A cost type can not be changed.</p> <p><i>I</i>: A cost type can be changed.</p> |
| 2. Allow Item Entry | <p>Specify whether an item can be added to a purchase order. Values are:</p> <p>Blank: An item can not be added.</p> <p><i>I</i>: An item can be added.</p> |
| 3. Create Budget | <p>Specify whether to create a budget. Values are:</p> <p>Blank: Do not create a budget.</p> <p>The budget post status (data item LSWPOSTB) is set to 2 in the Lot Start Workfile table (F44H711) record that the system created.</p> <p><i>I</i>: Create a budget.</p> <p>The budget post status is set to 0 in the Lot Start Workfile table (F44H711) record that the system created.</p> |
| 4. Ignore Date Warning Error | <p>Specify whether the system allows a user to ignore warning errors and proceed. Values are:</p> <p>Blank: Do not ignore warning error.</p> <p><i>I</i>: Ignore warning error.</p> |
| 5. Allow Lot Start Workfile Revisions | <p>Specify whether the system allows revisions to purchase orders that exist in the Lot Start Workfile (F44H711).</p> |

Note. If left blank, purchase order lines that have been committed may be changed, provided that the status of the order is less than the defined status. If so, the purchase order detail line (F4311) is protected (provided the line has not been partially or fully received or vouchered).

Values are:

Blank: Allow revisions.

I: Do not allow revisions.

- | | |
|---|---|
| 6. F4311 Detail Line Protection Status | Specify the Last Status Code at which revisions may be made to a purchase order line that exists in the Purchase Order Detail table (F4311). If left blank, status 999 will be defaulted. |
| 7. Discount Type | Specify the discount type that the system uses when the extended price is calculated for an item. Values are:

Blank: None
1: Standard
2: Model |

Versions

- | | |
|---|---|
| 1. Vendor Assignment Outbound Notification (P44H9902) Version. | Specify the version of the Vendor Assignment Outbound Notification program (P44H9902) to run when scheduling is enabled. If this processing option is left blank, the system uses version ZJDE0001. |
| 2. Purchase Orders (P4310) Version. | Specify the version of the Purchase Orders program (P4310) is executed when the Row exit for PO Detail is selected from the Lot Start Workfile Revisions form. If left blank, the version defaults to ZJDE0015. |
| 3. Lot Start Workfile Review (P44H711) Version. | Specify the version of the Lot Start Workfile Maintenance program (P44H711) to run when selected from the Work With Lot Start Workfile form. 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)

Access the After Start Purchasing Maintenance form.

Extra Purchase Order Entry - After Start Purchasing Maintenance

OK Find Delete Cancel Tools

Doc Number / Type / Co. 1702 OP 00033 Area 512

Lot EX0008 8888 Aspen Avenue Community / Phase EX0000 000

Supplier 601 Supplier No 1 Taxable (Y/N)

G/L Date 06/01/2004 Tax Rate/Area Expl Code

Description Pour Foundation

Records 1 - 2 Customize Grid

	Cost Code	Cost Type	Description	Option Number	Reference	Item Number
	4119	1360	Pour Fndt			11045
		1360				

After Start Purchasing Maintenance form

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:

1. Click Find.
2. Choose the purchase orders that you want to move to the Lot Start Workfile table (F44H711), and then select 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 select Create Workfile from the Row menu.

CHAPTER 9

Processing Payments

This chapter provides an overview of payment processing and discusses how to:

- Create vouchers for individual commitments.
- Create multiple vouchers.
- Set processing options for Homebuilder commitments.
- Process vouchers automatically.

Understanding Payment Processing

You can choose from one of three methods to pay for commitments. All three methods enable 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.

Creating Vouchers for Individual Commitments

This section discusses how to create individual vouchers.

Form Used to Create Vouchers for Individual Commitments

Form Name	FormID	Navigation	Usage
Work with HomeBuilder Commitments	W44H702A	Payment Processing (G44H26), Voucher Workbench	Create individual vouchers.

Setting Processing Options for Voucher Workbench (P44H702)

Processing options enable you to specify the default processing for programs and reports.

Defaults

- | | |
|---|--|
| 1. Assign today's date for the G/L date. | Specify the default G/L date for voucher creation. Enter a 1 to assign the current date. Values are:

Blank: Enter any valid date.

1: Assign the current date. |
| 2. Voucher document type. | Specify the default document type to use for auto-voucher creation. |
| 3. From Currency Code | Specify the default value for the From-Currency code (CRCD) used in creating auto-vouchers. |
| 4. Pay Status Code | 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

- | | |
|---|--|
| 1. Voucher Match Version (P4314) | Specify the version of the Voucher Match program (P4314) to run. |
|---|--|

Process

- | | |
|----------------------------|--|
| 1. From Status Code | Specify the beginning status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.

<hr/> Note. This processing option does not apply when the system is selecting receipts to match. <hr/> |
| 2. Thru Status Code | Specify the ending status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.

