

eForms Advanced Editing

Knowledge Record



Smarter Construction.



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Smarter Construction. Cloud-based ERP.

Contents

Topic	PAGE
A/P Checks – Deleting Lines From Check Stub	4
A/P Checks – MICR Printing On Next Page	5
A/P Checks – Lienor Missing From Check	6
Payroll Checks – Adding Company Name/Address To Check Stub	7
A/P & Payroll Checks – How To Create A Canadian Cheque	9
eForms – Architect Fields Not Populating	11

Deleting the horizontal lines on the AP check stub

4

Step 1

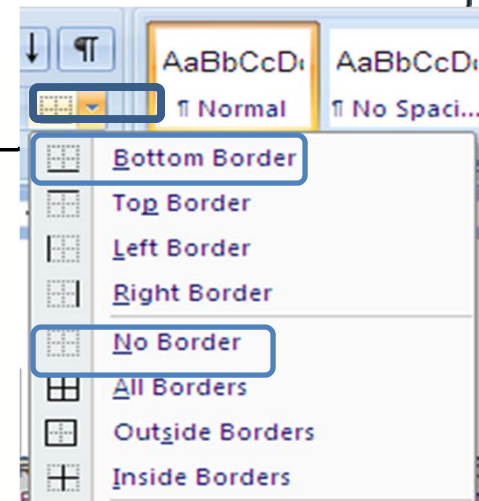
INV NUMBER	INV DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET AMOUNT
«DETAIL_INVOICE_NUMBER»	«DETAIL_INVOICE_DATE»	«DETAIL_INVOICE_DESCRIPTION»	«DETAIL_GROSS_AMOUNT»	«DETAIL_DISCOUNT_AMOUNT»	«DETAIL_NET_AMOUNT»
DETACH AND RETAIN THIS STATEMENT THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED ABOVE IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED		TOTALS	«HEADER_GROSS_AMOUNT»	«HEADER_DISCOUNT_AMOUNT»	«HEADER_CHECK_AMOUNT»

Select “edit” your AP template

Step 1: Highlight the row with the Detail merge fields –
Select Word icon for “borders” and select “No Border”

Step 2: Highlight the row with the column names and select “Bottom Border”

Save the Word view and Update to save changes.



Step 2

INV NUMBER	INV DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET AMOUNT
«DETAIL_INVOICE_NUMBER»	«DETAIL_INVOICE_DATE»	«DETAIL_INVOICE_DESCRIPTION»	«DETAIL_GROSS_AMOUNT»	«DETAIL_DISCOUNT_AMOUNT»	«DETAIL_NET_AMOUNT»
DETACH AND RETAIN THIS STATEMENT THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED ABOVE IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED		TOTALS	«HEADER_GROSS_AMOUNT»	«HEADER_DISCOUNT_AMOUNT»	«HEADER_CHECK_AMOUNT»

AP Check is two (2) Pages - MICR on second page

5

If you “restored” template prior to creating custom templates, this will not be an issue. Examine the check stub – possibly the Invoice Number or Description merged data has “wrapped” to a second line causing the MICR to move to a second page. Cause: the data entry screen allows more characters than the older default merge field spacing. To correct, simply edit the template enlarging the fields several spaces.

3	2	1	U M B E R			
INV NUMBER	INV DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET AMOUNT	
«DETAIL_INVOICE_NUMBER»	«DETAIL_INVOICE_DATE»	«DETAIL_INVOICE_DESCRIPTION»	«DETAIL_GROSS_AMOUNT»	«DETAIL_DISCOUNT_AMOUNT»	«DETAIL_NET_AMOUNT»	
DETACH AND RETAIN THIS STATEMENT THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED ABOVE IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED			TOTALS	«HEADER_GROSS_AMOUNT»	«HEADER_DISCOUNT_AMOUNT»	«HEADER_CHECK_AMOUNT»

Starting with the vertical line to the right of Description – move the lines to the right several spaces

After the boxes have been resized – save Word file and update

			U M B E R			
INV NUMBER	INV DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET AMOUNT	
«DETAIL_INVOICE_NUMBER»	«DETAIL_INVOICE_DATE»	«DETAIL_INVOICE_DESCRIPTION»	«DETAIL_GROSS_AMOUNT»	«DETAIL_DISCOUNT_AMOUNT»	«DETAIL_NET_AMOUNT»	
DETACH AND RETAIN THIS STATEMENT THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED ABOVE IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED			TOTALS	«HEADER_GROSS_AMOUNT»	«HEADER_DISCOUNT_AMOUNT»	«HEADER_CHECK_AMOUNT»

