

sage 100 Contractor Change Order Entry

From approved prime changes, you can create receivable invoices, purchase orders and enter routing information when you select the **Create A/R Invoice**, **Create Purchase Order** or the **Routing Information** command on the **Options** menu. This information can also be entered by selecting the **Invoice**, **PO** and **Routing Information** Buttons at the bottom of the Window. Sage 100 Contractor will open the appropriate window and inserts the relevant information. To complete the invoice or purchase order, you enter the parts, any additional information or the routing information.

In the **Budget and Sub Change Details** tab, you can enter cost changes that affect your budgeted costs such as subcontract changes, or work for which you do not want to charge the client

Prime Change Details Tab

6-4-1 Change Orders | C: Sample Company

File Edit Options Help

* Job [] * Order Date 04/16/2014 * Status 2 - Open
Phase [] Submitted 04/16/2014 Type 1 - Approved
* Description [] Approved [] Client PO# [] 2 - Open
* Change# [] Invoiced [] Submitted to [] 3 - Review
Reason [] Delay Requested [] Submitted by [] 4 - Disputed
User Def1 [] Delay Approved [] 5 - Void
User Def2 [] Upgrade [] 6 - Rejected
Hot List []
Lock Edit [x]

Prime Change Details Budget and Sub Change Details

	Estimated	O/H Rate	Profit Rate	Requested	Approved	* Cost Code	* Cost Type	User Defined
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

Estimate [] Estimated O/H [] Requested Profit [] Requested []
Budget [] Overhead [] Approved Profit [] Approved []
Entered 04/16/2014 User Supervisor Period [] Gross Margin []

Invoice Create PO Routing

Prime change status (1-Approved, 2-Open, 3-Review, 4-Disputed, 5-Void, 6-Rejected) | * Selection is required

Budget and Sub Change Details Tab

6-4-1 Change Orders | C: Sample Company

File Edit Options Help

- Create A/R Invoice Ctrl+F1
- Create Purchase Order Ctrl+F2
- Routing Information Ctrl+F4
- Display Subcontract Desc.

* Order Date 04/18/2014 * Status 1 - Approved

Submitted 04/18/2014 Type 30 - Field Request

Approved 04/18/2014 Client PO#

Invoiced 04/18/2014 Submitted to

Delay Requested Submitted by

Delay Approved

Hot List Lock Edit

Upgrade

Prime Change Details Budget and Sub Change Details

Row	Subcontract	Subcontract Line	Change #	Status	Date	* Cost Code	* Cost Type	User Defined	Change Order Notes
1	1 - 764		102	1 - A...	04/18/2014	15700.000 - HVAC	4 - Subcontract		
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

Estimate 1,000.00 Estimated O/H 0.00 Requested Profit 0.00 Requested 1,000.00

Budget 1,000.00 Overhead 0.00 Approved Profit 0.00 Approved 1,000.00

Entered 04/18/2014 User Supervisor Period Gross Margin 0.00

Invoice Create PO Routing