<hr/> Note. This processing option does not apply when the system is selecting receipts to match. <hr/> |

Logs

- | | |
|-------------------------------|---|
| 1. Log warning message | Enter a code that indicates whether the system displays an outstanding log detail warning message and when it displays the message. Values are:

Blank: Do not display the outstanding log detail warning message.

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. |
|-------------------------------|---|

Creating Individual Vouchers

Access the Work with HomeBuilder Commitments form.

Voucher Workbench - Work with HomeBuilder Commitments

Find Close Row Tools

Doc Number / Type / Co * * * Order Suffix *

Supplier Number *

Business Unit *

Project Cost Center *

G/L Date Invoice Number ☐ Multiple Voucher

Records 1 - 10 Customize Grid

	Order Co	Supplier Number	Address Description	Order Number	Or Ty	Ord Suf	Line Number	Co	Business Unit
☐	00001	546	RMA Customer	14572	OM	000	1.000	00001	
☐	00001	546	RMA Customer	14572	OM	000	2.000	00001	
☐	00001	546	RMA Customer	14573	OM	000	1.000	00001	
☐	00001	546	RMA Customer	14573	OM	000	2.000	00001	
☐	00001	546	RMA Customer	14577	OM	000	1.000	00001	
☐	00001	546	RMA Customer	14577	OM	000	2.000	00001	
☐	00001	546	RMA Customer	14578	OM	000	1.000	00001	

Work with HomeBuilder Commitments form

To create vouchers for individual commitments :

1. (Optional) Complete the Supplier Number and Invoice Number fields.
2. Complete the Multiple Voucher field, and then click Find.

The Multiple Voucher option specifies the type of processing for an event.

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 G/L Date field, and then select Create Vouchers from the Row menu:

The general ledger date identifies the financial period to which the transaction is to be posted.

The company constants specify the date range for each financial period. You can have as many as 14 periods. Generally, period 14 is used for audit adjustments. The system validates this field for PBCO (posted before cutoff), PYEB (prior year ending balance), PACO (post after cutoff), and WACO (post way after cutoff) messages.

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.

Supplier Number

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Invoice Number

Enter the supplier's invoice number that is used for voucher entry. Voucher entry allows only one invoice per voucher number. If multiple invoice numbers exist on a voucher, you must set them up as multiple vouchers or combine the invoices and enter them as one voucher. Depending on how you have the accounts payable constants set, the system can do one of the these:

- Accept a duplicate invoice number without warning or error.
- Generate a warning message in which the duplicate invoice number can still be accepted.
- Generate an error message.

Note. The duplicate invoice number validation is not run for vouchers with document type *NO*. These vouchers are created by the Generate Reimbursements program (R03B610).

Blank values are treated in the same manner as any other invoice number. Two blank invoice numbers are treated as duplicates.

To test for duplicate invoice numbers that might have been entered in error, run the Suspected Duplicate Payments report (R04601).

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SPI PeopleBook, “Creating Vouchers,” Understanding Voucher Creation

PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI PeopleBook, “Processing Accounts Payable Vouchers”

Creating Multiple Vouchers

Select Payment Processing (G44H26), Create Vouchers for Completed Entries.

You can run the Create Vouchers for Completed Entries report (R44H702) in proof or final mode.

Setting Processing Options for Create Vouchers for Completed Entries (R44H702)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Assign today's date for the G/L date.

Specify the default G/L date for voucher creation. Enter a 1 to assign the current date. Values are:

Blank: Enter any valid date.

1: Assign the current date.

- | | |
|---|---|
| 2. Voucher document type. | Specify the default document type to use for auto-voucher creation. |
| 3. From Currency Code | Specify the default value for the From-Currency code (CRCD) used in creating auto-vouchers. |
| 4. Pay Status Code | <p>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.</p> <p>Typically, the default Pay Status code is A (approved for payment).</p> |
| 5. Proof or Final | <p>Specify whether to run the report in proof or final mode. Values are:</p> <p><i>P</i>: Run in proof mode. The program prints the commitments by vendor that are eligible for auto voucher.</p> <p><i>F</i>: 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.</p> |
| 6. Prevent voucher creation when warning errors exist. | <p>Specify whether to allow the creation of vouchers if warning errors exist. Values are:</p> <p>Blank: Allow the creation of vouchers.</p> <p><i>I</i>: Do not allow the creation of vouchers.</p> |

Versions

- | | |
|---|--|
| 1. Voucher Match Version (P4314) | Specify the version of the Voucher Match program (P4314) to run. |
|---|--|

Process

- | | |
|----------------------------|---|
| 1. From Status Code | <p>Specify the beginning status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.</p> <hr/> <p>Note. This processing option does not apply when the system is selecting receipts to match.</p> <hr/> |
| 2. Thru Status Code | <p>Specify the ending status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.</p> <hr/> <p>Note. This processing option does not apply when the system is selecting receipts to match.</p> <hr/> |

Logs

- | | |
|-------------------------------|--|
| 1. Log warning message | <p>Enter a code that indicates whether the system displays an outstanding log detail warning message and when it displays the message. Values are:</p> <p>Blank: Do not display the outstanding log detail warning message.</p> <p><i>1</i>: Display the outstanding log detail warning message when the system verifies the status, pay effective date, and pay expiration date.</p> <p><i>2</i>: Display the outstanding log detail warning message when the system verifies the status, pay effective date, required date, and pay expiration date.</p> |
|-------------------------------|--|

Processing Vouchers Automatically

This section provides an overview of automatic voucher processing, lists prerequisites, and discusses how to set processing options for Auto Voucher.

