



PRESENTED BY:

**AW** AccountingWare.

WELCOME TO

# Mastering Contract Processing: Streamline, Optimize, Manage

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Lori Bogart & Stefanie Rosales



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# SESSION INFO



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## RESOURCES

The slides and a recording will be sent via email.



## QUESTIONS

Use the “Questions” panel to chat with the presenters and AccountingWare team.

## ABOUT THE PRESENTER<sup>X</sup>



**Lori Bogart**  
Senior Project Lead



**Stefanie Rosales**  
Support Team Lead



## ABOUT THE PRESENTER X

Stefanie Rosales





## ABOUT THE PRESENTER **X**

For some reason  
my mind is drawing  
a BLANK! Shall we  
move on to the  
agenda?

Lori



# Agenda

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- Streamline Creating Contracts
  - CP Setup
  - Use Templates
  - Generate Contract Bot
- Optimize CP to AR workflow
  - Scheduled Payments
  - Work Orders & Settlements
  - Revenue Recognition
- Manage Contracts in Progress
  - Filters and Views
  - Worksheets and reports





# Streamline

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- Make more efficient by simplifying or eliminating unnecessary elements.
- Make process straightforward and easy to manage



## CP Setup

Contract  
Types

Products

Payment  
Types





- Contract Types

- Examples:

- Commercial Rentals
- Concession Contracts
- Interim Events

- Used to create separate templates

- Maps to AR invoice types

- Charge/Credit Invoice Types

- Sets default descriptions on Settlement

A screenshot of a software window titled 'Contract Type for Demo Aspire'. The window has a toolbar at the top with icons for 'New', 'Read', 'Save', 'Report', 'Previous', and 'Next'. Below the toolbar, the title 'Contract Type for Demo Aspire' is displayed. Underneath, there are two input fields: 'Code:' with the value 'Interim' and 'Description:' with the value 'Interim Event'. Below these, there are three rows of dropdown menus: 'Charge Invoice Type:' with 'Invoice' selected, 'Credit Invoice Type:' with 'Credit' selected, and 'Sales Tax Payment Type:' which is empty. To the right of these dropdowns are the labels 'Sales Invoice' and 'Credit Memo'. Below the dropdowns is a 'Settlement Description:' field with the text 'Settlement: <CONTRACT DESCRIPTION>, <END DATE>'. At the bottom of the window, there are tabs for 'Contract Type', 'Contracts', and 'Other', with 'Contract Type' currently selected. Below the tabs is an 'Edit' button.

# Settlement Description Keywords

The following keywords are available for use in the settlement description for settlements created from contracts of the specified contract type:

<CONTRACT  
DESCRIPTION>

<SIGNED DATE>

<CONTRACT TYPE  
DESCRIPTION>

<CONTRACT  
NUMBER>

<CONTRACTOR>

<SETTLEMENT NUMBER>

<BEGIN DATE>

<SIGNATORY>

<ATTRIBUTE ITEM CODE  
attribute\_name>

<END DATE>

<CONTRACT  
TYPE>

<ATTRIBUTE ITEM  
DESCRIPTION attribute\_name>



# Products

- Product Types
- Work Order Types
- Product Groups



Define goods  
and services

Control  
calculations

Organized by  
product types  
and groups

Default pricing  
and set  
thresholds

Rollup into  
ARCodes

Defines  
descriptions  
used for  
invoicing

# Product Examples

Product for Demo Aspire

Type: Equipment Equipment  
Code: SoundSys Description: Sound System

Price: 100.00 ☒ Allow Override Minimum: 90.00 Maximum: 125.00

Work Order Type: Equip Equipment Setup  
Payment Type: ContPay Contract Payment  
Groups:   
ARCode: Sound Sound Equipment  
Accrued/Deferred Revenue: 2185-01-00000-A  
Credit ARCode:

Lead Time  
Days: 0  
Hours: 0  
Minutes: 0

Expression  
.Quantity \* .Price  
Credit Expression

Terms  
Code Data Type  
\* |

Product Contract Lines Work Orders Settlement Lines Other  
Edit Hint: Specify Groups that include this product

Product for Demo Aspire

Type: Security Security  
Code: SecGuard Description: Security Guard

Price: 37.50 ☐ Allow Override Minimum: Maximum:

Work Order Type: Staff Staff  
Payment Type:   
Groups: SummarizeSecurity  
ARCode: Security Security Fees  
Accrued/Deferred Revenue: 2185-01-00000-A  
Credit ARCode:

Lead Time  
Days: 3  
Hours: 8  
Minutes: 0

Expression  
.Quantity \* .Hours \* .Price  
Credit Expression

Terms  
Code Data Type  
▶ |

Product Contract Lines Work Orders Settlement Lines Other  
Edit Hint: Specify Groups that include this product

# Commission Product Example:

- Taxable vs. non-taxable products
- Calculation can “back out” the tax
- Use terms instead of price to reduce the number of commission codes

**Product for Demo Aspire**

**Type:** Comm Commissions  
**Code:** Comm **Description:** Commission on NT Sales

Price:  ☐ Allow Override Minimum:  Maximum:

**Work Order Type:** Comm Commissions on Sales  
**Payment Type:** ConcessGuar Concession Guarantee  
**Groups:** Comm  
**ARCode:** CommTax Commissioned Sales - Taxable  
**Accrued/Deferred Revenue:**   
**Credit ARCode:**

**Lead Time**  
Days:   
Hours:   
Minutes:

**Expression**  
.Quantity \* CommPct/100

**Credit Expression**

**Terms**  
◀ ▶ ⏪ ⏩ + - ✓

Code	Data Type
▶ CommPct	Number

Product Contract Lines Work Orders Settlement Lines Other  
Edit

# Payment Types

- Set Invoice Type & ARCode
- Typical Payment Types:
  - Guarantees
  - Deposits
  - Rent Payments
  - Add-On
  - Contract Payment