Adding Lienor To Joint Check

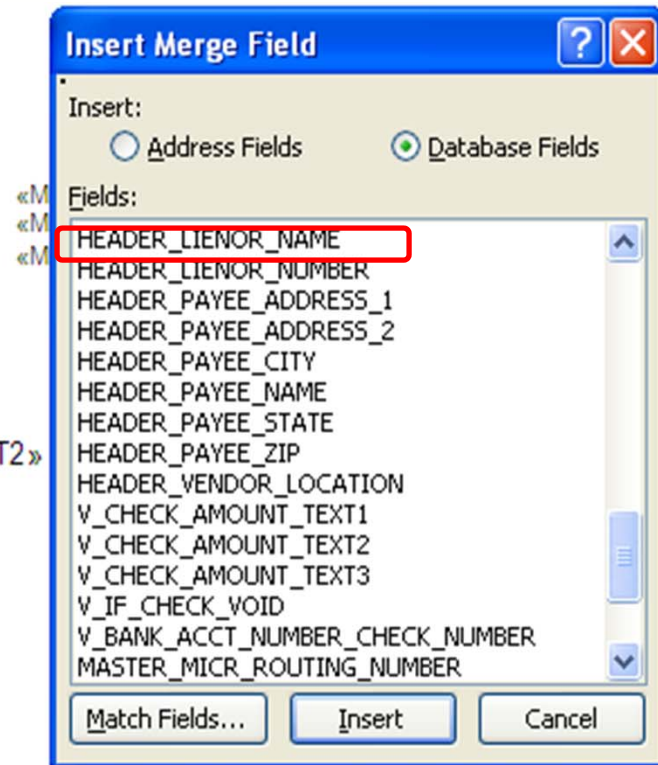
6

If you have “restored” the template prior to customizing, this will not be an issue. If you have customized an earlier version of the template, you will need to add the optional merge field.

Place cursor one (1) space behind merge field
HEADER_PAYEE_NAME – insert the optional
merge field HEADER_LIENOR_NAME

«HEADER_COMPANY_NAME»
«HEADER_COMPANY_ADDRESS_1»
«HEADER_COMPANY_ADDRESS_2»
«HEADER_COMPANY_CITY»
«HEADER_COMPANY_STATE»
«HEADER_COMPANY_ZIP»

PAY «V_CHECK_AMOUNT_TEXT1» «V_CHECK_AMOUNT_TEXT2»
«V_CHECK_AMOUNT_TEXT3»
TO «HEADER_PAYEE_NAME» «HEADER_LIENOR_NAME»
THE «HEADER_PAYEE_ADDRESS_1»
ORDER «HEADER_PAYEE_ADDRESS_2»
OF «HEADER_PAYEE_CITY» «HEADER_PAYEE_STATE»
«HEADER_PAYEE_ZIP»



RESULT: If there is no Lienor, space behind payee name will be blank but if there is a Lienor, program adds the word “and” then the Lienor's name.

Example: Jones Construction and Smith Company

Adding Company Info to Payroll Check Stub

7

- Option 1: Bottom area of stub – add to “description” box

«ADDL_TYPE_OF_PAY_D ESC_19»	«ADDL_H OURS_19 »	«ADDL_R ATE_19»	«ADDL_AMT_19 »	«ADDL_DEDUCT_DESC _19»	«ADDL_DEDUCT _AMT_19»	«ADDL_YTD_DE DUCT_AMT_19»	
<div>«DESCRIPTION_1» «DESCRIPTION_2»</div> <div>Move Description_2 to first line</div>						«EIC_LABEL» «EARNED_INCOM E_CREDIT_AMOU NT»	
CURRENT	«GROSS_PAY_A MOUNT»	«FEDERAL_INC OME_TAX»	«FICA_TAXSS»	«STATE_TAX»	«LOCAL_AND_S DI_TAXES»	«TOTAL_TAXES »	NET PAY
Y.T.D.	«YTD_GROSS_P AY»	«YTD_FIT»	«YTD_FICA_TA X»	«YTD_STATE_T AX»	«YTD_LOCAL_T AX»	«TOTAL_DEDUC TIONS»	«CHECK_STUB_NET _PAY»
	GROSS EARNINGS	FEDERAL WITH. TAX	F.I.C.A.	STATE TAXES	LOCAL TAXES	TOTAL TAXES/DED.	