Understanding Automatic Voucher Processing

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:

- Create vouchers for both bid contracts and takeoffs
- Run the program in proof mode so that you can review the 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

Prerequisites

Before you complete the tasks in this section:

- Set up bid contracts to be eligible for automatic voucher processing.
See [Chapter 5, “Working With Homebuilder Purchasing,” Setting Up Bid Contract Information, page 80.](#)
- Set up item prices to be eligible for automatic voucher processing.
See [Chapter 5, “Working With Homebuilder Purchasing,” Setting Up Takeoff Information, page 86.](#)

Setting Processing Options for Auto Voucher

Processing options enable you to specify the default processing for programs and reports.

These processing options are identical to setting processing options for Homebuilder Commitments.

See [Chapter 9, “Processing Payments,” Creating Vouchers for Individual Commitments, page 159.](#)

APPENDIX A

Running PeopleSoft EnterpriseOne Homebuilder Management Reports

This appendix provides an overview of the Homebuilder Management reports and enables you to:
discusses:

- All reports in summary view.
- Details for selected reports.

Homebuilder Management Reports

The Homebuilder Management system provides you with additional reports to review and analyze information.

This section describes the reports that you can produce with the Homebuilder Management system.

PeopleSoft EnterpriseOne Homebuilder Management Reports: A to Z

The table lists the Homebuilder Management reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R44H601C Copy Bids	Copy information from existing bids to new bids to save time efficiency in data entry.	Before Start Bidding and Costing (G44H23), Copy Bids
R44H602C Takeoff Copy	Copy existing takeoff information to save time efficiency in data entry.	Before Start Bidding and Costing (G44H23), Takeoff Copy
R44H603C Item Price Copy	Copy existing item price information to save time efficiency in data entry.	Before Start Bidding and Costing (G44H23), Item Price Copy
R44H1001 Community Master	Audit community master setup.	Foundation Management (G44H21), Community Master Report

Report ID and Report Name	Description	Navigation
R44H2001 Lot Inventory Listing	List available lots in a community or phase, and includes Lot Address, Plan, Elevation, Swing, Cost Code, Schedule, Lot Status, and Commit Start Date.	Foundation Management (G44H21), Lot Inventory Listing
R44H2002 Lot Status	Analyze the status of lots within a community and phase to determine the availability and construction progress of the lot and house.	Foundation Management (G44H21), Lot Status
R44H3001 Plan Master	Verify plan setup and availability by area, phase, and community. The report lists information about the plans that are available in a given community or phase, including descriptions, square footage, and pricing information.	Foundation Management (G44H21), Plan Master
R44H4002 Options Master Listing	List 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.	Foundation Management (G44H21), Option Master Listing
R44H4003 Option Package Listing	List the option packages and the components of the packages within a community or phase. Package pricing and price effective and expiration dates are included.	Foundation Management (G44H21), Option Package Listing
R44H5001 Weekly Sales	Print summary information by community or phase, including lot status, lot activity, gross sales, closings, and backlog.	Sales and Escrow (G44H22), Weekly Sales Report
R44H5002 Detail Sales Status (Mylar)	Summarize sales information by lot, including key sales and construction dates and revenue, financing, and contingent-sale information.	Sales and Escrow (G44H22), Detail Sales Status (Mylar)
R44H5003 Backlog	This report projects revenues and cash flow for the date range that you specify. The report shows the construction status, buyer name, base price, lot premium, option revenue, incentives, and total sales price for each lot.	Sales and Escrow (G44H22), Backlog Report

Report ID and Report Name	Description	Navigation
R44H5004 Projected Closings	Print the lots that are projected to close escrow, based on the date range that you specify.	Sales and Escrow (G44H22), Projected Closing Report
R44H5005P Cancellations/Transfers	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.	Sales and Escrow (G44H22), Cancellations/Transfer Report
R44H6001 Bid Contract Price Variance	List 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.	Before Start Bidding and Costing (G44H23), Bid Contract Price Variance
R44H6002 Bid Form/Contract Confirmation	Perform audit for bid pricing, and request a price format, which allows supplier to write in changes to existing bids.	Before Start Bidding and Costing (G44H23), Bid Form/Contract Confirmation
R44H6003 Base House Cost by Plan	Show 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.	Before Start Bidding and Costing (G44H23), Base House Cost by Plan
R44H6004 Option Cost Analysis	Print 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.	Before Start Bidding and Costing (G44H23), Option Cost Analysis
R44H6006 Option Cost Analysis by Option	Print all communities that offer a particular option.	Before Start Bidding and Costing (G44H23), Option Cost Analysis by Option
R44H6007 Bid Supplier Comparison	Compare bids from multiple suppliers, based on the community, plan, elevation, and trade that you specify.	Before Start Bidding and Costing (G44H23), Bid Supplier Comparison
R44H6008 Purchase Order Print	Print purchase orders that are specific to the Homebuilder Management system. The report includes item number, item description, cost code, option number, unit price.	Before Start Bidding and Costing (G44H23), Purchase Order Print
R44H6009 Item Price List by Supplier	Verify item pricing, update the price status in the Material Item Pricing table (F44H603), and request a price format, which allows suppliers to write in changes to existing prices.	Before Start Bidding and Costing (G44H23), Item Price List by Supplier