Payment Type for Demo Aspire

**Code:** Rent **Description:** Rent Payment

**Invoice Type:** Invoice Sales Invoice  
**ARCode:** DefInc Deferred Income (CP)

Payment Type Products Contract Lines Contract Payments

Edit

Payment Type for Demo Aspire

**Code:** ContPay **Description:** Contract Payment

**Invoice Type:** Invoice Sales Invoice  
**ARCode:** DefInc Deferred Income (CP)

Payment Type Products Contract Lines Contract Payments Settlement Lines Other

Edit

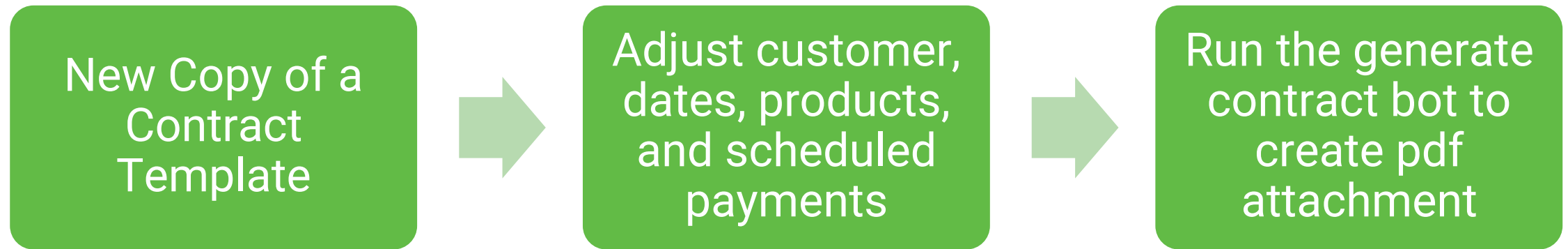


# Creating Contracts

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# Streamline the contract generation:



# New Contract VS Contract Templates

New Contract for Demo Aspire - ACW - Stefanie Rosales

Contract for Demo Aspire

Type:  Begin:  Number:   
Customer:  End:  Status: New  
Description:  Signed:

Contractor:  Attributes  
Signatory:  EventAttr:   
Salesperson:  Booth:   
Location:  Year:

Line	Product	Description	Date	Start	End	Hours	Quantity	Price	Amount	Credit	Payment Type	Notes	Work Order
------	---------	-------------	------	-------	-----	-------	----------	-------	--------	--------	--------------	-------	------------

Totals:

Code	Data Type	Expression
------	-----------	------------

Due	Type	Description	Amount	Invoice	Memo
-----	------	-------------	--------	---------	------

Total Amount:

Line	AP Vendor	AP Code	Account	Expression
------	-----------	---------	---------	------------



Contract for Demo Aspire

Type: Interim Interim Event Begin:  Number: 4  
Customer: Template Template Customer for CP End:  Status: New  
Description: Template for Interim Signed:

Contractor: Template for Interim Attributes  
Signatory: Template for Interim EventAttr:   
Salesperson:  Booth:   
Location:  Year: 2024 2024

Line	Product	Description	Date	Start	End	Hours	Quantity	Price	Amount	Credit	Payment Type	Notes	Work Order	Memo
1	BallRoom	Ball Room	1/1/2024				1	1,850.00	1,850.00		Rent			
2	SecGuard	Security Guard ST	1/1/2024	08:00 AM	05:00 PM	9:00	1	37.50	337.50		ContPay			
3	Tbl8ft	8' Table	1/1/2024				15	10.00	150.00		ContPay			
4	ChrClarion	Clarion Chairs	1/1/2024				90	2.00	180.00		ContPay			

Totals:  2,517.50

Code	Data Type	Expression
------	-----------	------------

Invoice Date	Due	Type	Description	Amount	Invoice	Memo
1/1/2024	1/1/2024	ContPay	Contract Payment	667.50		
1/1/2024	1/1/2024	Rent	Facility Rental	1,850.00		

Total Amount:  2,517.50

Line	AP Vendor	AP Vendor Description	AP Code	Account	Expression	Memo
------	-----------	-----------------------	---------	---------	------------	------

# •Generate Contract Bot

- Word Templates based on Contract type.
- Pulls data from AHD contract.
- Attaches PDF to the contract.



**BOT**  
BAG OF TRICKS



## Demo Aspire by AccountingWare Event Rental Agreement

Agreement #: **ccContNum**

Date: **ccCreateDate**

THIS RENTAL AGREEMENT ("Agreement") is by and between Demo Aspire by AccountingWare, ("Association"), commonly known as DA-ACW ("ACW"), and **ccCustomerName** ("Renter"). Association and Renter may be collectively referred to as the "Parties."

### WITNESSETH:

1. THAT WHEREAS, the Renter desires to secure from the Association certain rights and privileges and to obtain permission from the Association to use Association premises beginning on ccBeginDate and ending on ccEndDate.
2. NOW, THEREFORE, Association hereby grants to the Renter the right to occupy the space(s) described in location below for the purposes hereinafter set forth subject to the terms and conditions of this agreement.
3. The purposes of occupancy shall be limited to: ccContractDescription *and shall be for no other purpose(s) whatsoever.*
4. Renter agrees to pay to Association for the rights and privileges hereby granted the amounts and, in the manner, set forth below.

