Tincher Concrete Construction

Functional Workflow

Prepared for Tincher Concrete Construction by Jim Wilkinson, Jim Wilkinson and Associates and Jeanne Schow, Schow Technologies

1 Opportunity Enters the Business

Opportunities originate from customers who contact Tincher Concrete Construction, from customers who are approached by Tincher Concrete Construction, and from customers who are referred to Tincher Concrete Construction by other customers.

Opportunities should be collected and recorded in Project Manager as Opportunities. Opportunities should be assigned to a Project Manager who is responsible for the opportunity. Opportunities should be assigned to a Project Manager who is responsible for the opportunity.

A Project Manager may be assigned an opportunity for study and development. Opportunities should be assigned to a Project Manager who is responsible for the opportunity. Opportunities should be assigned to a Project Manager who is responsible for the opportunity.

Most opportunities that appropriately fit bond and contemporary documents will be assigned to Tincher Concrete Construction. Opportunities that fit bond and contemporary documents.

2 Opportunity Converted to Proposal

Opportunity is converted to a Project Manager Project. Opportunity is converted to a Project Manager Project. Opportunity is converted to a Project Manager Project. Opportunity is converted to a Project Manager Project.

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3 Take Off

Project Manager performs the necessary take off's from the provided drawings.

4 Transmit proposal items to proposal

Project Manager creates Estimate and Bids, and sets up Job Cost Codes. Project Manager creates Estimate and Bids, and sets up Job Cost Codes.

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5 Manage proposals, Convert to Jobs

Manage proposals, Convert to Jobs. Manage proposals, Convert to Jobs. Manage proposals, Convert to Jobs. Manage proposals, Convert to Jobs.

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6 Project Management

Job is ready to be assigned to a crew. Job is ready to be assigned to a crew. Job is ready to be assigned to a crew. Job is ready to be assigned to a crew.

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7 Create Job Package Folder (Task)

Job is ready to be assigned to a crew. Job is ready to be assigned to a crew. Job is ready to be assigned to a crew. Job is ready to be assigned to a crew.

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8 Create Project Mgr. Folder (Task)

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1 Daily Activities - Timesheets

Timesheets are entered on a daily basis for non-bargaining employees. The Timesheets are entered on a daily basis for non-bargaining employees. The Timesheets are entered on a daily basis for non-bargaining employees. The Timesheets are entered on a daily basis for non-bargaining employees.

Timesheets are entered on the morning following the job organization meeting. Timesheets are entered on the morning following the job organization meeting. Timesheets are entered on the morning following the job organization meeting. Timesheets are entered on the morning following the job organization meeting.

Timesheets are entered on the job cost in PCS which is being built in Access.

Where timesheets is related to the current Job Cost Code in Step 7 and job is linked to a task in Project and Task, the information about the job is entered.

The information is then transferred to the Job Cost Ledger in PCS and the job cost and the job cost are updated. The information is then transferred to the Job Cost Ledger in PCS and the job cost and the job cost are updated.

- Job Cost Ledger
- Job Cost Ledger - Labor Detail
- Accounts Receivable
- Accounts Payable

2 Daily Activities - Morning Meeting

The morning meeting will be at 7:30 daily. The morning meeting will be at 7:30 daily. The morning meeting will be at 7:30 daily. The morning meeting will be at 7:30 daily.

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Job Cost and Manpower availability will be a major item at meeting. Job Cost and Manpower availability will be a major item at meeting. Job Cost and Manpower availability will be a major item at meeting. Job Cost and Manpower availability will be a major item at meeting.

Foreman/Crew Leader Job Cost Reports will be printed and given to the foreman. Foreman/Crew Leader Job Cost Reports will be printed and given to the foreman. Foreman/Crew Leader Job Cost Reports will be printed and given to the foreman. Foreman/Crew Leader Job Cost Reports will be printed and given to the foreman.