Report ID and Report Name	Description	Navigation
R44H7003 Configuration List	Print 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.	Sales and Escrow (G44H22), Configuration List
R44H7113 Generate Homebuilder Commitments	Process all of the lots that you choose in the Lot Workbench program (P44H200A) and generate contract commitments.	Build and Manage (G44H25), Generate Homebuilder Commitments

PeopleSoft EnterpriseOne Homebuilder Management Reports: Selected Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed alphanumerically by report ID in this appendix.

Setting Processing Options for the Copy Bids Report (R44H601C)

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.

Copy

- 1. Bid Job Number** 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** 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** 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** 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** 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

- 1. Change Order Copy Code** Specify which change orders to copy. 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.** Specify the price data (unit price and extended price) for the new record. 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** Specify the mode in which to run the report. Values are:
- Blank: Proof mode. No bid records are created.
- 1*: Final mode. New bid records are created.

Setting Processing Options for the Takeoff Copy Report (R44H602C)

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

Copy To

- | | |
|--------------------------------|--|
| 1. Community (Required) | Specify the community to which you want to copy information. You cannot leave this processing option blank. |
| 2. Phase Number | Specify the phase to which you want to copy information. If you leave this processing option blank, all phases are selected. |
| 3. Plan Number | Specify the plan to which you want to copy information. If you leave this processing option blank, all plans are selected. |
| 4. Elevation | Specify the elevation to which you want to copy information. If you leave this option blank, all elevations are selected. |
| 5. Option Number | 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 | 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 | 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 | 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

- 1. Proof or Final Mode** Specify the mode in which to run the report. Values are:
- Blank: Proof mode; no takeoffs are created.

I: Final mode; takeoffs are created.

Setting Processing Options for the Item Price Copy Report (R44H603C)

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.

Copy To Values

- | | |
|---------------------------|--|
| 1. Area | 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 | 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 | 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 | 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 | 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 | 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

- | | |
|---|---|
| 1. Proof or Final Mode | Specify the mode in which to run the report. Values are:
Blank: Proof mode. The item prices do not change.
<i>I</i> : Final mode. The item prices change. |
| 2. Override Method | Specify the override method to use. Values are:
Blank: No override method
+: Additional amount
%: Additional percentage
=: Specified or new amount |
| <hr/> | |
| Note. You must enter a value in the Override Value processing option. You can only use one method. | |
| <hr/> | |
| 3. Override Value | Specify the override value. |
| 4. Delete From record | Specify whether to delete the original item price record from which you are copying. Values are: |

Blank: Do not delete the original item price record.

I: Delete the original item price record.

Setting Processing Options for the Community Master Report (R44H1001)

Use the processing option to specify whether the report prints only Phase 000 records or all records for a community.

Print

Print Phase Records Specify whether to print all phases in a community or only phase 000. Values are:

Blank: Print phase 000 only.

I: Print all phases.

Running the Lot Status Report (R44H2002)

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.

Setting Processing Options for the Weekly Sales Report (R44H5001)

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.

Forma

1. Summarize weekly sales report by: Specify whether to print this report at the community or phase level. 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: Enter a user-defined title for the Weekly Sales Report (R44H5000).

3. Report Date Title Format: Specify the format for the title of the report. Values are:

A: As of

P: Period

S: For the Period Ending

W: For the Week Ending

4. Report As of Date: Specify the as of date to use in the report header. This value is not used for data selection.

Selection

- 1. Period 1 From Date:** Specify the starting date for period 1.
- 2. Period 1 Through Date:** Specify the ending date for period 1.
- 3. Period 1 Description:** 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** Specify whether to print an audit report. An audit report prints each lot that is included in each total. Values are:
Blank: Do not print the audit report.
1: Print the audit report.
- 5. Period 2 From Date:** Specify the starting date for period 2.
- 6. Period 2 Through Date:** Specify the period 2 Through Date.
- 7. Period 2 Description:** 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** Specify whether to print an audit report for period 2. An audit report prints each lot that is included in each total. Values are:
Blank: Do not print the audit report.
1: Print the audit report.
- 9. Period 3 From Date:** Specify the starting date for Period 3.
- 10. Period 3 Through Date:** Specify the ending date for Period 3.
- 11. Period 3 Description** 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** Specify whether to print an audit report for period 3. An audit report prints each lot that is included in each total. Values are:
Blank: Do not print the audit report.
1: Print the audit report.
- 13. Period 4 From Date:** Specify the starting date for Period 4.
- 14. Period 4 Through Date:** Specify the ending date for Period 4.
- 15. Period 4 Description:** 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** Specify whether to print an audit report for period 4. An audit report prints each lot that is included in each total. Values are:
Blank: Do not print the audit report.
1: Print the audit report.