Line	Description	Date	Start	End	Hrs	Qty	Price	Amount
------	-------------	------	-------	-----	-----	-----	-------	--------

5. Payments are to be made according to the following payment schedule:

Due Date	Description	Amount
----------	-------------	--------

6. The Association may retain from the deposit any amount necessary to remedy Renter defaults in the payment of rent, repair of damage(s) to the Premises caused by Renter, or to clean the Premises upon



# Let's create a contract!

ActivityHD Explorer - Contracts for Demo Aspire - ACW - Stefanie Rosales

Options: Personal

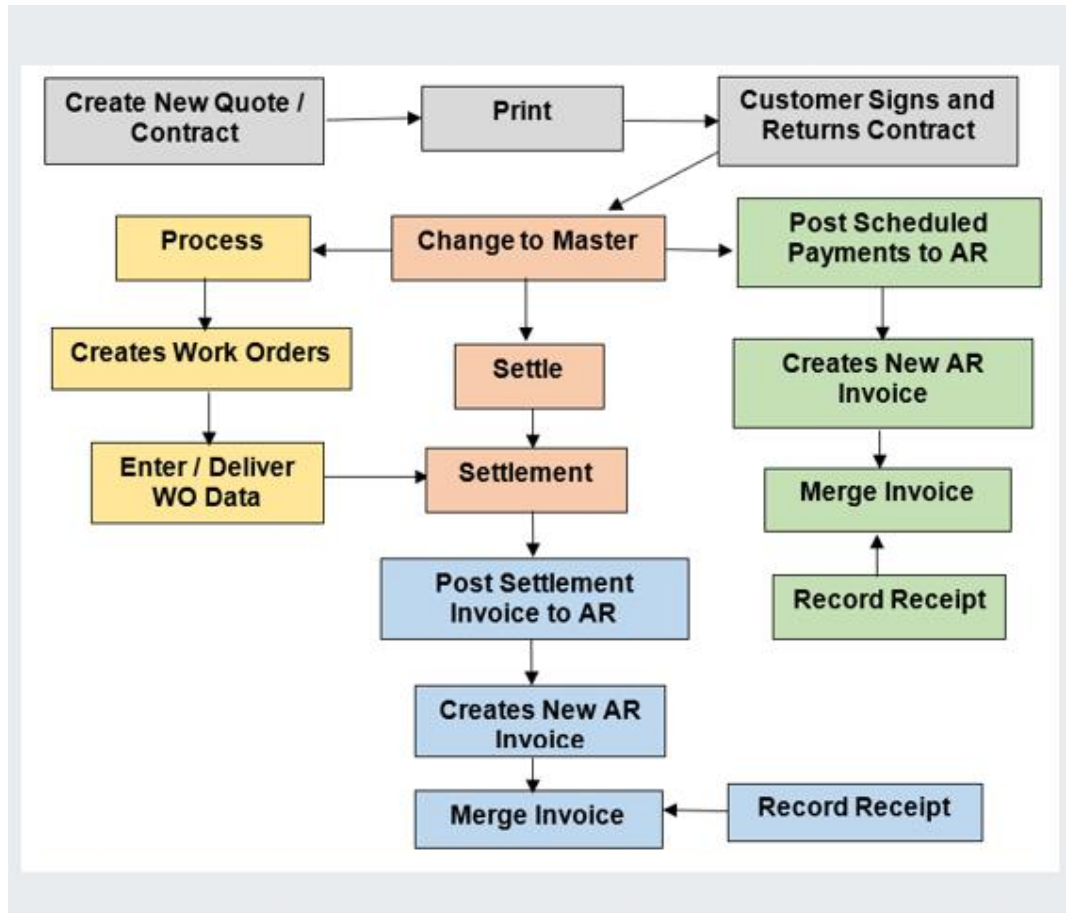
Filters: Lookup:

Number	Status	Canc...	Cancel...	Type	Description	Customer	Customer Name	Contractor	Signed	Begin	End	Total	Total Scheduled	Settlement ...
4	New			Interim	Template for Interim	Template	Template Customer for CP	Template for Interim				2,517.50	2,517.50	
32	New			Commercial	Monthly Rental	Gallery	Gallery Studios	Gallery Studios	3/5/2022	4/1/2022	10/31/2022	14,000.00	14,000.00	
35	New			Conc	Template for Concessions	Template	Template Customer for CP	Template Customer for CP		7/3/2023	7/16/2023	902.50	5,902.50	
36	New			Commercial	Template for Rental	Template	Template Customer for CP	Template Customer for CP		6/1/2023	7/31/2023	3,900.00	3,900.00	
38	New			Commercial	Theatre Rental for Summer	LubChild	Lubbock Children's Theater	Lubbock Children's Theater	7/31/2023	6/1/2023	7/31/2023	10,450.00	3,900.00	
39	New			Commercial	Theatre Rental for Summer Pr...	LubChild	Lubbock Children's Theater	Lubbock Children's Theater		6/1/2023	7/31/2023	12,350.00	1,000.00	
1050	New			Interim	Ramirez Wedding	Ramirez	Irma Ramirez	Irma Ramirez		11/15/2024	11/17/2024	3,023.50	3,023.50	
6	Master			Interim	Rental - Make A Bear Event	LbkBears	Lbk Bears & Buddies	Lubbock Bears & Buddies	6/10/2022	8/5/2023		1,600.00	1,600.00	
11	Master			Interim	Games & Fundraiser	Boys&Girls	Boys & Girls Club of America	Boys & Girls Club of America	6/1/2022	7/8/2022	7/8/2022	3,150.25	3,650.25	Settlement ...
13	Master			Commercial	Monthly Rental	Gallery	Gallery Studios	Gallery Studios	3/20/2022	4/1/2022	10/31/2022	14,000.00	14,000.00	
16	Master			Commercial	3 Day Rental	Gallery	Gallery Studios	Gallery Studios	3/30/2022	4/1/2022	4/3/2022	6,000.00	6,000.00	Settlement ...
20	Master			Interim	Back to School Bash	LubHigh	Lubbock High School	Lubbock High School	6/16/2022	8/20/2022		6,601.00	3,300.50	
21	Master			Interim	Fundraiser Gala	Compassion	Compassionate Charities	Compassionate Charities	3/31/2022	6/15/2022	6/15/2022	3,159.00	3,159.00	Settlement ...
22	Master			Interim	Annual Toy Drive	ToysforTots	Toys for Tots	Toys for Tots	6/20/2022	6/20/2022	6/20/2022	3,850.00	4,350.00	Settlement ...
26	Master			Interim	Fundraiser Gala	Youth Alliance of Lubbock	Youth Alliance of Lubbock	Youth Alliance of Lubbock	4/1/2022	6/15/2022	6/15/2022	3,159.00	3,159.00	Settlement ...
27	Master			Interim	Back to School Bash	LubHigh	Lubbock High School	Lubbock High School	6/22/2022	8/20/2022	8/20/2022	4,759.00	4,759.00	
30	Master			Commercial	Facility Rental	Gallery	Gallery Studios	Gallery Studios	5/30/2022	7/1/2022	7/1/2022	2,500.00	2,500.00	
31	Master			Interim	Back to School Bash	LubHigh	Lubbock High School	Lubbock High School	7/10/2022	7/12/2022	7/12/2022	6,601.00	6,601.00	
33	Master			Interim	Fundraiser Gala	Compassion	Compassionate Charities	Compassionate Charities	7/2/2022	7/23/2022	7/23/2022	4,659.00	4,659.00	Settlement ...
34	Master			Interim	2023 High School Prom	Frenship	Frenship High School	Frenship High School	1/18/2023	5/5/2023	5/6/2023	6,250.00	6,250.00	
37	Master			Commercial	Children's Theatre Summer Pr...	LubChild	Lubbock Children's Theater	Lubbock Children's Theater	4/30/2023	6/1/2023	7/31/2023	2,800.00	3,000.00	Settlement ...
1040	Master			Interim	Ramirez Wedding	Ramirez	Irma Ramirez	Irma Ramirez	4/30/2023	6/16/2023	6/18/2023	2,687.50	2,687.50	Settlement ...
1041	Master			Interim	Summer Concert 2023	MediaMax	MediaMax Productions	MediaMax Productions	4/30/2023	7/10/2023	7/12/2023	15,000.00	15,000.00	
1042	Master			Conc	Concessions	Alexander	Alexander Alliance, Inc.	Alexander Alliance, Inc.	6/20/2023	7/3/2023	7/16/2023	902.50	5,902.50	
1043	Master			Interim	2024 Art Sale Fundraiser	Gallery	Gallery Studios	Gallery Studios	3/15/2024	3/21/2024	3/23/2024	3,000.00	3,000.00	
1045	Master			Interim	Interim - Daily rental Event	Anderson	Anderson Architects, Inc.	Anderson Architects, Inc.	8/20/2024	9/2/2024	9/2/2024	8,777.50	2,500.00	
1046	Master			Commercial	Theatre Rental for Summer Pr...	LubChild	Lubbock Children's Theater	Lubbock Children's Theater	6/1/2024	9/28/2024	9/28/2024	13,325.00	13,325.00	
1047	Master			Interim	Company Holiday Party	Metro	Metro Productions, Inc.	Metro Productions, Inc.	12/13/2024	12/14/2024	12/14/2024	4,232.50	4,232.50	
28	Closed	True	7/11/2024	Interim	CANCELLED - CFundraiser Gala	Compassion...	Compassionate Charities	Compassionate Charities	6/22/2022	7/23/2022	7/23/2022	3,159.00	3,159.00	
29	Closed			Interim	Fundraiser Gala	Compassion...	Compassionate Charities	Compassionate Charities	5/10/2022	7/23/2022	7/23/2022	4,659.00	1,000.00	Settlement ...
1044	Closed	True		Interim	CANCELLED - 2024 Art Sale F...	Gallery	Gallery Studios	Gallery Studios		3/21/2024	3/23/2024	3,000.00	3,000.00	