Addl Type 18	9999.01	9999.18	9,999,999.00	ADDL_DEDUCT_18	9,999,999.00	9,999,999.00	
Addl Type 19	9999.01	9999.19	9,999,999.00	ADDL_DEDUCT_19	9,999,999.00	9,999,999.00	
<div>Description 1 Description 2</div> <div>Add your Company Name, Address1,Address2, City, State, Zip and Phone here</div>						EIC 9,999,999.00	
CURRENT	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	NET PAY
Y.T.D.	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
	GROSS EARNINGS	FEDERAL WITH. TAX	F.I.C.A.	STATE TAXES	LOCAL TAXES	TOTAL TAXES/DED.	

It is critical to delete or move the Description_2 to prior line and add your company info on the second line otherwise the MICR will move.

Adding Company Info to Payroll Check Stub

8

Option 2: Adding to header of the stub

CO.	DIV.	CREW.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
«COM	«DIV	«CRE	«EMPLOY	«EMPLOYEE_MASTER_NAME»	«OCCUPATION_D	«WEEK_ENDIN	«JOB_NUMB	«MASTER_CH
PANY	ISIOW	NU	EE NUMB		ESCRPTION»	G_DATE»	ER»	ECK_NUMBER

Highlight the header fields, right click and use the Word option to merge into one cell.
Delete the words and replace with your company name, address, and phone number.

Add your Company Name, Address1, Address2, City, State Zip and Phone here						PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
«COM	«DIV	«CRE	«EMPLOY	«EMPLOYEE_MASTER_NAME»	«OCCUPATION_D	«WEEK_ENDIN	«JOB_NUMB	«MASTER_CH
PANY	ISIOW	NU	EE NUMB		ESCRPTION»	G_DATE»	ER»	ECK_NUMBER
NUM	NUMBER		ER»					PREFIX»«C
BER»	MBER	»						HECK_NUMBE
	»							R»
EARNINGS					DEDUCTIONS/BENEFITS			
DESCRIPTION	HOURS	RATE	AMOUNT		DESCRIPTION	AMOUNT	Y.T.D. AMOUNT	

It is critical to select same font size otherwise the MICR will move.

Formatting Canadian Cheque to ISO Standard

9

INV NUMBER	INV DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET AMOUNT
«DETAIL_INVOICE_NUMBER»	«DETAIL_INVOICE_DATE_ISO»	«DETAIL_INVOICE_DESCRIPTION»	«DETAIL_GROSS_AMOUNT»	«DETAIL_DISCOUNT_AMOUNT»	«DETAIL_NET_AMOUNT»
DETACH AND RETAIN THIS STATEMENT THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED ABOVE IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED			TOTALS	«HEADER_GROSS_AMOUNT»	«HEADER_DISCOUNT_AMOUNT»
				«HEADER_DISCOUNT_AMOUNT»	«HEADER_CHECK_AMOUNT»

«HEADER_COMPANY_NAME»
«HEADER_COMPANY_ADDRESS_1»
«HEADER_COMPANY_ADDRESS_2»
«HEADER_COMPANY_CITY»
«HEADER_COMPANY_STATE»
«HEADER_COMPANY_ZIP»

1

CHEQUE DATE
«HEADER_CHECK_DATE_ISO»

2

CHEQUE NO
«HEADER_CHECK_NUMBER»

«MASTER_BANK_NAME»
«MASTER_BANK_ADDRESS_1»
«MASTER_BANK_ADDRESS_2»
«MASTER_BANK_ADDRESS_3»

«MASTER_ROUTING_NUMBER_UPPER»
«MASTER_ROUTING_NUMBER»

PAY «V_CHECK_AMOUNT_TEXT1» «V_CHECK_AMOUNT_TEXT2»
«V_CHECK_AMOUNT_TEXT3»

TO THE ORDER OF «HEADER_PAYEE_NAME» «HEADER_LIENOR_NAME»
«HEADER_PAYEE_ADDRESS_1»
«HEADER_PAYEE_ADDRESS_2»
«HEADER_PAYEE_CITY» «HEADER_PAYEE_STATE»
«HEADER_PAYEE_ZIP»

4

CHEQUE AMOUNT
«V_IF_CHECK_VOID»
VOID AFTER 90 DAYS

3

«SIGNATURE»

C«MICR_CHECK_NUMBER_2»C a«MASTER_MICR_ROUTING_NUMBER»a

Common editing requirements:

1. Replace Date with the ISO format – Year/Month/Day
2. Change “Check” to “Cheque”
3. Reverse white on black letters to black on white to reduce use of MICR ink
4. Replace merge field with alternate that adds the leading zeros to the MICR cheque number.

