

Force Account ManagerTM *User Guide*



Force Account Manager™

User Guide

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Vibrance Technology Corporation
Massachusetts, U.S.A.

www.vibrancetech.com

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Welcome to Force Account Manager

Welcome to the Force Account Manager (FAM) application. FAM is a Windows-based application that quickly and easily generates cost reports for construction work completed on a force account basis. The application is a computerized implementation of the construction accounting procedures outlined in the Manual for Uniform Record Keeping (MURK). FAM automates the compilation, calculation and printing of MURK forms used by various New York State and New York City agencies on time & materials (T&M) force account work.

FAM is easy to use	The menus categorize common functions so that data manipulation and analysis is easy and straightforward.
FAM uses a common database	The database you construct with FAM is used in any of the projects you create and allows you to maintain a history of labor and equipment rates that can be referenced at any time.
FAM is an industry standard	FAM has been used to process millions of dollars in T&M work for both New York State and New York City. Both NYS DOT and NYC DOT have approved the forms produced by FAM.

You should read the license agreement. *The license agreement restricts the use of FAM to a single contract but allows you to install FAM on any computer that processes work for that contract.*

This document has been prepared assuming that the reader has knowledge of the fundamental project concepts employed by MURK and is familiar with basic computer operations, Windows and File Management.

Key	
Menu Menu	highlights menu items and buttons. For example, “click File New ” means “select the File menu, then select the New choice on the File menu.”
<i>Italic</i>	highlights important concepts or terms
Caution	calls out actions that may affect other project files
Note	offers advice to speed your work
NYS or NYC	indicates the information applies only to the NYS or NYC mode

Chapter 1 – Introduction

This chapter:

- Describes FAM system requirements.
- Familiarizes you with the Force Account Manager startup screen. Commands are designed to aid you in quickly creating projects, and are organized by similar functions.
- Will get you up and running with FAM in the least amount of time. By following the steps in the section **Start Using FAM**, you will be able to minimally configure FAM and start creating projects that generate MURK reports.

System Requirements

To use Force Account Manager, you need:

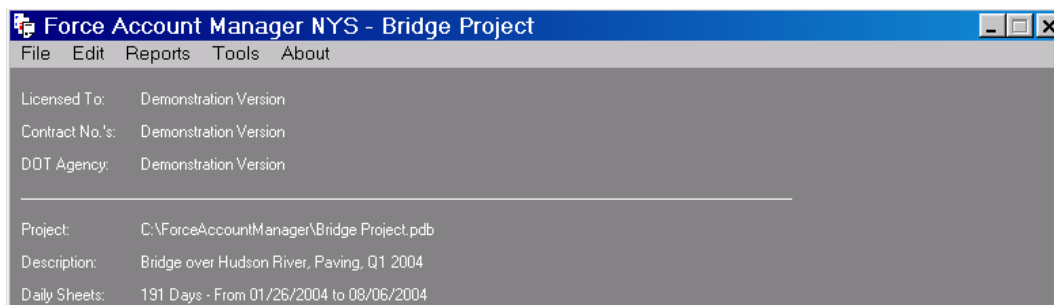
- Microsoft Windows 95/98/ME/2000/XP
- Pentium processor
- 128 megabytes of random-access memory
- A hard disk with 50 megabytes of free space
- A Windows-compatible pointing device or mouse
- A monitor that supports 1024x780 resolution
- A CD-ROM drive or high-speed Internet connection.

Start FAM

To start the FAM application, select **Start | Force Account Manager** on the Windows taskbar.

You can also start FAM by using a shortcut you create on your desktop. Navigate to the **C:\ForceAccountManager** folder. Select the file **ForceAccountManager.exe**, right-click and select **File | Send To | Desktop**. A shortcut icon to ForceAccountManager is placed on your desktop. Right-click the icon and select **Rename** to abbreviate the shortcut name to, for example, **FAM NYS**.

The FAM Taskbar

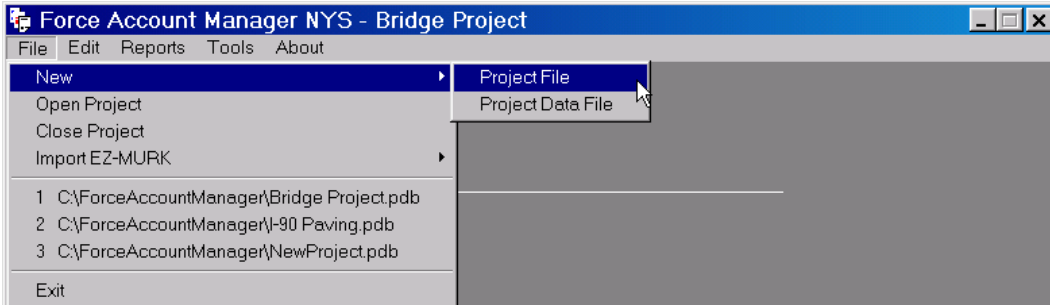


The Force Account Manager startup screen displays **Force Account Manager NYS** or **Force Account Manager NYC**, the open project name, and the main taskbar. The startup screen also displays contractor name, contract numbers, and agency.

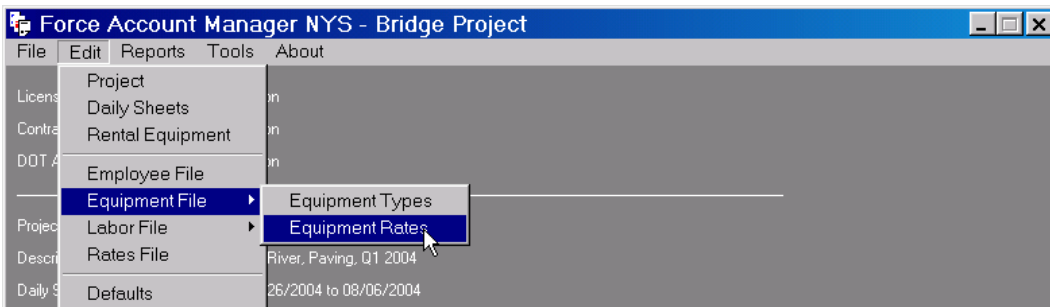
FAM is available in two “modes” of operations. The NYC mode produces forms required by the City and the NYS mode produces forms required by the State. Entering data in either mode is nearly identical.