Sales Date

- 1. Use Sales Date** 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** 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** 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.

Revenue

- 1. Base House Price:** 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:** 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:** 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.
- 4. Amount Incentive 1:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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

- 1. Weekly Sales Report (R44H5001) Version and 2. Weekly Sales Audit Report (R44H5002) Version** Specify the version to be called for the particular application. If you leave this option blank, the default version will be called.

Setting Processing Options for the Detail Sales Status (Mylar) Report (R44H5002)

Processing options enable you to specify the default processing for programs and reports.

Print

- | | |
|--|---|
| 1. Print Sales Attachment | Specify whether to print the sales attachment. If you specify to print the sales attachment, only two lots print per page. Values are:

Blank: Do not print the sales attachment.
<i>1</i> : Print the sales attachment. |
| 2. Print Contingency Attachment | Specify whether to print the contingency attachment. If you specify to print the contingency attachment, only two lots print per page. Values are:

Blank: Do not print the contingency attachment.
<i>1</i> : Print the contingency attachment. |

Setting Processing Options for the Backlog Report (R44H5003)

Use processing options to specify the range of projected closing dates to print on the report.

Process

- | | |
|---|--|
| 1. Report on Closings with Projected Close Date from: | Specify the starting date for all sales expected to close with a projected close date. |
| 2. Report on Closings with Projected Close Date through: | Specify the ending date for all sales expected to close with a projected close date. |

Setting Processing Options for the Projected Closings (R44H5004)

Processing options enable you to specify the default processing for programs and reports.

Process

- | | |
|---|--|
| 1. Report on Closings with Projected Close Date from: | Specify the starting date for all sales expected to close with a projected close date. |
| 2. Report on Closings with Projected Close Date through: | Specify the ending date for all sales expected to close with a projected close date. |

Setting Processing Options for the Cancellations /Transfers Report (R44H5005P)

Processing options enable you to specify the default processing for programs and reports.

Dates

- | | |
|--|--|
| 1. From Date for this report | Specify the starting date for all sales expected to close with a projected close date. |
| 2. Through Date for this report | Specify the ending date for all sales expected to close with a projected close date. |

Print

1. Print text fields on the form

Specify whether to print associated text (media object) regarding the cancellation or transfer event. Values are:

Blank: Do not print associated text.

1: Print associated text.

2. Print Attachment Notes

Specify whether to print attachment notes regarding the cancellation or transfer. Attachment notes can include these contingency notes:

- Contingency Note 1 (CSN1)
- Contingency Note 2 (CSN2)
- Contingency Note 3 (CSN3)

In addition, attachment notes can include these transfer notes:

- Transfer Note 1 (TLN1)
- Transfer Note 2 (TLN2)
- Transfer Note 3 (TLN3)

Values are:

Blank: Do not print attachment notes.

1: Print attachment notes.

Setting Processing Options for the Bid Contract Price Variance Report (R44H6001)

Processing options enable you to specify the default processing for programs and reports.

Processing

1. Enter the tolerance amount.

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 percent).

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.

Specify the format in which to run the report. Values are:

Blank: Detail format.

1: Request for Price format.

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

4. Enter the bid document type to be used.

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.

Specify the procurement category code to use as the variance reason code. Values are:

- 1*: Category code (41/P1)
- 2*: Category code (41/P2)
- 3*: Category code (41/P3)
- 4*: Category code (41/P4)

Setting Processing Options for the Bid Form/Contract Confirmation Report (R44H6002)

Processing options enable you to specify the default processing for programs and reports.

Processing

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

Specify the format in which to run the report. Values are:

Blank: Detail format.

1: Request for Price format.

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

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

Specify whether the system prints signature lines at the bottom of each contract. 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.

Specify which bids to print. Values are:

Blank: Print all bids.

1: Print only the most recent bid.

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

Specify the type of community information to print at the top of each contract. Values are:

Blank: Print the community number.

1: Print the community description.

Setting Processing Options for the Base House Cost by Plan Report (R44H6003)

When you run the report, you can use processing options to include taxes in the cost amount, suppress accounts that include no cost, and summarize cost amounts by cost code.

Print Options

1. Print Cost Per Square Foot

Specify whether to print the cost per square foot. Values are:

Blank: Do not print the cost per square foot.

1: Print the cost per square foot.