IMPORTANT: You must submit a sample output to your bank for approval prior to go-live. Requirements may vary for your banking institution.

Samples of Default Check and ISO Cheque

10

Hartman's Hacienda
125 Main St.
Ste. 54
Scottsdale, AZ 85205

BONNIE'S BANK
39458 N. Money Lane
Scottsdale, AZ 85205
753-951
85-2456

1. CHECK DATE 04/20/2011 2. CHECK NO 61140

3. CHECK AMOUNT **5,000.00

PAY Five Thousand Dollars and 00 Cents

TO THE ORDER OF Air Frame Inc.
2818 La Cienega Ave
Apache Junction AZ 85115

A. Signature
B. Name

4. ⑆ 6 1 1 3 6 ⑆ ⑆ 2 3 4 0 0 0 4 5 ⑆ 3 1 4 0 ⑆ 2 5 5 5 ⑆

1. Date Format = 04/20/2011
2. "Check"
3. Box is white letters on black background
4. No leading zero for check number

1. Date Format = 2011-06-23
2. "Cheque"
3. Box is black letters on white background
4. Leading zeros added to MICR cheque number

Hartman's Hacienda
125 Main St.
Ste. 54
Scottsdale, AZ 85205

BONNIE'S BANK
39458 N. Money Lane
Scottsdale, AZ 85205
753-951
85-2456

1. CHEQUE DATE 2011-06-23 2. CHEQUE NO 61140

3. CHEQUE AMOUNT **10,950.00

PAY Ten Thousand Nine Hundred Fifty Dollars and 00 Cents

TO THE ORDER OF Best Interiors
1885 N. Main
Chandler AZ 85124

A. Signature
B. Name

4. ⑆ 0 0 0 6 1 1 4 0 ⑆ ⑆ 2 3 4 0 0 0 4 5 ⑆ 3 1 4 0 ⑆ 2 5 5 5 ⑆

Populating “Architect” Merge Fields

11

Step 1: The “architect” must be set up in the Job Description Names file -
Menu: Job Costing > Maintenance > Job Description Names

The screenshot shows the 'Job Description Names Maintenance' window. The 'Company Number' is 1, 'Division Number' is 38, and 'Number' is 900. The 'Type' dropdown menu is open, showing options: Vendor, No Type, Vendor, Customer, and Employee. The 'Vendor' option is highlighted. The window title bar shows 'Job Cost', 'Job Description Names Maintenance', 'XJC236', and 'JCPM04 - 18'. The status bar at the bottom indicates 'powered by Computer Guidance Corporation', 'User Name: BMH350 (Bonnie Hartman)', 'LBCC Group: ALL/NOREST - All Employees/No Field Restrictions', 'Menu: Maint', and 'Version: 4.0 | SP: 3'.

Select Vendor
Number and the
Type = Vendor

Responsibility
Type =
Architect

The screenshot shows the 'Job Description Names Maintenance' window in 'Mode: Update'. The 'Number' is 900 and the 'Type' is Vendor. The 'Responsibility Type' dropdown menu is open, showing options: Architect, Engineer, Prjct Mngr, Estimator, Architect, Superinten, Safety Eng, and Free Form. The 'Architect' option is highlighted. The window title bar shows 'Job Cost', 'Job Description Names Maintenance', 'Mode: Update', 'XJC236', and 'JCPM04 - 18'. The status bar at the bottom indicates 'powered by Computer Guidance Corporation', 'User Name: BMH350 (Bonnie Hartman)', 'LBCC Group: ALL/NOREST - All Employees/No Field Restrictions', 'Menu: Maint', and 'Version: 4.0 | SP: 3'.