The taskbar shows the following commands:

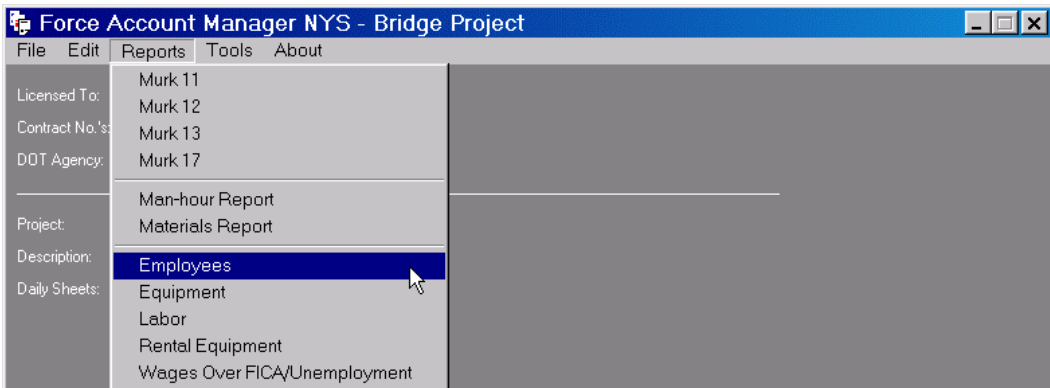
File manages file operations, such as creating, opening and closing existing project files, importing EZ-MURK files and exiting, and lists recently opened project files:



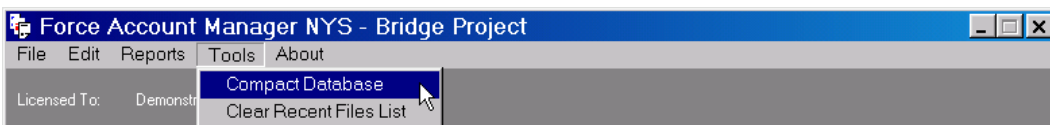
Edit allows editing of daily worksheets and FAM data files:



Reports prints the forms for T&M reimbursement as well as open project and database data:



Tools allow you to perform intermittent maintenance operations, and **About** tells you the version number and release date of the FAM application, and whether the demonstration version is installed:



Start Using FAM

The following is an overview on how to minimally configure and start using the FAM application. Refer to the individual command topics for complete instructions.

Set the Defaults

To set the program defaults, select **Edit | Defaults**. Enter the most common values. Each new project will copy these settings. When you later create a new Project File, you can edit these values for the project by selecting **Edit | Project (Information)**.

Create the Project Data File

The universal Project Data File stores data about your employees, equipment, and labor trades for use in all Project Files. In most cases, you will create only one instance of the Project Data File (ProjectData.ddb):

- If you installed FAM for the first time, select **File | New | Project Data File**, or
- If you have EZ-MURK files, select **File | Import EZ-MURK | Support Files**, or
- If you installed a demo copy and subsequently installed a licensed copy, you can re-use the demo **ProjectData.ddb**. If you do re-use the demo **ProjectData.ddb**, you should **not** create a second Project Data File; instead, create a new **Project File**.

Create a New Project File

A Project File contains the daily work sheets for the job. Before you can add employees, equipment, or labor resources, you will need to create at least one new Project File. To create a new project file, select **File | New | Project File**.

Caution: All Project Files are linked to the universal Project Data File. If *after you've entered resources in a Project File's Daily Sheet and you later change the original Project Data File as listed in **Edit | Project (Information)***, invalid references will be created and MURK Reports will contain discrepancies.

Add Resources and a Daily Sheet

If you installed FAM for the first time, add resources (at least one instance each of Employee, Equipment, and Labor, and their rates):

- Select **Edit | Labor File | Labor Trades** to add a trade; then
Select **Edit | Labor File | Labor Rates** to add the trade, its rates and effective date
- Select **Edit | Employee File** to add an employee
- Select **Edit | Equipment File | Equipment Types** to add a type of equipment, then
select **Edit | Equipment File | Equipment Rates** to add the equipment, its rates and effective date
- Select **Edit | Daily Sheets** to add a Work Date and add (assign) resources to the Daily Sheet

If you imported EZ-MURK Support Files or are re-using the demo **ProjectData.ddb**:

- Select **Edit | Daily Sheets** to add a Work Date and add (assign) resources to the Daily Sheet

Print Reports

To print a MURK Report, select **Reports** and the report name you wish to print.

Chapter 2 – FAM Commands

This chapter describes the commands that you use store project data to generate MURK Reports. An overview of each command and its use is given. You should be familiar with the instructions outlined in the section [Start Using FAM](#).

File Menu

The File Menu is where you create, open and close project files; import EZ-MURK files; and exit the FAM application.

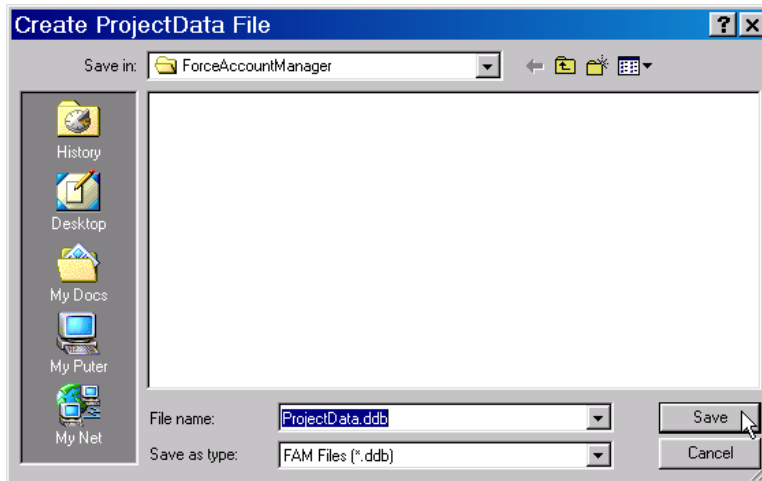
File | New | Project Data File



The universal Project Data File is the collection of data common to all projects. A Project File is the collection of data specific to a project. An explanation of how FAM uses these two file types can be found in [Chapter 4 – FAM Database](#).