2. Detail or Summarized

Specify the format that the system uses when the Base House Cost by Plan report is printed. If set to blank, the system prints a separate cost line for every cost code/cost type that is processed. If set to 1, the system prints a summarized cost amount for all cost types with the same cost code. Values are:

Blank: Print detail cost amounts

1: Print summarized cost amounts

3. Suppress Zero Cost Accounts

Specify whether the system prints accounts that have no linked base house cost. Values are:

Blank: Print accounts

1: Do not print accounts

Process

1. As of Date

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

2. Contract Type

Specify which contract to use when calculating the base cost of a house. Values are:

Blank: Bid contracts and takeoffs

1: Bid contracts

2: Takeoffs

3. Budget Only Bids

Specify which bids to include on the report. When left blank, bids that are defined as Budget Only bids are excluded from the report. When set to 1, bids that are defined as Budget Only bids are included on the report if no cost amount is found for the cost code on a regular bid. Values are:

Blank: Do not include Budget Only bids.

1: Include Budget Only bids

4. Discount Type Allowed

Specify which type of discount to use to calculate the cost for takeoffs. Values are:

Blank: Do not use discounts

1: Model discount

2: Standard discount

5. Swing

Specify whether the plan includes a garage on the standard right-hand side, or if the entire plan is reversed so that the garage is on the left-hand side. Values are:

Blank: Standard

1: Reversed

6. Tax Commitments

Specify whether the system includes the tax commitment in the cost amount. If tax is included in the cost amount, the system calculates the per square foot amount using the cost including the tax commitment. Values are:

Blank: Do not include tax in the cost.

1: Include tax in the cost.

Setting Processing Options for the Option Cost Analysis Report (R44H6004)

Use the processing options to specify whether you 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.

Defaults

- | | |
|--|---|
| 1. Swing | Specify the swing. |
| 2. Bid Effective Date | Specify the as of date to use in comparing suppliers. |
| 3. Rounding | Specify the rounding preference for the calculated suggested sales price. Values are:

Blank: Do not round.
For example, use the original value of 1236.56 USD.
<i>1</i> : Round to the nearest dollar.
For example, round 1236.56 to 1237.00.
<i>2</i> : Round to the nearest tenth.
For example, round 1236.56 to 1240.00. |
| 4. Update Mode | Specify whether to run the report in Proof or Final mode. Values are:
Blank: Print the report in Proof mode, without updating the database.
<i>1</i> : Print the report in Final mode and update the database. |
| 5. Updated Sales Price Effective Date | Specify the updated sales price effective date. |

Print

- | | |
|--|--|
| 1. Current Sales Price, 2. Extended Price, 3. Gross Profit Percentage, 4. Suggested Price, 5. Variance (Current - Suggested Price), 6. Previous Sales Price, and 7. Variance (Current - Previous Price) | Specify whether to print the specified field in the report. Values are:
Blank: Print this field.
<i>1</i> : Do not print this field. |
| 8. Detail Report | Specify whether to print a detail or summary report. Values are:
Blank: Print the summary report. This is the default value.
<i>1</i> : Print the detail report. |

Process

- | | |
|-------------------------|--|
| 1. Contract Type | Specify the contract type to print. Values are:
Blank: Print both bid and takeoff contracts. This is the default value.
<i>1</i> : Print bid contracts only. |
|-------------------------|--|

2. Discount Type

2: Print takeoff contracts only.

Specify the type of discount to be taken on takeoff-related commitments. 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.

Setting Processing Options for the Option Cost Analysis by Option Report (R44H6006)

Processing options enable you to specify the default processing for programs and reports.

Defaults**1. Swing**

Specify the whether the house plan has the garage in the standard position on the right, or if the plan of the house is reversed with the garage on the left. Values are:

Blank: Standard

1: Reversed

2. Bid Effective Date

Specify the as of date to use in comparing suppliers.

3. Rounding

Specify the rounding preference for the calculated suggested sales price. Values are:

Blank: Do not round.

For example, use the original value of 1236.56 USD.

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

**1. Current Sales Price,
2. Extended Price, 3.
Gross Profit Percentage,
4. Suggested Price,
5. Variance (Current
- Suggested Price), 6.
Previous Sales Price, and
7. Variance (Current -
Previous Price)**

Specify whether to print the specified field in the report. Values are:

Blank: Print this field.

1: Do not print this field.

Process

- | | |
|-------------------------|--|
| 1. Contract Type | Specify the contract type to print. Values are:
Blank: Print both bid and takeoff contracts. This is the default value.
<i>1</i> : Print bid contracts only.
<i>2</i> : Print takeoff contracts only. |
| 2. Discount Type | Specify the type of discount to be taken on takeoff-related commitments. Values are:
<i>1</i> : Model discount.
<i>2</i> : Standard discount.
<i>3</i> : No discounts (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.

Setting Processing Options for the Bid Supplier Comparison Report (R44H6007)

Processing options enable you to specify the default processing for programs and reports.