Total: 31 Selected: 1 Total: 2,517.50 Total Scheduled: 2,517.50 Order: \*Status

# Optimization

To make as functional as possible



## CP to AR Workflow

Contract Record

Scheduled Pyt Invoices

Work Orders

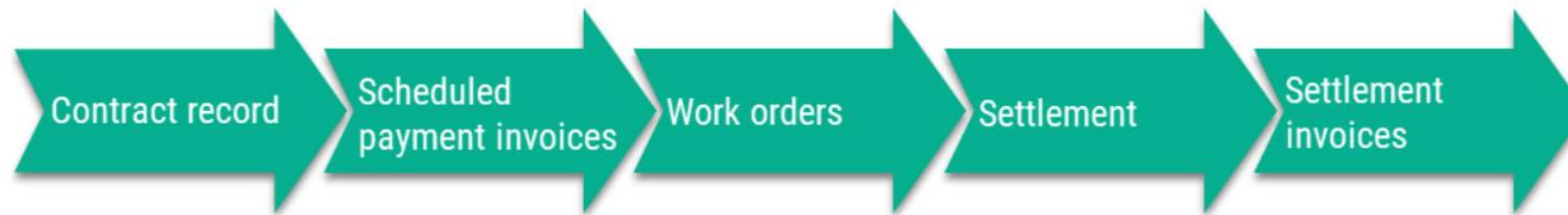
Settlement

Settlement Invoices



# Optimize CP to AR workflow

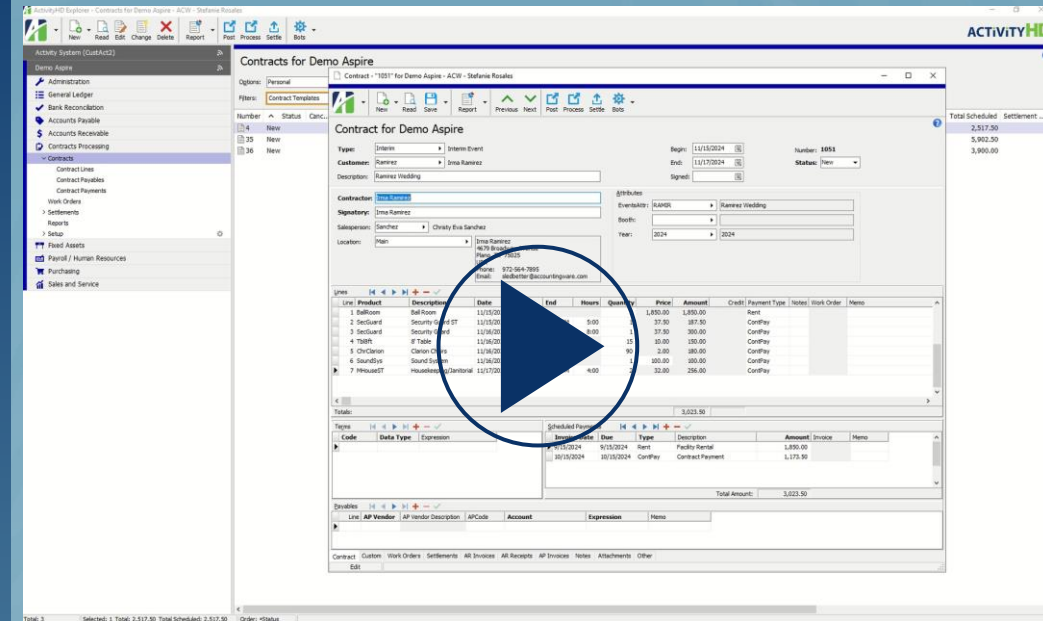
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- Scheduled Payments
- Work Orders & Settlements
  - Operations meets Accounting
  - Stick to the workflow for a smooth transition and optimal efficiency

# Scheduled Payments

- Collected **PRIOR** to event
- Deferred income
- Set invoice & due dates on contract
- Should not be contract line item
- Post to create AR invoices





# Work Orders

- Create from contract lines
  - Mark deliverables when completed
  - Record actual vs expected
  - Add manual work orders for add-ons
- 
- Work Order Reports and Listing
    - Delegate work
    - Check Lists
    - Sign-off sheets

- **ELECTRONIC TO DO LIST**



Work Order

ActivityHD Explorer - Contracts for Demo Aspire - ACW - Stefanie Rosales

New

Read

Edit

Change

Delete

Report

Post

Process

Settle

Bots

Activity System (CustAct2)

Demo Aspire

Administration

General Ledger

Bank Reconciliation

Accounts Payable

Accounts Receivable

Contracts Processing

Contracts

Contract Lines

Contract Payables

Contract Payments

Work Orders

Settlements

Reports

Setup

Fixed Assets

Payroll / Human Resources

Purchasing

Sales and Service

Contracts for Demo Aspire

Contract - "1051" for Demo Aspire - ACW - Stefanie Rosales

Options: Personal

Filters: Contract Template

Number 4 New

35 New

36 New

Contract for Demo Aspire

Type: Interim Interim Event

Customer: Ramirez Irma Ramirez

Description: Ramirez Wedding

Begin: 11/15/2024

End: 11/17/2024

Signed: 9/15/2024

Number: 1051

Status: Master

Contractor: Irma Ramirez

Signatory: Irma Ramirez

Salesperson: Sanchez Christy Eva Sanchez

Location: Main Irma Ramirez  
4679 Broadway Avenue  
Piano, TX 75025  
USA  
Phone: 972-654-7895  
Email: sbobetter@accountingware.com

Attributes

EventsAttr: RAMIR Ramirez Wedding

Booth:

Year: 2024 2024

Lines

Line	Product	Description	Date	Start	Hours	Quantity	Price	Amount	Credit	Payment Type	Notes	Work Order	Memo
1	BallRoom	Ball Room	11/15/2024			1	1,850.00	1,850.00		Rent			
2	SecGuard	Security Guard ST	11/15/2024	05:00	5:00	1	37.50	187.50		ContPay			
3	SecGuard	Security Guard	11/16/2024	12:00	8:00	1	37.50	300.00		ContPay			
4	Tbl8ft	8' Table	11/16/2024			15	10.00	150.00		ContPay			
5	ChrClarion	Clarion Chairs	11/16/2024			90	2.00	180.00		ContPay			
6	SoundSys	Sound System	11/16/2024			1	100.00	100.00		ContPay			
7	MHouseST	Housekeeping/Janitorial	11/17/2024	08:00 AM	12:00 PM	4:00	32.00	256.00		ContPay			

Totals: 3,023.50

Terms

Code	Data Type	Expression
------	-----------	------------

Scheduled Payments

Invoice Date	Due	Type	Description	Amount	Invoice	Memo
9/15/2024	9/15/2024	Rent	Facility Rental	1,850.00	SR - 17	
10/15/2024	10/15/2024	ContPay	Contract Payment	1,173.50	SR - 18	

Total Amount: 3,023.50

Payables

Line	AP Vendor	AP Vendor Description	APCode	Account	Expression	Memo
------	-----------	-----------------------	--------	---------	------------	------

Contract Custom Work Orders Settlements AR Invoices AR Receipts AP Invoices Notes Attachments Other

Edit

Total: 3

Selected: 1 Total: 2,517.50 Total Scheduled: 2,517.50

Order: \*Status

Total Scheduled

Settlement ...