3 Daily Activities - Print Timesheets

Timesheets should be printed daily. Timesheets should be printed daily. Timesheets should be printed daily. Timesheets should be printed daily.

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4 Daily Activities - Concrete Orders

Daily calls to the concrete plant will be made by some of the foreman. Daily calls to the concrete plant will be made by some of the foreman. Daily calls to the concrete plant will be made by some of the foreman. Daily calls to the concrete plant will be made by some of the foreman.

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5 Daily Activities - Enter Timesheets

Timesheets are entered into the PCS. The Timesheets are entered into the PCS. The Timesheets are entered into the PCS. The Timesheets are entered into the PCS.

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6 Daily Activities - A/P Invoice Entry

Daily Phone Orders are entered using a Phone Screen. Daily Phone Orders are entered using a Phone Screen. Daily Phone Orders are entered using a Phone Screen. Daily Phone Orders are entered using a Phone Screen.

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7 Daily Activities - Change Orders

Change Orders are entered as incurred and are created the "Job Cost" in PCS. Change Orders are entered as incurred and are created the "Job Cost" in PCS. Change Orders are entered as incurred and are created the "Job Cost" in PCS. Change Orders are entered as incurred and are created the "Job Cost" in PCS.

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8 Daily Activities - Certified Payroll

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9 Daily Activities - Job (A/R) Invoicing

Accounts Receivable Invoicing will occur on the 5 and 20 of the month. Accounts Receivable Invoicing will occur on the 5 and 20 of the month. Accounts Receivable Invoicing will occur on the 5 and 20 of the month. Accounts Receivable Invoicing will occur on the 5 and 20 of the month.

For cost plus, billing consists of Pay Estimates and Job Cost Reports. For cost plus, billing consists of Pay Estimates and Job Cost Reports. For cost plus, billing consists of Pay Estimates and Job Cost Reports. For cost plus, billing consists of Pay Estimates and Job Cost Reports.

Job Cost Reports are used to bill for Time and Material Jobs. Job Cost Reports are used to bill for Time and Material Jobs. Job Cost Reports are used to bill for Time and Material Jobs. Job Cost Reports are used to bill for Time and Material Jobs.

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1 Collection Tasks - Notice to Owner

Notice of Delivery is sent to all owners. Notice of Delivery is sent to all owners. Notice of Delivery is sent to all owners. Notice of Delivery is sent to all owners.

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2 Collection Tasks - A/R Aging

A/R Aging Report is run on the 15th. A/R Aging Report is run on the 15th. A/R Aging Report is run on the 15th. A/R Aging Report is run on the 15th.

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3 Collection Tasks - A/R Payments

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Is a daily task. Is a daily task. Is a daily task. Is a daily task.

4 Collection Tasks - Release of Lien or Partial Release of Lien

Release of Lien is sent to owner when all work is completed. Release of Lien is sent to owner when all work is completed. Release of Lien is sent to owner when all work is completed. Release of Lien is sent to owner when all work is completed.

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5 Collection Tasks - File a Lien

Lien Filing is due 75 days after last work. Lien Filing is due 75 days after last work. Lien Filing is due 75 days after last work. Lien Filing is due 75 days after last work.

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6 Collection Tasks - Miscellaneous

Bond Claims are made to the Surety Bond Company. Bond Claims are made to the Surety Bond Company. Bond Claims are made to the Surety Bond Company. Bond Claims are made to the Surety Bond Company.

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1 Accounting Tasks - AP Aging

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2 Accounting Tasks - AP Checks

Accounting for Job Costs Reports will be sent to Jeanne Schow. Accounting for Job Costs Reports will be sent to Jeanne Schow. Accounting for Job Costs Reports will be sent to Jeanne Schow. Accounting for Job Costs Reports will be sent to Jeanne Schow.

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3 Accounting Tasks - Integration

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1 To-Do Issues

This section is a collection of issues and to-dos.