Sunburst Software Solutions

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Certified Payroll and AIA Billing Solutions from Sunburst
Author: *Doug Sleeter* Created**:** *Tue Jun 21 16:48:41 2005*

With a busy construction season just getting underway now would be a good time to contact your construction clients, talk about their upcoming needs, and possibly resolve any pain points before they get too out of control.

Many contractors struggle to find a quick, accurate, and reliable method of generating certified payroll reports and AIA billings as well as deal with frequent pay rate changes. These same clients have already come to rely on QuickBooks Pro, Premier, or Enterprise Edition's powerful financial features, which provide an ideal accounting solution, but lack some of the higher-end functionality of construction specific software. Sunburst Software Solutions, Inc. has tapped into the power, flexibility, and ease of use of QuickBooks with its comprehensive, yet easy to use, family of products: Certified Payroll Solution (CPS), Construction Application for Payment Solution (CAPS), and their newest product - Wage Manager Solution (WMS)

Certified Payroll Solution (CPS) saves tons of time for your construction clients who perform work on any sort of federal and/or state funded construction projects, from buildings to road construction, and are required to submit Certified Payroll Reports under the Federal Davis-Bacon Act or state specific Prevailing Wage Laws. Your clients might refer to these types of jobs as certified payroll jobs, Davis-Bacon wages, prevailing wage jobs, or certified jobs.

Prevailing wage laws require contractors and subcontractors to submit reports each week to the agency that awards or manages the contract. These reports are called Certified Payroll Reports and Statements of Compliance. The federal government requires that you complete Form WH-347 Payroll Certification and WH-348 Statement of Compliance. In addition, 21 states have their own specialized form(s) derived from these standard forms. Additional mandates include the submission of "No Work Performed" payrolls whenever there is a temporary break in the company's work on the project.

If your clients use QuickBooks for payroll (Do-It-Yourself, Enhanced, Enhanced Plus, or Assisted Payroll) processing that actual payroll checks is a very easy process; however, completing these forms is a very tedious, time-consuming, and MANUAL task. You must first determine which employees to include on the form, and then collect the following information:

- What work classification(s) the employee performed work under while on the jobsite
- How many hours are worked each day at each different classification
- The rate of pay for that classification

- The corresponding fringe benefit rate
- The gross pay for each employee for each job
- The gross pay for each employee for all jobs
- All applicable payroll withholdings
- The net pay for the week
- Complete the forms

After gathering all the required information, the alternatives for preparing these reports, are either (1) purchasing a stand-alone software product and reentering data, or (2) creating a cumbersome spreadsheet and entering the required data each week. Either of these options causes contractors to spend a great deal of extra time and effort duplicating data entry, increasing the risk of errors.

The good news is.....there is a better solution. With Sunburst Software's Certified Payroll Solution, your clients can prepare federal and/or state specific certified payroll reports, statements of compliance, "no work performed" payrolls, eight different EEOC/Work Utilization reports, two standard customizable Union or "bona fide" plan benefit reports, create their own customized Union/bona fide plan benefit reports and, by using the built in Wage Manager Solution, effectively deal with numerous employee pay rate changes that often accompany these types of jobs.

Certified Payroll Solution uses the Intuit Software Development Kit (SDK) to access the QuickBooks file on a "read-only" basis. This is an important consideration because it ensures that the program will not modify the QuickBooks payroll data. The Certified Payroll Solution program retrieves the payroll information based on the pay period ending date and the date of the paycheck transactions and then formats the data into the exact forms required by the various government agencies.

Construction Application for Payment Solution (CAPS) will be a perfect fit for contractors, developers, builders, and remodelers who are required to submit contract billing based on percentage of completion following the American Institute of Architects (AIA) billing requirements by which the contractor can apply for payment due on work he has completed to date and the architect can certify that the work was indeed completed and that payment is due to the contractor.

Typically AIA billing consists of two forms:

- The G-702 Contractors Application for Payment which is a summary of the information being submitted on the Continuation Sheet and requires the contractor to show the status of the construction contract to date. This summary includes:
  - The amount of the Original Contract
  - Net Change by Change Orders
  - Contract Sum to Date
  - Total Completed and Stored to Date
  - Retainage on Completed Work
  - Retainage on Stored Material
  - Total Retainage to date
  - Total Earned Less Retainage
  - Total Earned Less Retainage
  - Current Payment due
  - Balance to Finish including Retainage

  Additionally a summary of Current and Previous Change Orders is required to be shown – indicating if the Change Orders were an Addition to or a Deduction from the Original Contract Amount and if they were a Current or Previous Change Order. This document must be signed by the contractor and notarized prior to submission.

- The **G-703 Continuation Sheet** breaks down the contract sum into multiple line item portions or segments of the work in accordance with a Schedule of Values required by the General Conditions of the Contract. The Schedule Values are the amounts that were bid for each portion of the contract and should be used consistently throughout the project, using multiple pages when necessary.

While QuickBooks does an adequate job of Progress Invoicing for most purposes it is simply incapable of putting the information into the required format, so after gathering all the required information, the alternatives for preparing these billings, are either (1) purchasing a stand-alone software product and reentering data, or (2) creating a cumbersome spreadsheet and entering the required data each month. Either of these options causes contractors to spend a great deal of extra time and effort duplicating data entry, increasing the risk of errors.

With Sunburst Software's Construction Application for Payment Solution, your clients can prepare plain paper versions of the G-702/703 or opt to print the information on AIA Original Copyrighted G-702/G-703 or the G-702/G-703 CMA versions. Additionally CAPS handles Fixed or Variable Rates of Retainage calculations, Retainage Billing, Sales Tax Distributions, Credit/Negative Applications for Payment, and a Contract Document Manager containing 30+ common contract document templates that can be customized to suit the needs of the company; provisions have been included to create specialized contract documents and complete AIA Copyrighted G-706/706-A and G-707/707-A forms.

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Wage Manager Solution (WMS) has been designed for Business Owners, Payroll Administrators, QuickBooks ProAdvisors, and accountants who deal with frequent employee pay rate changes or set up numerous client data files. Wage Manager allows you to import and view QuickBooks Employees, the payroll wage items and the pay rates that are currently assigned to them in a convenient spreadsheet type layout. After the information is pulled into Wage Manager you can create new Payroll Items and Pay Rates, modify existing payroll items with new rates or remove obsolete payroll items assigning the changes to one or multiple employees within the grid, writing the information back to QuickBooks with the click of a button.

Wage Manager allows for fringe benefit and shift differential calculations, allowing you to copy an existing payroll wage item: creating items for straight time, overtime, double time, and triple time all at the same time while. Additionally you can choose to work with single or multiple payroll wage item types – i.e. only Hourly Rates, Commissions, Salary items or any combination of these. Wage Manager solutions uses the Intuit Software Development Kit (SDK) to access the QuickBooks file on a "read, write, modify" basis, and while it can delete an obsolete payroll item from an employee's record, it follows existing QuickBooks business rules and cannot delete the payroll item from the Payroll Item List.

For more information, contact Sunburst Software Solutions, Inc. at (888) 348-2877 or visit **Sunburst's Web site**.

--- About Sunburst Software Solutions, Inc. Sunburst Software Solutions, Inc. has provided full integrated, timesaving solutions exclusively for QuickBooks users since August 2000. These products leverage 50+ years of QuickBooks, accounting, bookkeeping, construction experience and software development to provide QuickBooks users with real-world solutions to help them work smarter......not harder.