Every FAM project involves two file types: the data file, and a specific project file. You create an initial universal Project Data File (.ddb) from which every new project file (.pdb) will draw data. The data file contains Employee, Labor, and Equipment information. You create this Project Data file only once and link or associate it with the many project files you create.

To create the initial *project data* file, click **File | New | Project Data File**. Enter the file name **ProjectData.ddb** or alternate name and click **Save**:



FAM will create the universal project data file, and you are now ready to create specific project files.

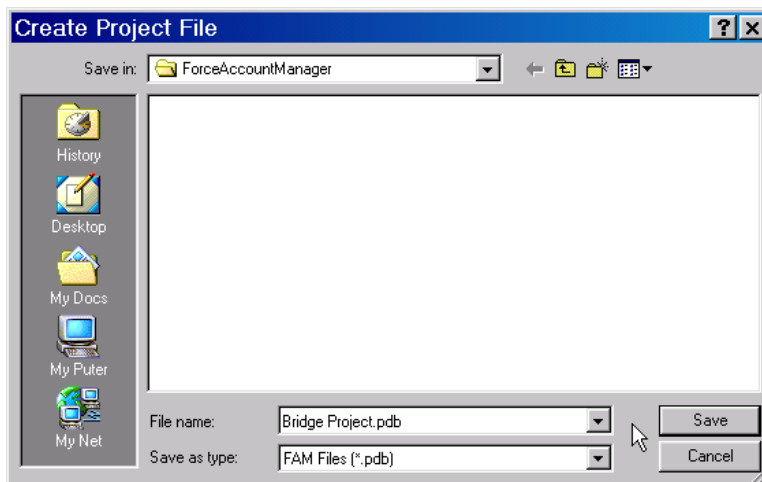
Caution: If you upgraded from EZ-MURK, see **EZ-MURK Support Files** in the appendix to create the project data file.

File | New | Project File

A Project File is the collection of data specific to a project or job. It stores the unique aspects of a particular project, such as the actual employees and trades used on the job, the dates and hours the employee performed the job, and the specific equipment and materials the job requires. In other words, a Project File stores the daily work.

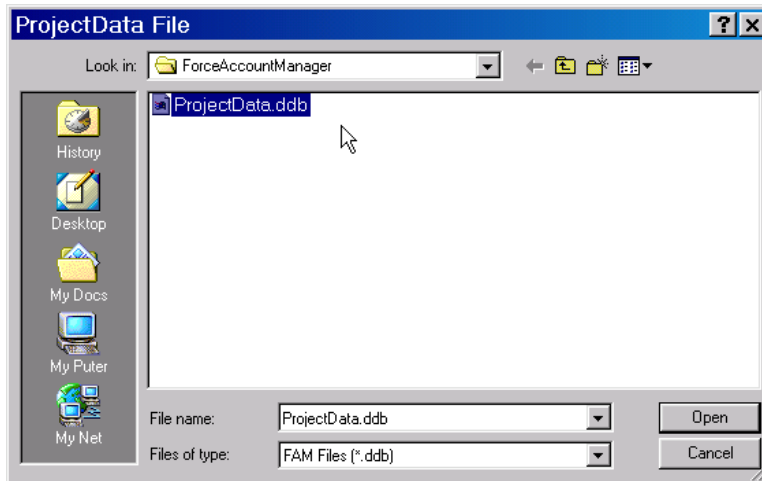
For each new job or project, you create a new Project File (.pdb).

To create a new *project* file, click **File | New | Project File**. Enter a project name and click **Save**. In the following example, the project file **Bridge Project.pdb** is created and saved in the **C:\ForceAccountManager** folder.



Next, FAM prompts you for the name of the project *data* file. In most cases, you will associate a new project with the ProjectData.ddb project data file.

Select **ProjectData.ddb** and click **Open**. This will associate the new project file (**Bridge Project.pdb**) with the project data file (**ProjectData.ddb**):



Click **OK** and FAM will create the project file. The new, open project file name appears above the taskbar:



Next, you should enter and verify project information using **Edit | Project (Information)**.

File | Open and Close a Project

You can easily open an existing FAM project. Click **File | Open Project** and select the folder containing the project (.pdb) file, or click the project file in the most-recently opened list:



To view a second open project, start a second session of FAM and click **File | Open Project**.

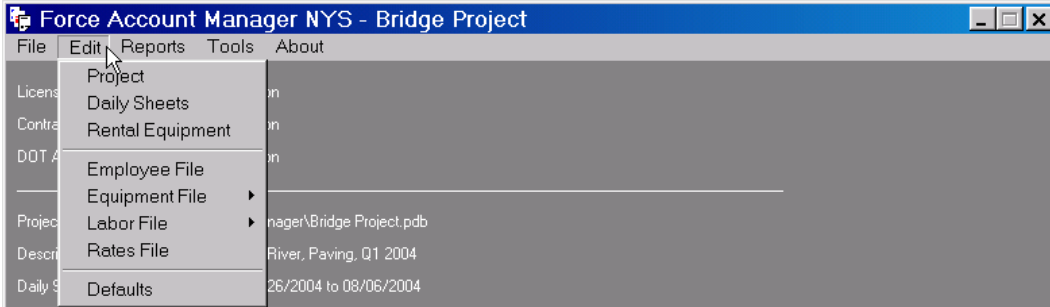
To close an open project, click **File | Close Project** or open a subsequent project.

File | Exit

To close all projects and exit the FAM, click **File | Exit** or , or press or **ALT F4**.

Edit Menu

With an open project file, you can manage project-specific and project database information.



The data you enter in the Employees, Equipment, and Labor files update the universal ProjectData.ddb file. The data you enter in Project (Information), Daily Sheets, and Rental Equipment update the open project (Bridge Project.pdb) file.

