



Our Software

Order Online or Call Us Toll free at: 1-800-803-1315

The CAP software main Project window

With the Cap everything you need is right at your finger tips. From this screen you can access every feature in the CAP software. From Current and Previous Applications, all your Prints and all other forms.

- **Create:** Use this when you need to add a brand new application for payment for other projects.
- **Modify:** Change any existing project you have created already. Changes can be made at any time.
- **Copy:** Easily copy one project to another. Have similar projects with similar contract values? Copy one project to another including values and save time.
- **Post for Next Application:** Move from one billing to the next without having to recalculate or change any number. The CAP moves all the information for you automatically, and saves your prior application automatically.

- **Previous Applications:** All previous applications are kept on file. Easily View, Print or restore back to any previous application.
- **Payments and Credits:** With the CAP we give you the added feature to enter payments against you billings. Keep track of all payments against your billings.
- **NotePad:** Enter internal notes for any application or Customer. Help keep everyone informed.

The screenshot displays the 'Application for Payment' window. At the top, there are filters for 'Active, by: Project Code' and 'Inactive, by: Project Code'. A search bar is labeled 'Search for ACTIVE PROJECT by Project Code:'. The main table lists various projects with their respective details. Below the table, there are two sections for printing forms: 'CAP Plain Paper Forms and Prints' and 'Requires an AIA Original Form, Prints your data on the Form.' The first section includes buttons for CAP701, CAP706A, CAP704, CAP707, CAP706, CAP716, CAP709, and CAP810. The second section includes buttons for AIA G702/G722, AIA G703, AIA G723Cma, and various A100 series forms (A101, A114, A201, A105, A121CMc, A205, A107, A131CMc, A305, A111, A141, A401).

- **Printing:** All your printing options are located at the bottom of the window. Just click the button with the form number on it that you want to print. All the CAP software prints are located on the left.

There is no charge for support or training.

The CAP – Editing your Application Information

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

Item No.	Printed#	Description of Work	Type	Sched Value	Prev Appl	This Period	Materials Stored	Comp&Stored	Balance to Finish
1.00		REMOVAL OF ASBESTOS	CON	12,240.00	0.00	0.00	0.00	0.00	12,240.00
2.00		HAZARD WASTE REMOVAL	CON	8,000.00	0.00	2,000.00	0.00	2,000.00	6,000.00
3.00		CONSTRUCTION OF NEW OFFICES	CON	7,250.00	0.00	0.00	0.00	0.00	7,250.00
4.00		Change Order# 1	C/O	1,500.00	0.00	225.00	0.00	225.00	1,275.00

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.

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 negative Change orders, that's easy, just type a negative value and the system 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 with the CAP all that is taken care of by the software, spreadsheets just can't handle what our software does.

Also with the CAP software you can control the way your lines print

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

out on your continuation sheet. You can separate pages by specific lines, you can create headings and subtotals for any grouping of lines you want.

Group lines together without having to edit all the other lines. Print out subtotals on your continuation sheet any time you wan to.

Our Software	The CAP© (for AIA Forms) Prevailing Wage Bid Tracking Job Costing Purchase Orders Inventory
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