Selection

- | | |
|--|---|
| 1. Supplier 1 through 5. Supplier 5 | Specify the supplier you want to include on the report. |
| 6. Community | Specify the community to use in comparing suppliers. |
| 7. Phase | Specify the phase to use in comparing suppliers. |
| 8. Plan Number | Specify the plan to use in comparing suppliers. |
| 9. Elevation | Specify the elevation to use in comparing suppliers. |
| 10. As Of Date. | Specify the as of date to use in comparing suppliers. |

Process

- | | |
|--|--|
| 1. Include Cost Per Square Foot Calculation | Specify whether to include a calculation of the cost per square foot in the report. Values are:
Blank: Do not include the calculation.
<i>1</i> : Include the calculation. |
|--|--|

Setting Processing Options for the Purchase Order Print Form (R44H6008)

Processing options enable you to specify the default processing for programs and reports.

Status Codes

- | | |
|--|--|
| 1. Next Status Code From (Optional) | Specify 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) | Specify 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) | Specify 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 | Specify whether the system updates the status of an order. Values are:
Blank: Do not allow the system to update the status.
1: Allow the system to update the status. |

Setting Processing Options for the Item Price List by Supplier Report (R44H6009)

Processing Options enable you to specify the default processing for programs and reports.

Process

- | | |
|--|--|
| 1. Report Format | Specify the processing mode for the report. 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 | 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. |

Setting Processing Options for the Configuration List Report (R44H7003)

This report is also referred to as the *garage sticker* or *window sticker*. Its purpose is to clearly display 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.

Defaults

- 1. Option Price** Specify the option price.
- 2. Text Attachments** Specify whether to print text attachments. Values are:
Blank: Do not print text attachments. This is the default.
1: Print text attachments.
- 3. Option Description** Specify which option description lines to print. Values are:
Blank: Print only the first description line. This is the default.
1: Print all three description lines.

Setting Processing Options for the Generate Homebuilder Commitments Report (R44H7113)

Processing options enable you to specify the default processing for programs and reports.

Defaults

- 1. Commitment Generation Mode** Specify the mode in which to run the report. 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** Specify the types of contracts to process through the lot start process to generate commitments. 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** Specify how to group commitments on the Generate Homebuilder Commitments report (R44H7113). 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

- 1. Purchase Order Entry (P4310) Version** 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	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.
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Budgets

1. Budget Ledger Type for Commitment Generation	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).

APPENDIX B

Homebuilder Management Tables

This appendix lists the tables that Homebuilder Management uses to process purchasing, construction, sales, and financial transactions.

This table lists the tables that Homebuilder Management uses to process purchasing, construction, sales, and financial transactions:

Tables Used With Homebuilder Management

This table lists the tables that Homebuilder Management uses to process purchasing, construction, sales, and financial transactions:

Table	Contents
Homebuilder Activity Rules (F44H002)	Contains setup information for construction and sales activity rules, including allowed statuses and history to be captured for each activity.
Extended Homebuilder Data Template (F44H0920)	Contains the user-defined data keys that are associated with each data type.
Extended Homebuilder Data Headings (F44H0921)	Contains the specific data elements and modified column titles for the selected extended data.
Extended Homebuilder Data (F44H0929)	Contains the extended data for any of these seven data types: area, community, lot, option, phase, plan, and sales.
Community Phase Master (F44H101)	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.
Lot Master (F44H201)	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.
Plan Master (F44H301)	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.

Table	Contents
Option Master (F44H401)	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.
Option Packages (F44H402)	Contains information for linking options with appropriate quantities and effective dates when they are sold together as a package.
Sales Master Table (F44H501)	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.
Sales Master History (F44H501H)	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.
Option Selections (F44H511)	Contains option selection information for each lot, such as selection quantity, unit price, and extended price.
Option Selection History (F44H511H)	Contains all history information for option selections on a lot, including option reversals.
Closing Worksheet Accounting Instructions (F44H590)	Contains the setup information for sales closings templates, including business unit source instructions; object, subsidiary, and subledger accounts; amounts, and ledger types.
Closing Worksheet Entries (F44H591)	Contains the closing entry information for each closed lot, including all account numbers and corresponding amounts.
Closing Worksheet Data Mapping (F44H599)	Contains the setup information that links a field used during lot close with a closing worksheet line number and description.
Bid Header (F44H601)	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.
Takeoff Master File (F44H602)	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.
Takeoff History File (F44H602H)	Contains all information related to changes to takeoff records, including reason code and quantity changes.

Table	Contents
Material Item Pricing (F44H603)	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.
Supplier Assignment (F44H604)	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.
Bid Details (F44H611)	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.
Workfile Generation (F44H711)	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.
After Start Purchasing (F44H711P)	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.