Initial Data Entry

An initial task you should perform is to enter data about Employees, Equipment Types and Rates, and the Labor Trades and Rates. Minimally, you should have ready the contractual terms of the project, employee names, equipment types and their Book rates, trade names and wage rates, and current FICA and unemployment cutoff rates. Entering this data before creating a Daily Sheet will help you quickly assign the resources and print MURK Reports.

You may wish to develop a naming structure for Equipment Types and Labor Trades description fields that will help you identify the correct trade or equipment while you build a Daily Sheet. The key to describing each piece of equipment and each labor trade is their unique costs (rates) or settings from the Equipment Rates and Labor Rates files. In the example below, **Backhoe 1** is the exact same equipment as **Backhoe 1 RR**, yet “RR” indicates a “rate reduction” for second shift charges for the backhoe.

		Description	Better Description
Labor Trade:	Carpenter	Master Carpenter	Carp Master 1 yr
		Journeyman Carpenter	Carp Master 2 yr
		Apprentice Carpenter	Carp Jrny 1 yr
			Carp Jrny 2 yr
			Carp Appr 18 mo
			Carp Appr 24 mo
Equipment Type:	Backhoe	Backhoe 1	Backhoe 1
		Backhoe 2	Backhoe 1 RR
			Backhoe 2
			Backhoe 2 RR

You should develop a structure according to your business needs so that when you do create a new trade or equipment type, you can apply the scheme consistently and assign the correct trade/equipment while in a Daily Sheet.

Edit | Project (Information)

Project Information shows the Project Description you enter for each project, the project’s associated Project Data File directory location and name, and the contractual terms of the project. The rates you enter in **Project Information** affect only the open project and override rates initially set in **Program Defaults**.

The check box settings you select affect the order in which FAM calculates MURK 13 values.

To modify project information, click **Edit | Project (Information):**

Project Information (NYS)

Project Description: Bridge over Hudson River, Paving, Q1 2004

Project Data File (Employees, Equipment & Labor): C:\ForceAccountManager\ProjectData.ddb

Rates:

Workman's Comp Rate: 20.00% Labor P&O: 10.00%

PL & PD Insurance Rate: 1.0000% Material P&O: 10.00%

Premium Wages In Workman's Comp:

Premium Wages In P&O:

PL & PD Insurance on Gross Wages:

Week Starting: Sunday

Buttons: Save, Cancel

Project Information (NYS)

Project Information (NYC)

Project Description: Emergency Repairs at Various Locations

Project Data File (Employees, Equipment & Labor): C:\FAM City\ProjectData.ddb

Rates:

Workman's Comp Rate: 20.00% Additional Insurance: 1.000%

PL & PD Insurance Rate: 1.0000% Subcontractors Markup: 2.00%

Point Time Benefit: \$25.00

Premium Wages In P&O:

PL & PD Insurance on Gross Wages:

FICA and Unemployment In P&O:

Profits & Overhead:

Labor		Material		Equipment	
Profit:	10.00%	Profit:	10.00%	Profit:	10.00%
Overhead:	10.00%	Overhead:	10.00%	Overhead:	10.00%
Sub's Ins.:	0.00%	Sub's Ins.:	0.00%	Sub's Ins.:	0.00%

Miscellaneous Charge:

Description:

Amount: \$ 0.00

Buttons: Save, Cancel

Project Information (NYC)

Enter a **Project Description** as you would for “Item No./Description” on a MURK Report.

If necessary, click **Project Data File** to change the project data file.

Caution: If after you've entered resources in *Daily Sheets* and you later change the Project Data File originally listed in **Project Information**, invalid references will be created and MURK Reports will print discrepancy pages. Before you enter data in *Daily Sheets*, you should verify that the open project is linked to the correct data file (in most cases, ProjectData.ddb).

Cases where an alternate data file may exist:

- You imported EZ-MURK support files and use the data file ProjectDataEZ.ddb, or
- You created ProjectDataNYC.ddb for NYC and ProjectDataNYS.ddb for NYS, or
- You create estimates and use a project data file solely for estimating.

The values you entered in **Program Defaults** display in **Project Information**. If project values and settings differ from Program Defaults:

NYS Enter **Rates** values and settings for the open project for:

- **Workman's Comp Rate:** a workman's comp rate for the open project. You can also set this rate specific to a trade in **Edit | Labor File | Labor Rates**.
- **PL & PD Insurance Rate:** the insurance rate set by your carrier.
- **Labor (P&O):** a standard labor profit and overhead rate for the project.
- **Material (P&O):** a standard material profit and overhead rate for the project.
- **Premium Wages in Workman's Comp:** if checked, Workman's Comp calculations include Premium Wages; if not checked, only Regular Wages are included.
- **Premium Wages in P&O:** if checked, Overhead and Profits calculations include Premium Wages; if not checked, Premium Wages are excluded from Overhead and Profits calculations.
- **PL & PD Insurance on Gross Wages:** if checked, PL & PD Insurance is calculated on Gross Wages in MURK 13 Taxes and Insurance; if not checked, PL & PD Insurance is calculated on Gross Receipts in MURK 13 Total Force Account.
- **Week Starting** day

NYC Enter **Rates** values and settings for the open project for:

- **Workman's Comp Rate:** a standard workman's comp rate for the open project. You can also set this rate specific to a trade in **Edit | Labor File | Labor Rates**.
- **PL & PD Insurance Rate:** the insurance rate set by your carrier.
- **Point Time Benefit:** dollar benefit per ironworker per day that applies only to Labor Trades that include the terms "iron" or "TW" in the trade name. Value is included in Regular Wages total.
- **Additional Insurance:** additional insurance calculated for Labor, Material, and Equipment.
- **Subcontractors Markup:** subcontractor markup calculated for Labor, Material, and Equipment.
- **Premium Wages in P&O:** if checked, Overhead and Profits calculations include Premium Wages; if not checked, Premium Wages are excluded from Overhead and Profits calculations.
- **PL & PD Insurance on Gross Wages:** if checked, PL & PD Insurance is calculated on Gross Wages; if not checked, PL & PD Insurance is calculated on Gross Receipts.
- **FICA and Unemployment in P&O:** if checked, both Overhead and Profit calculations include FICA, and Federal and State Unemployment Insurance. FICA and UI are calculated before P&O is calculated. If not checked, both Overhead and Profit calculations exclude FICA, and Federal and State Unemployment Insurance. P&O is calculated before FICA and UI are calculated.

