

# The CAP<sup>®</sup> Contractor's Application for Payment

Here a a couple of sample windows directly from the CAP software. The first window below is the main application window. This window contains all the "Active" projects that are currently entered into the software. There is also a couple tabs at the top to sort the window by the inactive projects that may be entered as well.

This window is the central point of The CAP software. From here you will be able to access your Applications for Payment, G-Series documents and any A Series contracts as well. To access these features you simple need to click on the menu at across the top of the window to select the option needed.

Project Code	Project Description	Customer Name	Customer#	Form Name	Current Application No.	Date	Payment Due	Period To	Balance To Fr	Orig Co.
ATREY1		Adventure Plastering	906.00	G702-G703	3	8/31/09	13,910.00	8/31/09	4,200.00	18
BBB		Design Plumber	1001.00	G732-G703	3	9/27/10	0.00	9/27/10	0.00	
CONTRACT		AIRLIE GROUP	163.00	G702-G703	2	4/29/10	81,804.66	4/29/10	122,351.31	336
copy test		Salle Jones	908.00	G702-G703	3	7/21/08	100,326.38	7/21/08	714,125.35	1,723
DA		Salle Jones	908.00	G702-G703	1	5/21/09	0.00	5/21/09	0.00	
DADFA		EB Norris & Son Builders	991.00	Unit Pricing G702-G703	1	11/15/10	100.00	11/15/10	0.00	
DDDD	TEST - KJY	T & M CONTRACTING	947.00	Unit Pricing G702-G703	4	10/22/10	0.00	10/22/10	-122,485.00	10
dog	UNIT PRICING	Salle Jones	908.00	G702-G703	1	9/16/09	129,954.92	8/19/09	53,531.08	187
DUM		John Dun-Rite	1008.00	G702-G703	1	6/15/10	1,850.00	6/15/10	4,150.00	5
DUU		Cowdon Electrical Contr	972.00	G702-G703	3	8/15/08	122,975.00	8/15/08	837,903.22	1,207
ED VASK		Stacks	977.00	G702-G703	3	10/26/10	22,200.00	10/26/10	-60.07	10
FADSF		ALLEN PETER CONSTR	6.00	G702-G703	1	7/10/07	500.00	7/10/07	1,500.00	2
FFF		Salle Jones	908.00	G702-G703	1	6/11/09	51,000.00	6/11/09	153,000.00	204
FFF1		84 Lumber Company	1007.00	G702-G703	1	7/21/10	0.00	7/21/10	0.00	
FD BUOK	PAIN IN BUT	T & M CONTRACTING	947.00	G736-G737	3	7/29/10	50.00	7/29/10	75.00	
GFG		84 Lumber Company	1007.00	G702-G703	1	10/29/09	500.00	10/29/09	500.00	1
GGGG		Homotech	966.00	G702-G703	1	6/03/10	2,250.00	6/03/10	2,750.00	5
GINGER		Homotech	966.00	G702-G703	1	6/03/10	2,250.00	6/03/10	2,750.00	5
HARLIN UNIT	HARLINGEN	Holiday Inn Express	333.00	Unit Pricing G702-G703	1	1/10/08	20,116.25	1/10/08	1,056.75	21
HN	2233	84 Lumber Company	1007.00	G702-G703	1	5/26/10	0.00	5/26/10	8,600.00	1
HISTORY		Sherer Farmland	997.00	G702-G703	1	8/21/07	22,500.00	8/21/07	2,500.00	25
KK		84 Lumber Company	1007.00	G702-G703	1	10/04/10	0.00	10/04/10	0.00	
LEGIONS	Legions Park	C.J. Construction	942.00	G702-G703	1	9/25/07	18,000.00	9/25/07	198,000.00	216
LKJDLF		Stacks	977.00	G702-G703	2	5/06/08	0.00	5/06/08	3,213.00	3
LLLL		84 Lumber Company	1007.00	G732-G703	1	6/30/10	0.00	6/30/10	0.00	
LOMBARDO		84 Lumber Company	995.00	Unit Pricing G702-G703	1	4/05/10	0.00	4/05/10	11,700.00	11
MARDA CON		84 Lumber Company	1007.00	G702-G703	1	11/08/10	0.00	11/08/10	0.00	
MM		84 Lumber Company	1007.00	G702-G703	1	1/25/10	23,000.00	1/25/10	2,000.00	25
MMM		84 Lumber Company	1007.00	G702-G703	1	6/16/10	0.00	6/16/10	0.00	
MOLAVE-TRANSPORT		C.J. CONSTRUCTION	942.00	G702-G703	2	9/21/07	7,925.00	9/21/07	2,000.00	33