2,517.50

5,902.50

3,900.00

# Settlements

---

- Worksheet of all activity
- Reconcile actuals to the contract values

**PLUS:** Total Earned Revenue

**LESS:** Scheduled Payments Consumed

---

**NET:** Final Over/Under Due

# Revenue Recognition

- Any line settling before settlement date uses deferred income accounts
- Extra GL has actual revenue dates and accounts
- Adds negative lines to apply the scheduled payments

# Settlement & Revenue Recognition

ActivityHD Explorer - Contracts for Demo Aspire - ACW - Stefanie Rosales

Activity System (CustAct2)

Demo Aspire

- Administration
- General Ledger
- Bank Reconciliation
- Accounts Payable
- Accounts Receivable
- Contracts Processing
  - Contracts
  - Contract Lines
  - Contract Payables
  - Contract Payments
- Work Orders
- Settlements
- Reports
- Setup
- Fixed Assets
- Payroll / Human Resources
- Purchasing
- Sales and Service

Contracts for Demo Aspire

Contract - "1051" for Demo Aspire - ACW - Stefanie Rosales

Filters: Cont

Number: 4 New, 35 New, 36 New

Contract for Demo Aspire

Type: Interim Interim Event Begin: 11/15/2024 End: 11/17/2024 Signed: 9/15/2024 Number: 1051 Status: Master

Customer: Ramirez Irma Ramirez Description: Ramirez Wedding

Contractor: Irma Ramirez

Signatory: Irma Ramirez

Salesperson: Sanchez Christy Eva Sanchez

Location: Main Irma Ramirez 4679 Broadway Avenue Plano, TX 75025 USA Phone: 972-564-7895 Email: siledbetter@accountingware.com

Attributes

EventsAttr: RAMR Ramirez Wedding Booth: Year: 2024

Line	Product	Description	Date	Start	End	Rate	Price	Amount	Credit	Payment Type	Notes	Work Order	Memo
1	BallRoom	Ball Room	11/15/2024				1,850.00	1,850.00		Rent		283	
2	SecGuard	Security Guard ST	11/15/2024	05:00 PM	10:00 PM	1	37.50	187.50		ContPay		284	
3	SecGuard	Security Guard	11/16/2024	12:00 PM	08:00 PM	1	37.50	300.00		ContPay		285	
4	Tbl8ft	8' Table	11/16/2024			15	10.00	150.00		ContPay		286	
5	ChrClarion	Clarion Chairs	11/16/2024			90	2.00	180.00		ContPay		287	
6	SoundSys	Sound System	11/16/2024			1	100.00	100.00		ContPay		288	
7	MHouseST	Housekeeping/Janitorial	11/17/2024	08:00 AM	12:00 PM	4:00	32.00	256.00		ContPay		289	

Totals: 3,023.50

Terms

Code	Data Type	Expression

Scheduled Payments

Invoice Date	Due	Type	Description	Amount	Invoice	Memo
9/15/2024	9/15/2024	Rent	Facility Rental	1,850.00	SR - 17	
10/15/2024	10/15/2024	ContPay	Contract Payment	1,173.50	SR - 18	

Total Amount: 3,023.50

Payables

Line	AP Vendor	AP Vendor Description	AP Code	Account	Expression	Memo

Contract Custom Work Orders Settlements AR Invoices AR Receipts AP Invoices Notes Attachments Other

Edit

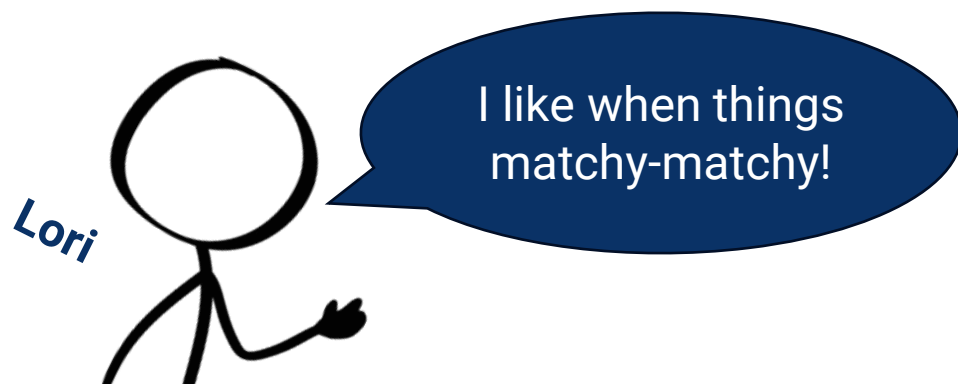
Total: 3 Selected: 1 Total: 2,517.50 Total Scheduled: 2,517.50 Order: \*Status

# TRUST, BUT VERIFY...CHECK YOUR GL!

- AR INVOICE TAB ON CONTRACT
- AR INVOICE LISTING
- INCLUDE GL SUMMARY

GL Summary:

Account	Attributes	Unit	Source	Count	Total Debits	Total Credits
1000-01-00000-A Corporate Checking Account		\$	Bank	2	3,023.50	
1200-01-00000-A Accounts Receivable		\$	Receivables	4	3,023.50	3,023.50
2185-01-00000-A Deferred Income	EventsAttr: RAMIR	\$	Extra	7	3,023.50	
2185-01-00000-A Deferred Income	EventsAttr: RAMIR	\$	Sales	11		3,023.50
4000-01-RAMIR-A Labor Revenue - Lubb - Ramirez Wedding - A	EventsAttr: RAMIR	\$	Extra	3		743.50
4100-01-RAMIR-A Equip Revenue - Lubb - Ramirez Wedding - A	EventsAttr: RAMIR	\$	Extra	3		430.00
4200-01-FUNDR-A Facilities Revenue	EventsAttr: RAMIR	\$	Extra	1		1,850.00
					9,070.50	9,070.50





# Managing Contracts

- Reports & Review
  - Contract Report for sending Quotes
  - Work Order Report
  - Settlement Report
- Filters & views
  - Not settled, not posted, outstanding, undelivered



- Send Quotes and can be customized with you Company Name & Logo.
  - Add “Quote” to the top
- From the contract, click Report, select Contract Report, click Preview
- Great for printing a quote without having to attached a full pdf contract like the BOT would do.