NYC Enter **Profit & Overhead** rates for Labor, Material, and Equipment for the open project:

- **Profit:** profit portion of P&O; value is calculated before Overhead; value can include or exclude FICA and UI, Premium Wages, and/or PL&PD Insurance for the Labor.
- **Overhead:** overhead portion of P&O; value is calculated after Profit; value can include or exclude FICA and UI, Premium Wages, and/or PL&PD Insurance for the Labor.
- **Subcontractors Insurance:** subcontractor additional insurance.

NYC Enter **Miscellaneous Charge** values for the open project for:

- Description
- Amount

Click **Save**.

Edit | Daily Sheets

Daily Sheets allows you to work with the daily worksheet for the currently opened project. You assign and record the resources for the day: the work date, the employees who worked, and the material and equipment used on the job. The majority of time is spent building Daily Sheets.

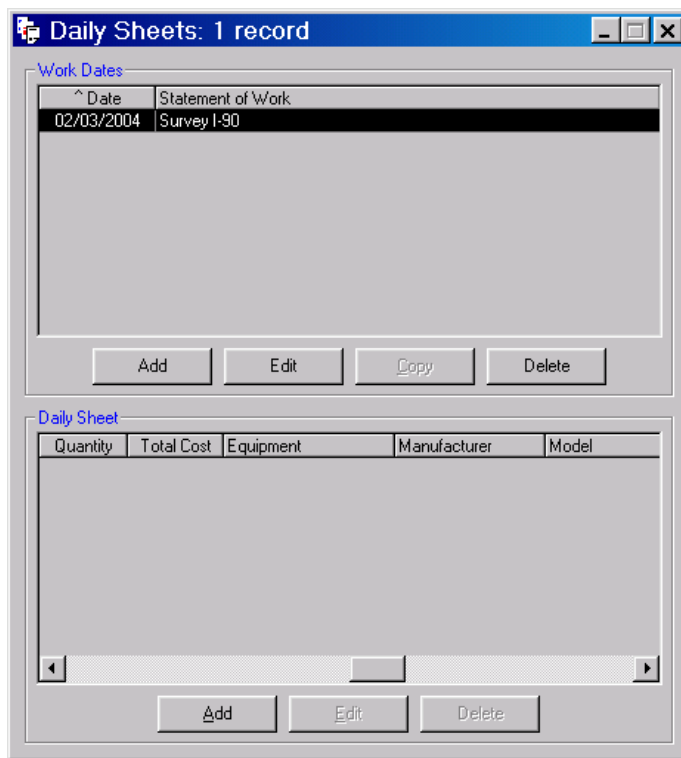
Note: Before you enter Daily Sheet information, you should add any *new* Employees, Equipment Types and Equipment Rates, and Labor Trades and Labor Rates so that you can quickly assign the new resources to a Daily Sheet.

The Daily Sheets window has two panes. The **Work Date** pane shows the date of the work and a brief description of the day's task in Statement of Work, and the **Daily Sheet** pane shows the resources for each Work Date:

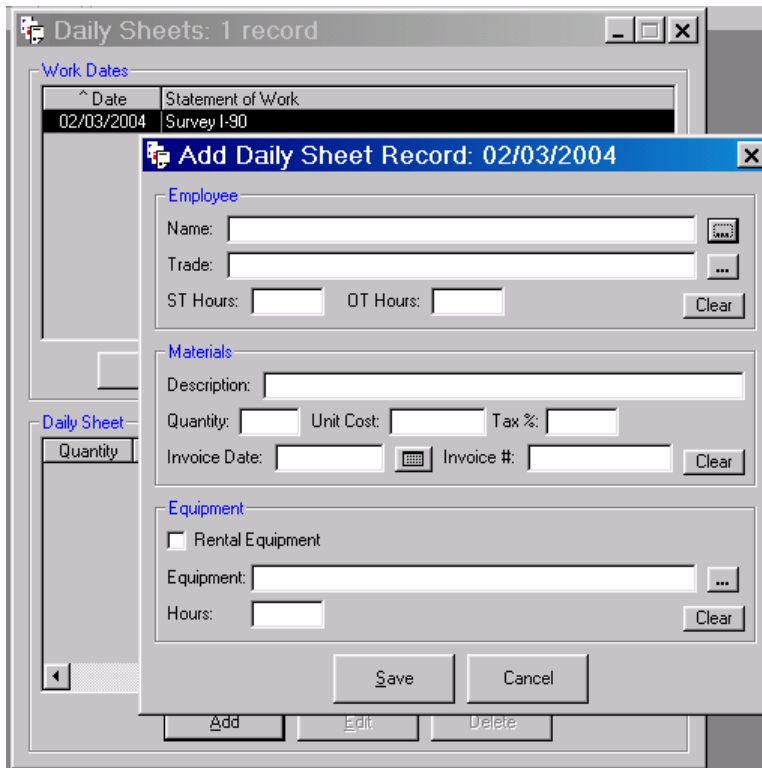
- Employee, trade, and hours worked for the day
- Material, quantities, and total costs
- Equipment, manufacturer, model, type, and hours used

Create a Daily Sheet

To create a Daily Sheet and assign resources, click **Edit | Daily Sheets**. In the **Work Dates** pane, click **Add** to enter a Date and a Statement of Work describing the day's task:



Next, in the **Daily Sheet** pane, click **Add**:





Three panes of the Add Daily Sheet Record window are Employee, Materials, and Equipment. You should enter data in all three panes before saving, though you can save at any time.

Add (Assign) Employee/Trade and Hours

The Employee pane uses the Employee and Labor Trades files so that you can quickly assign an employee and a trade to the Daily Sheet pane.