Glossary of PeopleSoft Terms

activity	A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.
activity rule	The criteria by which an object progresses from one given point to the next in a flow.
add mode	A condition of a form that enables users to input data.
Advanced Planning Agent (APAg)	A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of relational databases, flat file format, and other data or message encoding, such as XML.
application server	A server in a local area network that contains applications shared by network clients.
as if processing	A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.
alternate currency	A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction. In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.
as of processing	A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.
back-to-back process	A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.
batch processing	A process of transferring records from a third-party system to PeopleSoft EnterpriseOne. In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.
batch server	A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.
batch-of-one immediate	A transaction method that enables a client application to perform work on a client workstation, 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 and store-and-forward.
business function	A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable 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.
business function event rule	See named event rule (NER).
business view	A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
central objects merge	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
central server	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.
charts	Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.
connector	Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.
contra/clearing account	A general ledger account in PeopleSoft EnterpriseOne Financial Management that is 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 in PeopleSoft EnterpriseOne General Accounting.
Control Table Workbench	An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
cost assignment	The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
cost component	In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).
cross segment edit	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.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
database server	A server in a local area network that maintains a database and performs searches for client computers.
Data Source Workbench	An application that, during the Installation Workbench process, copies all 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.

date pattern	A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail information	Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate and store-and-forward.
Do Not Translate (DNT)	A type of data source that must exist on the iSeries because of BLOB restrictions.
dual pricing	The process of providing prices for goods and services in two currencies.
edit code	A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.
edit mode	A condition of a form that enables users to change data.
edit rule	A method used for formatting and validating user entries against a predefined rule or set of rules.
Electronic Data Interchange (EDI)	An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
Employee Work Center	A central location for sending and receiving all PeopleSoft 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.
enterprise server	A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.
EnterpriseOne object	A reusable 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.
EnterpriseOne process	A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.
Environment Workbench	An application that, during the Installation Workbench process, 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.
escalation monitor	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.

event rule	A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.
facility	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. A facility is sometimes referred to as a <i>business unit</i> .
fast path	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
file server	A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.
final mode	The report processing mode of a processing mode of a program that updates or creates data records.
FTP server	A server that responds to requests for files via file transfer protocol.
header information	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.
interface table	See Z table.
integration server	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
integrity test	A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interoperability model	A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.
in-your-face-error	In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
IServer service	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.
jargon	An alternative data dictionary item description that PeopleSoft EnterpriseOne or People World displays based on the product code of the current object.
Java application server	A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that enables heterogeneous servers to access each other's data.
JDEBASE Database Middleware	A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
JDECallObject	An API used by business functions to invoke other business functions.
jde.ini	A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.
JDEIPC	Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

jde.log	The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.
JDENET	PeopleSoft proprietary communications middleware package. This package 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 PeopleSoft EnterpriseOne supported platforms.
Location Workbench	An application that, during the Installation Workbench process, 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.
logic server	A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.
MailMerge Workbench	An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.
master business function (MBF)	An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.
master table	See published table.
matching document	A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.
media storage object	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
message center	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.
messaging adapter	An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.
messaging server	A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.
named event rule (NER)	Encapsulated, reusable business logic created using event rules, rather than C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.
<i>nota fiscal</i>	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
<i>nota fiscal factura</i>	In Brazil, a <i>nota fiscal</i> with invoice information. See also <i>nota fiscal</i> .

Object Configuration Manager (OCM)	In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.
Object Librarian	A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.
Object Librarian merge	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
Open Data Access (ODA)	An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.
Output Stream Access (OSA)	An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.
package	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 on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.
package build	A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build. Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”
package location	The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.
Package Workbench	An application that, during the Installation Workbench process, 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.
PeopleSoft Database	See JDEBASE Database Middleware.
planning family	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
preference profile	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
print server	The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.
pristine environment	A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

processing option	A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.
production environment	A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.
production-grade file server	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.
project	In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
promotion path	The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path): 11>21>26>28>38>01 In this path, 11 equals new project pending review, 21 equals programming, 26 equals QA test/review, 28 equals QA test/review complete, 38 equals in production, 01 equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.
proxy server	A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.
published table	Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne 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 F98DRPCN table.
QBE	An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.
real-time event	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.
refresh	A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.
replication server	A server that is responsible for replicating central objects to client machines.
quote order	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
selection	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
Server Workbench	An application that, during the Installation Workbench process, 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.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
supplemental data	Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs. For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpriseOne systems.
table access management (TAM)	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-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.
Table Conversion Workbench	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table conversion	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

three-tier processing	The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.
three-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.
transaction processing (TP) 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 may include programs that validate data and format terminal screens.
transaction set	An electronic business transaction (electronic data interchange standard document) made up of segments.
trigger	One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.
triggering event	A specific workflow event that requires special action or has defined consequences or resulting actions.
two-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
User Overrides merge	Adds new user override records into a customer's user override table.
variance	In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment. In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (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 using the current bill of material, routing, and overhead rates.
Version List merge	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.
visual assist	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
vocabulary override	An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.
wchar_t	An internal type of a wide character. It is used for writing portable programs for international markets.
web application server	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
web server	A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.
Windows terminal server	A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

workbench	A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of PeopleSoft EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench.
work day calendar	In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.
workflow	The automation of a business process, in whole or in part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.
workgroup server	A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
XAPI events	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.
XML CallObject	An interoperability capability that enables you to call business functions.
XML Dispatch	An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.
XML List	An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.
XML Service	An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.
XML Transaction	An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.
XML Transaction Service (XTS)	Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.
Z event	A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.
Z table	A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Z tables also can be used to retrieve PeopleSoft EnterpriseOne data. Z tables are also known as interface tables.
Z transaction	Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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