Contract - "1052" for Demo Aspire - ACW - Stefanie Rosales

New

Read

Save

Report

Previous

Next

Post

Process

Settle

Bo

Contract for Demo Aspire

Type:InterimInterim Event

Customer:RamirezIrma Ramirez

Description:Ramirez Wedding

Contractor:Irma Ramirez

Signatory:Irma Ramirez

Salesperson:SanchezChristy Eva Sand

Location:Main

Contract Report for Demo Aspire - ACW - Stefanie Rosales

Preview

Print

Email

Export

Output

Design:Contract Report Sample (built-in)

Lines

Line	Product	Description
1	BallRoom	Ball Room
2	SecGuard	Security Guard ST
3	SecGuard	Security Guard
4	Tbl8ft	8' Table
5	ChrClarion	Clarion Chairs
6	SoundSys	Sound System
7	MHouseST	Housekeeping/Janitorial

Totals:

Terms

Code	Data Type	Expression

Scheduled Payments

Invoice Date	Due
9/15/2024	9/15/2024
10/15/2024	10/15/2024

Payables

Line	AP Vendor	AP Vendor Description	APCode	Account	Expression

Contract

Custom

Work Orders

Settlements

AR Invoices

AR Receipts

AP Invoices

Notes

Attachments

Edit

Company Name/Logo

Demo Aspire

5227 S Loop 289 #207

Lubbock, TX 79424

Irma Ramirez

4679 Broadway Avenue

Plano, TX 75025

USA

Contract No:

1,052

EventsAttr: RAMIR

Year: 2024

Ramirez Wedding

2024

Scheduled Payments

9/15/2024	Facility Rental	1,850.00
10/15/2024	Contract Payment	1,173.50

Description	Date	Quantity	Price	Amount	Credit
<b>Equipment</b>					
8' Table	11/16/2024	15	10.00	150.00	
Clarion Chairs	11/16/2024	90	2.00	180.00	
Sound System	11/16/2024	1	100.00	100.00	
<b>Janitorial Staff</b>					
Housekeeping/Janitorial ST	11/17/2024	2	32.00	256.00	
8:00AM 12:00PM 4:00 Hrs					
<b>Building Rent</b>					
Ball Room	11/15/2024	1	1,850.00	1,850.00	
<b>Security</b>					
Security Guard ST	11/15/2024	1	37.50	187.50	
5:00PM 10:00PM 5:00 Hrs					
Security Guard	11/16/2024	1	37.50	300.00	
12:00PM 8:00PM 8:00 Hrs					
<b>Total Amount:</b> 3,023.50					
Signature: _____ Date: _____					
Signature: _____ Date: _____					

Current Page No.: 1

Total Page No.: 1

Zoom Factor: 100%

# Work Order Report

- Used to track your actual numbers while the contract is in progress.
- From the Work Order tab on the contract, click on the blue and red report icon.
- Select Work Orders Report and select Preview.
- Print and hand out to your operations team for a sign off sheet as they work through deliverables.

# Work Orders

Contract # 1,051

Customer: Irma Ramirez

W.O Number	Product	Start Actual Start	Quantity Actual Quantity	Delivered
Equipment Setup				
286	8' Table	11/16/2024 12:00AM <div></div>	15.00 <div></div>	<div></div>
287	Clarion Chairs	11/16/2024 12:00AM <div></div>	90.00 <div></div>	<div></div>
288	Sound System	11/16/2024 12:00AM <div></div>	1.00 <div></div>	<div></div>

# Settlement Report

• Easy to read format to see settlement totals, payments, and other important contract information.

• From the Settlements tab on the contract. Select the settlement, click on the report icon, and click Preview.

Contracts for Demo Aspire

Contract - "1051" for Demo Aspire - ACW - Stefanie Rosales

Contract for Demo Aspire

Type: Interim Interim Event

Customer: Ramirez Irma Ramirez

Description: Ramirez Wedding

Settlements Settlement Lines Settlement Payables

Settlements

Options: Personal

Filters:

Contract	Settle...	Description	Customer
1051	1	Settlement: Ramirez Wedding, 2024...	Ramirez

Settlement Report for Demo Aspire - ACW - Stefanie Rosales

Preview Print Email Export

Answers: Defaults

Output

Design: Settlement Report (built-in)

Contract Custom Work Orders Settlements AR Invoices AR Receipts AP Invoices Notes Attachments

Total: 1 Selected: 0 Settlement: 0.00 Credits: 0.00 Payments Applied:

Preview Settlement Report for Demo Aspire - ACW - Stefanie Rosales

File Help

Main Report

## Demo Aspire

Demo Aspire  
5227 S Loop 289 #207  
Lubbock, TX 79424

Settlement: Ramirez Wedding, 2024-11-17

Irma Ramirez  
4679 Broadway Avenue  
Plano, TX 75025  
USA

Date: 11/17/2024

Contract: 1051

Settlement: 1

EventsAttr:	Year:	Settlement:
RAMIR	2024	1

Payments

Rent Payment	1,850.00
Contract Payment	1,173.50

Description	Date	Quantity	Price	Amount	Credit
<b>Equipment</b>					
8' Table	11/16/2024	15	10.00	150.00	
Claron Chairs	11/16/2024	90	2.00	180.00	
Sound System	11/16/2024	1	100.00	100.00	
<b>Janitorial Staff</b>					
Housekeeping/Janitorial ST	11/17/2024	4:00 Hrs	2	32.00	256.00
<b>Building Rent</b>					
Ball Room	11/15/2024	1	1,850.00	1,850.00	
<b>Security</b>					
Security Guard	11/15/2024	5:00 Hrs	1	37.50	187.50
Security Guard	11/16/2024	8:00 Hrs	1	37.50	300.00
<b>Total Amount:</b>			<b>3,023.50</b>		
<b>Sales Tax:</b>			<b>0.00</b>		
<b>Total Payments:</b>				<b>3,023.50</b>	
<b>Balance Due:</b>					<b>\$0.00</b>

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

# Filters & Views

Activity System (CustAct2)