To add (assign) an employee, trade, and hours worked to the Daily Sheet pane:

- Click **Name**  to view the Employee File. Select the employee and click **OK**.
- If you assigned a Default Trade to the employee in **Edit | Employee**, the trade name displays. If no trade appears, click **Trade**  to view the Labor Trade File. Select the trade and click **OK**.
- Enter Straight Hours and Overtime Hours the employee worked for the day.

- Click **Save** to return to the Daily Sheet pane, or continue entering Materials and Equipment.

Add Material

In the Materials pane, you enter information directly in the fields.

To add material to the Daily Sheet pane:

- Enter the Description, Quantity Used, Unit Cost and Tax Rate. The total cost is displayed.
- Enter an invoice date and number.
- Click **Save** to return to the Daily Sheet pane, or continue entering Equipment.

Add (Assign) Equipment

The Equipment pane uses the Equipment or Rental Types files so that you can quickly assign the equipment to the Daily Sheet pane:

To add (assign) equipment to the Daily Sheet pane:

- Click the **Rental Equipment** check box if applicable.
- Click **Equipment** to view the Equipment or Rental Equipment file. Select the equipment and click **OK**.
- Enter the Hours the equipment was used for the day. **NYC** The value is limited to the Maximum Hours value set in Equipment Rates.

- NYC Enter Standby Hours

- Click **Save** to return to the Daily Sheet pane.

The Daily Sheet pane should show:

- Employee, trade and hours worked for the day; and/or
- Material, quantities, and total cost; and/or
- Equipment, manufacturer, model, type, and hours.

^ Date	Statement of Work
02/03/2004	Survey I-90

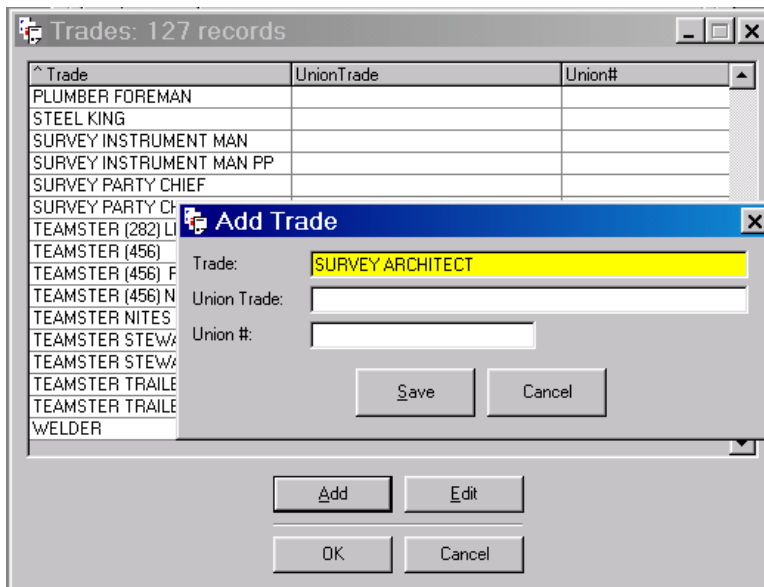
^ Employee	Trade	ST Hours	OT Hours	Material
ACOCELLA, M	SURVEY INSTRUM	8.00	0.00	Spray Paint

You need to horizontally scroll the Daily Sheet pane to view assigned employees, material and equipment. Continue adding (assigning) employees and trades, material or equipment using **Add** on the Daily Sheet pane.

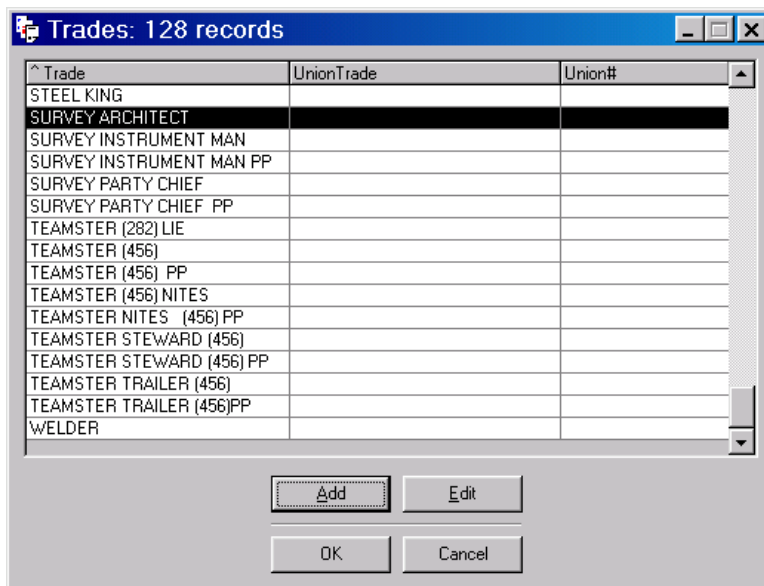
Add a New Resource while in Daily Sheets

As you work in the Daily Sheet pane, you can also add a resource to the universal Project Data File. That is, you can add a new employee, a new trade, and new equipment if they are not yet listed in the Employee, Equipment Type or Labor Trades files for you to assign.

For example, if the trade **SURVEY ARCHITECT** is not listed, you can add the new trade name to the Labor Trades file by clicking **Add** instead of **OK**. Enter the new Trade and click **Save**.