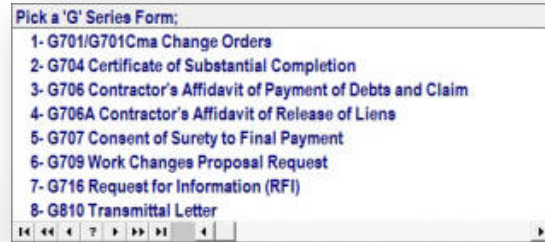
Whether you need to do anything regarding an Application for Payment, or maybe a change order or a contract.

- Pick Function:
- 1- ADD G702/G703
  - 2- ADD Construction Manager G732 or G702Cma
  - 3- ADD G702/G703 Unit Pricing
  - 4- ADD Project Applicaton for Payment G736/722
  - 5- ADD EJCDC C-620 Application
  - 6- CHANGE an Application for Payment
  - 7- PRINT an Application for Payment
  - 8- POST for next Application
  - 9- PAYMENTS & Credits for an Application
  - 0- PREVIOUS Application for Payments
  - A- COPY an Application
  - B- Record NOTES for an Application
  - C- PRINT a Project Worksheet
  - D- PRINT a Project Statement
  - E- Post to Job Cost
  - F- Post to A-R (Accounts Receivables)
  - G- PRINT Blank Forms
  - H- Print Reports
  - I- DELETE a CURRENT Application & Previous

This is where you will find the features you are looking for. Based on our customer feedback we have custom tailored these menu's so the provide our customers with ease of access they are looking for. For example, when you click on the **Application for Payment Options**, you will see all the options regarding the Application for Payment forms.

You can use this menu to add a Project to the software, edit an existing project, print your Application, Post to your next

Application and much more. These menus have been setup to be straight forward and easy to use.



If you need to work with any Contract's "A" series forms then select the A series menu. All the available contracts will be listed here, the same goes for the other "G" series forms we offer in the software.

There is no charge for support or training.

## The CAP - Editing your Application Information

**G702Modify an Application for Payment**

**Contractor's Application for Payment** Project Code: ADSFAScopy#2

To Owner: Customer#: 908.00 Lookup a Customer

Application#: 4 Application Date: 2/04/2011

Contract Date: 2/08/2006

Period From: To: 2/04/2011

From Contractor: Lookup Alternate Contractors

Architects Project#: (Development No.)

Mark Project InActive ?

Use Decimal Positions ?

Stored Materials, Automatic ?

% RETAINAGE

Completed Work: 10.00

Stored Materials: 10.00

Click to Reset to Contractor to Your Company

Contract For:

**CONTINUATION SHEET - LINE ITEMS**

Item No.	Printed#	Description of Work	Type	Sched Value	Prev Appl	This Period	Materials Stored	Comp&Stored	Balance to Fin	%
1.00		general conditions	CON	147,661.00	147,661.00	0.00	0.00	147,661.00	0.00	
2.00		Sitework	CON	60,734.00	36,440.40	0.00	0.00	36,440.40	24,293.60	
3.00		concrete	CON	106,485.00	106,485.00	0.00	0.00	106,485.00	0.00	
4.00		masonry	CON	4,725.00	0.00	0.00	0.00	0.00	4,725.00	
5.00		metals	CON	140,648.00	112,518.40	0.00	0.00	112,518.40	28,129.60	
6.00		wood, plastics, carpentry	CON	203,776.00	112,076.80	0.00	0.00	112,076.80	91,699.20	
2000.00		thermal moisture	CON	55,117.00	24,802.65	0.00	0.00	24,802.65	30,314.35	
2001.00		doors & windows	CON	137,951.00	68,975.50	0.00	0.00	68,975.50	68,975.50	
2002.00	4040	finishes	CON	339,087.00	118,680.45	0.00	0.00	118,680.45	220,406.55	
2003.00	150	specialties	CON	4,996.00	0.00	0.00	0.00	0.00	4,996.00	
2004.00	abc	mechanicals	CON	507,225.00	329,696.25	0.00	0.00	329,696.25	177,528.75	