Demo Aspire

- Administration
- General Ledger
- Bank Reconciliation
- Accounts Payable
- Accounts Receivable
- Contracts Processing
  - Contracts
    - Contract Lines
    - Contract Payables
    - Contract Payments**
    - Work Orders
  - Settlements
  - Reports
  - Setup
- Fixed Assets
- Payroll / Human Resources
- Purchasing
- Sales and Service

## Contract Payments for Demo Aspire

Options: Personal

Filters: Outstanding Payment Invoices

Lookup:

Contract	Invoice Date	Due	Payment Type	Description	Amount	AR Invoice
1046	6/1/2024	6/1/2024	SecDep	Security Deposit	1,000.00	SR - 11
1046	7/1/2024	7/31/2024	ContPay	Contract Payment	5,000.00	SR - 12
1046	8/1/2024	8/31/2024	ContPay	Contract Payment	5,000.00	SR - 13
1046	9/28/2024	9/28/2024	ContPay	Contract Payment	2,325.00	SR - 14
38	7/31/2023	7/31/2023	ContPay	Contract Payment	300.00	AR - 1
1041	4/30/2023	5/15/2023	Rent	Facility Rental	15,000.00	LB - 42
13	3/20/2022	4/1/2022	Rent	Rent Payment on Contract	14,000.00	LB - 8
32	3/5/2022	4/1/2022	Rent	Rent Payment on Contract	2,000.00	LB - 35
32	3/5/2022	5/1/2022	Rent	Rent Payment on Contract	2,000.00	LB - 36
32	3/5/2022	6/1/2022	Rent	Rent Payment on Contract	2,000.00	LB - 37
32	3/5/2022	7/1/2022	Rent	Rent Payment on Contract	2,000.00	LB - 38
32	3/5/2022	8/1/2022	Rent	Rent Payment on Contract	2,000.00	LB - 39
32	3/5/2022	9/1/2022	Rent	Rent Payment on Contract	2,000.00	LB - 40
32	3/5/2022	10/1/2022	Rent	Rent Payment on Contract	2,000.00	LB - 41
11	6/1/2022	6/5/2022	ContPay	Contract Payment	1,150.25	LB - 1

Contract Payments View  
Outstanding Payment Invoices filter



# Filters & Views

## Work Orders View Unsettled/Undelivered Work Orders

The screenshot displays the AccountingWare interface for the 'Work Orders for Demo Aspire' view. The left sidebar shows the navigation menu with 'Work Orders' highlighted. The main area shows the 'Work Orders for Demo Aspire' view with filters set to 'Unsettled Work Orders' and 'Undelivered Work Orders'. The table below lists the work orders.

Num...	Type	Contractor	Contract	Contract Description	Contract Line	Prod
263	Staff	Anderson Architects, Inc.	1045	Interim - Daily rental Event	1045-6	Equip
262	Staff	Anderson Architects, Inc.	1045	Interim - Daily rental Event	1045-5	SecG

Num...	Type	Contractor	Contract	Contract Description
263	Staff	Anderson Architects, Inc.	1045	Interim - Daily rental Eve
262	Staff	Anderson Architects, Inc.	1045	Interim - Daily rental Eve
261	Equip	Anderson Architects, Inc.	1045	Interim - Daily rental Eve
260	Equip	Anderson Architects, Inc.	1045	Interim - Daily rental Eve
259	Equip	Anderson Architects, Inc.	1045	Interim - Daily rental Eve
258	Building	Anderson Architects, Inc.	1045	Interim - Daily rental Eve
230	Comm	Alexander Alliance, Inc.	1042	Concessions
229	Comm	Alexander Alliance, Inc.	1042	Concessions
195	Equip	Frenship High School	34	2023 High School Prom
104	Emergency	Frenship High School	34	2023 High School Prom

# Filters & Views

The screenshot displays the AccountingWare interface. On the left is a navigation menu with categories like Activity System (CustAct2), Demo Aspire, Administration, General Ledger, Bank Reconciliation, Accounts Payable, Accounts Receivable, Contracts Processing, Work Orders, Settlements (highlighted with a red circle), Reports, Setup, Fixed Assets, Payroll / Human Resources, Purchasing, and Sales and Service. The main area is titled 'Settlements for Demo Aspire'. It features an 'Options' dropdown set to 'Personal' and a 'Filters' dropdown set to 'Ready to Post to AR' (also highlighted with a red circle). A 'Lookup' field is present to the right. Below these controls is a table with columns: Contract, Settle..., Description, Customer, Customer Name, and Contractor. The table lists several settlements, including 'Settlement: Back to School Bash, 20...', 'Settlement Facility Rental, 2022-07-01', 'Settlement: Summer Concert 2023, ...', 'Settlement: 2024 Art Sale Fundraise...', and 'Settlement: Company Holiday Party, ...'.

Contract	Settle...	Description	Customer	Customer Name	Contractor
27	1	Settlement: Back to School Bash, 20...	LubHigh	Lubbock High School	Lubbock Hi
30	1	Settlement Facility Rental, 2022-07-01	Gallery	Gallery Studios	Gallery Stu
30	2	Settlement Facility Rental, 2022-07-01	Gallery	Gallery Studios	Gallery Stu
1041	1	Settlement: Summer Concert 2023, ...	MediaMax	MediaMax Productions	MediaMax F
1043	1	Settlement: 2024 Art Sale Fundraise...	Gallery	Gallery Studios	Gallery Stu
1047	1	Settlement: Company Holiday Party, ...	Metro	Metro Productions, Inc.	Metro Prod

Settlement View  
Ready to post to AR filter

**SUBMIT YOUR  
QUESTIONS!**

# Next Session

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## Payroll Problem-Solving

Become a Master of Troubleshooting

Today  
12:30 PM (CT)

Steve Sikes – Support Team

Elizabeth Hudspeth – Implementation Team





*Remember to complete the survey!*

THANKS FOR JOINING

# Mastering Contracts Processing

## Streamline, Optimize, Manage

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Stefanie Rosales & Lori Bogart



Lori