The new trade **SURVEY ARCHITECT** is added to the Labor Trades file. Click **OK** to assign the new trade to the Daily Sheet:

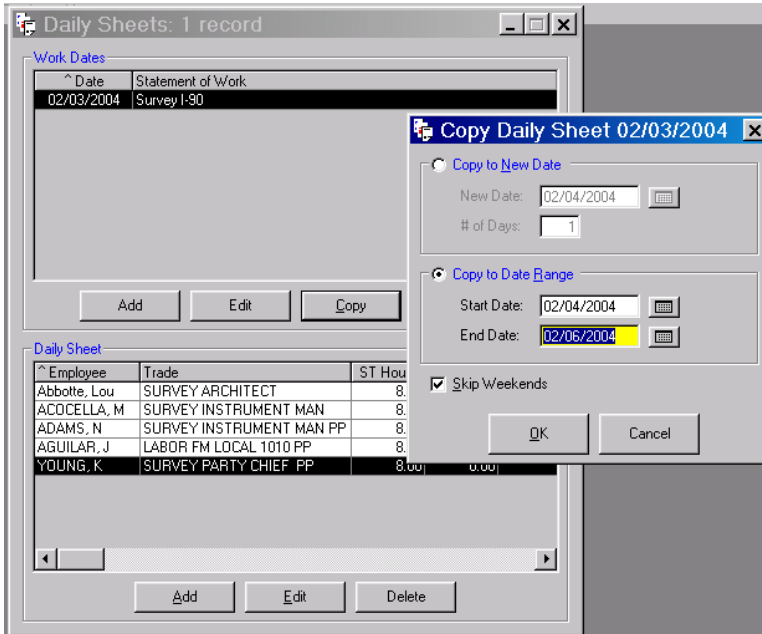


Note: If you add a new trade to Labor Trades or equipment to Equipment Types while working in Daily Sheets, you will also need to add the new trade to Labor Rates or add the new equipment to Equipment Rates. With no associated rate, MURK reports will print discrepancy pages.

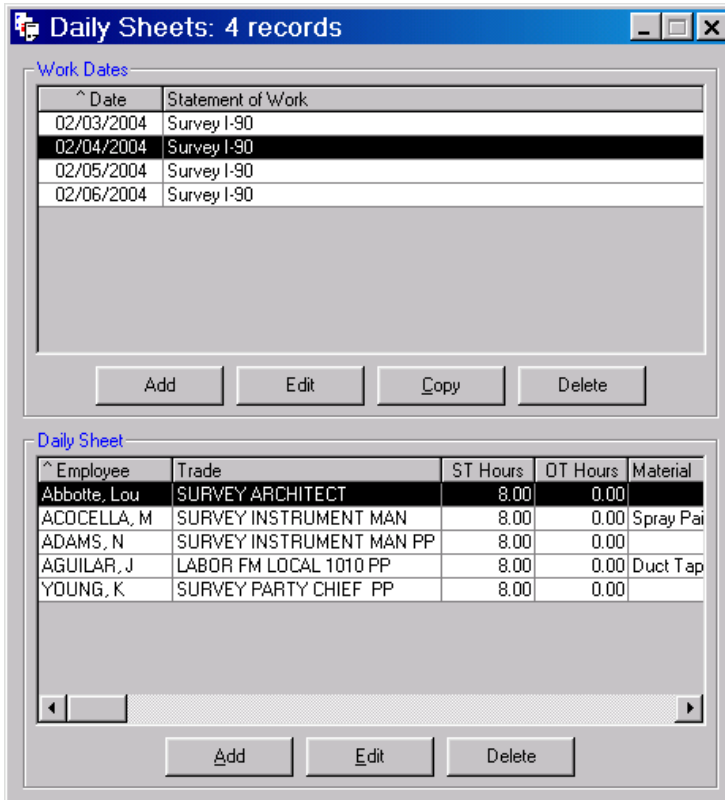
Copy a Daily Sheet

For projects where tasks and resources vary little from day-to-day, you can copy a Work Date and then edit the Daily Sheet.

In **Work Dates** pane, select the Work Date you want to repeat. Click **Copy** and enter the new date or a date range.




A new Work Date(s) with a duplicate Daily Sheet record is created for each day you specify:



You can now modify the copied Daily Sheet pane to reflect actual employees, material and equipment for that Work Day. Use the scroll bar to view the entire Daily Sheet pane.

To edit the duplicate Daily Sheet, select the correct Work Date. In the **Daily Sheet pane**, select the row you want to change and click **Edit**.

To replace a resource on the Daily Sheet pane, click the appropriate browse button  and select the correct Employee/Trade or piece of Equipment. Click **OK** and **Save**.

To clear a resource from the Daily Sheet pane, click **Clear** in the Employee, Materials, or Equipment pane and **Save**.

Edit | Delete a Resource

You can edit or delete a resource from the Daily Sheet pane. You can delete a row in the Daily Sheet pane but only in its entirety. Before you delete a row, use the scroll bar to view all resources in the row.

Caution: You should understand the difference between the Edit and Delete commands on the Daily Sheet pane and the Edit and Delete commands in the Employee, Equipment, and Labor Trades files.

- **Edit** or **Delete** in Daily Sheets affects the resource in the open project only.
 - **Edit** or **Delete** on the Employee, Equipment, and Labor files when working *within Daily Sheets* affects all resources in the universal Project Data File and all projects linked to the Project Data File. Deleting will produce errors on MURK Reports for these projects, and editing will change all occurrences of the resource in all projects.
-

Edit | Rental Equipment

The Rental Equipment list shows rental equipment description, manufacturer, and model and stores rental cost and type (hourly, daily, weekly, or monthly), cost per hour, any delivery charges or fuel costs. The Daily Sheet uses this list for you to quickly assign rental equipment.

Note: Unlike Equipment Rates, Rental Equipment costs are not necessarily valid for a year. You should view each piece of rental equipment to verify that costs are correct. If you re-rent a unit yet costs for that unit have changed, you should **Add** the rental equipment as new and enter a unique Description. Editing the cost of an existing piece of rental equipment may change historical project costs.

Rental Equipment data is stored in the project file and not the Project Data File. **Edit** or **Delete** in the Rental Equipment file affects only the open project.

Add Rental Equipment

To add rental equipment, click **Edit | Rental Equipment** and click **Add**:

The dialog box contains the following fields:

- Description: Generator #2
- Manufacturer: CECCO
- Model: 1300 cfm
- Rental Cost: \$ 1,200.00
- Operating Cost/Hour: \$ 20.00
- Rental Cost Type: Monthly
- Delivery Charges: \$ 30.00

Buttons: Save, Cancel

Add Rental Equipment and Rate (NYS)

The dialog box contains the following fields:

- Description: Forklift
- Manufacturer: International
- Model: P 2500
- Rental Cost: \$ 530.00
- Rental Cost Type: Weekly
- Delivery Charges: \$ 50.00
- Operating Cost/Hour** sub-dialog:
 - Fuel Adjustment Factor: 1.0
 - Horsepower: 1.0
 - Fuel Cost: \$ 25.00
 - Operating Cost/Hour: \$ 25.00

Buttons: Save, Cancel

Add Rental Equipment and Rate (NYC)

Enter a **Description** that identifies the equipment. If you re-rent the same piece of equipment and the costs change, you should enter a unique description, for example, **Generator #2**.

