

Standard Contractors Command Bar



Customer (Tracking) Center
Track who your customers are, the work you've done for them, and how much they owe you. Allows for keeping track of all the pesky details like phone numbers, addresses, and the like. Put info in there once for a customer, and you won't have to again. Go to page 10.

Vendor (Tracking) Center
Track who your vendors are, when and how much you've spent with them, and how much you owe them. Next time they say you haven't paid a bill, you can prove you did (or didn't). Allows for keeping track of all the pesky details like phone numbers, addresses, and the like. Go to page 16.

Report Center
This is where you can find out how much you've made or how little (Profit & Loss Statement) - if you dare. Keep the taxman off your back by being able to actually file your taxes on time (paying them may be a different story.) Keep your banker and CPA happy by giving them the info they want. Go to page 20.

Estimate (to your Customers)
No - this is not where you stick that estimate to repair your new play toy. Record customer estimates here and keep track of awarded jobs. When they make changes or additions, enter them here too. Go to page 24.

Invoice (your Customers)
OK - you've worked, worked, worked. Now it's time make a progress invoice and collect some dough from the customer. This is the screen where you'll do it. Based on your estimate, bill for 100%, a smaller percentage, or just the line items completed. Go to page 33 or 40.

Payments (from Customers)
When those customers finally give you the checks you've been waiting for, enter them here and track the checks into your checking account. When they says they're paid up, you can check the details and make sure. Go to page 49.

Deposit (into Bank Account)
You've got a week's worth of customer's checks in your hands and need to deposit the checks into your checking account so you can pay the bills. This is where you make it happen! Go to page 54.

Check (and Debit cards)
No - the balance on your ATM receipt is not how much is in the bank. Enter and easily track the checks and debit card transactions you make. Exactly where did all your money go? - and can you afford that great vacation? Go to page 63.

Bill (from suppliers)
You're lucky enough to have someone trust you with an open account - make sure you keep a good thing going by tracking how much you owe them. Enter their bills as you receive them and you'll keep their trust and know how much you owe them. Go to page 77.

Pay Bills (that you owe)
Keep that good vibe going by paying bills you owe on time and being able to track which were paid and when. Next time a supplier says "You owe me a ton of money!" you'll be able to check it out and have the right info immediately. Go to page 82.

Journal (Adjustments)
No matter how hard you try, you end up spending a bunch of money out of your own pocket on business stuff. Or, you screwed up and need to adjust something. This is the place to make it happen and set it straight. Carefully! Go to page 89.

Weekly Timesheet
"You may delay, but time will not." — Benjamin Franklin
For job profitability, keeping track of time spent on jobs is essential - even though it's a pain in the rear. Record the time spent, even the boss', on a weekly basis and you'll be much happier with your bottom line. Go to page 94.