Orig Contract Sum: 1,708,405.00 Net Change C/O's: 0.00 Contract Sum: 1,708,405.00 Tot Comp/Stored: 1,057,336.45 Retainage: 4,259.40 Total Earned: 1,053,077.05 Prev Certs: 1,053,077.05 Current Due: 0.00 Bal to Finish: 655,327.95

Save Changes Save Changes and Print Set Print Options Help Cancel

All the information you need to enter for your Applications for Payment is easily accessible from one screen with our software. From this screen you can change all the information for your project. You will be able to change the Owner, Contractor, Architect and Project information. Enter all your dates and distribution information.

You can even setup some defaults for your project. There is a box for **% Retainage**, where you can enter the percentage of retainage you withhold on every billing. By entering a number here you are telling the system to withhold this percentage from your this period amount on every billing you have.

Setup your project to either use decimals or if you want the to round off all your dollar amount. Choose from several options of information to include when you print out your applications for payment. **See you running totals at the bottom of the screen at all times.** As you do your billing all your contract information will be displayed at the bottom in real time to make it easy for you to keep track of what you are billing.

We have made it easy to your **Bill Retainage**, **Add your Contract Lines**, and **Add Change Orders** on any project. With The CAP you are getting a full software program written to help you get your work done.

The software also makes it very easy to print your Applications. Once you are done making changes there is a **Save Changes and Print** button at the bottom of the screen. This will save the work you did as well as bring up the print menu automatically. From this menu you can now print both your Application for Payment and Continuation sheets.

## Editing your Line Items

With The CAP Software it is easy to enter and edit your contract values and their descriptions. With the CAP there is not limit to the number of lines you can enter for a project. Do you **billings** either by **percentage** or by **dollar amount**, with the CAP they are both just as easy. Enter either your Contract lines or easily enter Change Orders right onto you application. With The CAP you just check one box and you can do either one.

Entering a **negative Change Order**, that's easy, just type a negative value and the software takes care of the rest.

With The CAP you can enter three lines of description for every line item on your project. **Never worry about the formulas or calculations** the software does it for you, we are not another spreadsheet acting like a software program.

Also with The CAP software you can control the way your lines print out on your continuation sheet. You can separate pages, print subtotals, create headings and more. Group lines together without having to edit all the other lines. Print out subtotals on your continuation sheet any time you need.

**Continuation Sheet - Changing a Line**

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**Line Item Edit**  
 ACME BUILDING CORPORATION  
 Project Code: Sample Project  
 Application No.: 1 Date: 2/07/2007

**Line Item Summary:**  
 Total Completed and Stored to Date: 0.00  
 Total Retainage: 0.00  
 Balance to Finish: 12,240.00

Line Item#: 1.00 If you enter any values to the right of the Decimal (i.e. 1.10) the Item# will not print!

Scheduled Value: 12,240.00

Print Item No:

If you enter a value in "Print Item No", the value will print in place of the actual "Line Item#" superseding the decimal restriction.

Description(s):  
 (1.) REMOVAL OF ASBESTOS  
 (2.)   
 (3.)

Print with Description Line#  
 Item No.: 1 Values: 1

Type of Line Item  
 CONTRACT  
 CHANGE ORDER

Change Order Date:

Start New Page before printing?  
 Print SubTotals after this line?

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**COMPLETED WORK**

Percent Complete:	Percentage	Value
0.000		
This Period: 0.00	10.00	0.00
Prior Applications: 0.00		0.00
Retainage to Bill this Period:	0.00	0.00

**STORED MATERIALS**

Stored this Application:	0.00	10.00	0.00
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**STORED MATERIALS (Manual)** (You move to previous manually)

Prior Applications:	0.00		0.00
Retainage to Bill this Period:		0.00	0.00
Move to Completed Work:	0.00		0.00
Move to This Period:	0.00		0.00