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Populating “Architect” Merge Fields

12

- **Step 2: The “architect” must be set up in the Job Description General 2 tab.**
Menu: Job Costing > File Maintenance > Job Cost Set Up – Select General 2 tab

Job Cost Job Description Maintenance Mode: Update JCPM04 - 1

Job Number: AA1 Sub Job Number: Description 1: Charlie's Fab Food

General 1 General 2 General - Billing Lien Waiver Equipment General Ledger Collaborator

Start Date: 11/03/2008
Completion Date: 11/30/2009
Revised Completion Date: 00/00/0000
Contractual Completion Date: 00/00/0000
Wage Decision Number:
Contract License Number:
Equipment Rate Factor: 0
Haul Zone:
Reporting Job:
Reporting Sub Job:
Prelien Date: 00/00/0000
Prelien Amount: 0.00
Estimated Cost Method: To Complete
Plant Sales Escalation Category:
Hold Ticket:
Forecast Type: Cost Distribution

Contract Amount Method

Contract Type: Contract Amount
Fee Amount: 0
Fee Percent: 0.00
Guaranteed Maximum: 0
Profit Sharing:
Savings Percent: 0.000
Overrun Percent: 0.000

Responsibility Codes

	Employee/Code
Engineer	7 3
Prjct Mngr	0
Estimator	0
Architect	900 1
Superinten	0
Safety Eng	5000 1

Type of Work

Type 1:
Type 2:
Type 3:
Type 4:
Type 5:
Type 6:
Type 7:

Segment Combination

First: 0

Under Responsibility Codes – default Architect Position – prompt to select the “architect”.

Important: If you “soft label” the architect field – whatever code you select in the fourth position will populate the “architect” merge fields on the eForms regardless of new label.

- **Step 3: For the Project Collaborator eForms, the “vendor” must be in the Project Directory.**



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“Architect” Samples

13

eCMS G702 Pay Request:

APPLICATION AND CERTIFICATE FOR PAYMENT		PRELIMINARY AIA DOCUMENT G702	
TO OWNER: F & D Development Felix Felding 1 DIXON WAY SUN CITY, AZ 80801	PROJECT: Charlie's Fab Food Store 3	APPLICATION NO: 2012 PERIOD TO: 01/31/2011 PROJECT NOS: AA1 CONTRACT NO: 2 CONTRACT DATE: 08/18/2009	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/>
FROM CONTRACTOR: Hartman's Hacienda Inc. 125 Main St. Scottsdale, AZ 85205	VIA ARCHITECT: GIB ARCHITECT 398 N. HAYDEN SCOTTSDALE, AZ 80900		

Project Collaborator Owner Change Order:

		Change Order Request		Hartman's Hacienda Inc. 125 Main St., Ste. 54 Scottsdale, AZ 85205 (480) 444-7000	
«CUSTOMER_NAME» «CUSTOMER_CONTACT_FIRST_NAME» «CUSTOMER_CONTACT_LAST_NAME» «CUSTOMER_CONTACT_TITLE» «CUSTOMER_ADDRESS1» «CUSTOMER_ADDRESS2» «CUSTOMER_CITY», «CUSTOMER_STATE» «CUSTOMER_POSTAL_CODE»		Number: «COR_CONTROLNUMBER»	«COR_CONTROLNUMBER»		
		Date: «COR_CONTROLDATE»	«COR_CONTROLDATE»		
		Job Number: «PROJECT_JOB_NUMBER» «PROJECT_SUBJOB_NUMBER»	«PROJECT_JOB_NUMBER» «PROJECT_SUBJOB_NUMBER»		
		Project Name: «PROJECT_DESCRIPTION»	«PROJECT_DESCRIPTION»		
		Architect: «ARCH_NAME» «ARCH_ADDR1» «ARCH_ADDR2» «ARCH_CITY» «ARCH_STATE» «ARCH_ZIP»	«ARCH_NAME» «ARCH_ADDR1» «ARCH_ADDR2» «ARCH_CITY» «ARCH_STATE» «ARCH_ZIP»		
Summary Description: «COR_SUMMARY_DESCRIPTION»					

Remember to “restore” template to get latest version before customizing

Summary

- Deleting lines from check stub
- MICR is printing on second page
- Lienor is missing from check stub
- Adding company name to check stubs
- Details on creating a Canadian cheque
- Architect name/address missing from eForm

For additional assistance, please submit an On Line Incident from your Computer Guidance webpage – Thank You!



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