Enter the **Manufacturer** and **Model**.

For **Rental Cost**, enter the total rental agreement invoice amount.

For **Rental Cost Type**, select Hourly, Daily, Weekly, or Monthly. The Type divides the Rental Cost value to calculate the equipment cost portion of the **Operating Costs/Hour** on MURK reports.

NYS For **Operating Cost/Hour**, enter the *fuel* cost per hour. This calculates the fuel portion of Operating Costs/Hour on MURK reports.

NYC For **Operating Cost/Hour**, enter **Fuel Adjustment Factor**, **Horsepower**, and hourly **Fuel Cost**. This calculates the fuel portion of the Operating Costs/hour on MURK reports.

Enter **Delivery Charges**.

Click **Save**. The new rental equipment is displayed in the Rental Equipment file:

Description	Manufacturer	Model
Backhoe	John Deere	929 Diesel
Compressor	Honda	H5000 watt
Front Loader	Bobcat	763 Diesel
Generator	CECCO	1300 cfm
Generator #2	CECCO	1300 cfm
Jackhammer #1	Electric Hammer Co.	1000 psi
Jackhammer #2	Electric Hammer Co.	1000 psi
Propane Heater	Sears	BL500
Trencher	Baretto	Tren04-001 S/N 8881

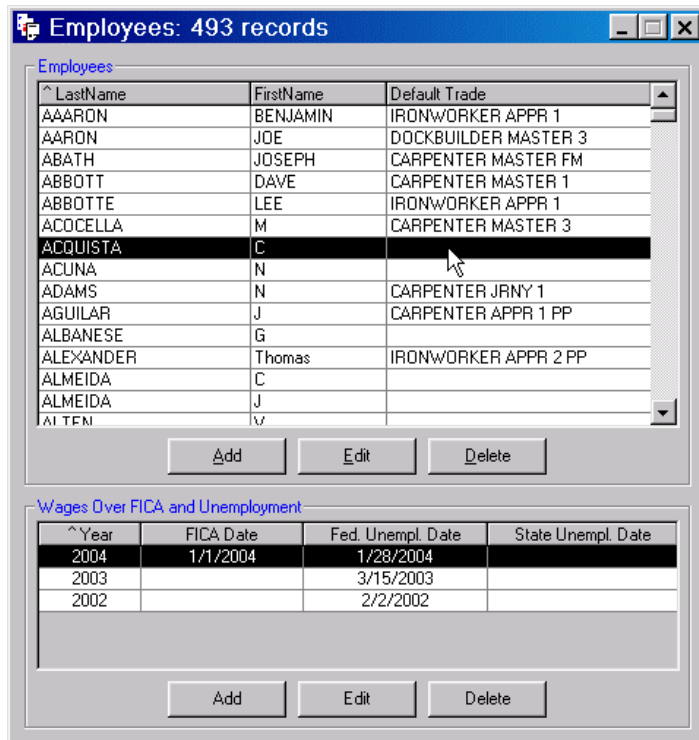
Edit | Employee File


The Employee File lists all employees. The Daily Sheet uses the Employee File to allow you to quickly select an employee as you build a daily sheet. The Employee File or the Daily Sheet is where you associate an employee with a trade.

The Employee File has two panes: **Employees** lists last and first name, and the employee’s default trade. The **Wages Over FICA and Unemployment** pane stores the year the employee is active, and the dates the employee’s wages meet FICA, Federal, and State unemployment cutoff values. As the calendar year progresses, you will need to track and enter the date(s) as the employee’s wages meet the values as set in **Edit | Rates**.

Add Employee

To add an employee, click **Edit | Employee File**:



In the **Employee** pane, click **Add** and enter the first and last name of the employee. For **Default Trade**, click  to assign a trade for this employee from the Labor Trades File. On the **Trade** window, click **OK**. On the **Add Employee** window, click **Save**. Leave **Default Trade** blank if no default trade applies to the employee.



In the **Wages Over...** pane, click **Add** and enter the **Year** the employee is active:

As the calendar year progresses, edit the Employee File and enter the dates the employee’s wages meet FICA, Federal Unemployment, and State Unemployment cutoff values.

Click **Save**. Dates you enter for the employee display in the **Wages Over...** pane:

^ LastName	FirstName	Default Trade
AAARON	BENJAMIN	IRONWORKER APPR 1
AARON	JOE	DOCKBUILDER MASTER 3
ABATH	JOSEPH	CARPENTER MASTER FM
ABBOTT	DAVE	CARPENTER MASTER 1
ABBOTTE	LEE	IRONWORKER APPR 1
ACHINS	RICH	CARPENTER APPR 1 PP
ACCELLA	M	CARPENTER MASTER 3
ACQUISTA	C	
ACUNA	N	
ADAMS	N	CARPENTER JRNY 1
AGUILAR	J	CARPENTER APPR 1 PP
ALBANESE	G	
ALEXANDER	Thomas	IRONWORKER APPR 2 PP
ALMEIDA	C	
ALMEIDA	I	

^ Year	FICA Date	Fed. Unempl. Date	State Unempl. Date
2004	9/4/2004	4/1/2004	2/1/2004

Edit | Delete Employee

Editing or deleting an employee from the Employee File will update the universal Project Data File. The Project Data File affects all past, present, and future Project Files, Daily Sheets, and thus MURK Reports that contain the edited or deleted employee. When you edit or delete from the Employee File, you may be editing or deleting an employee from other projects as well.

- **Edit** changes all occurrences of the employee in all projects linked to that Project Data File and that contain that employee. Before editing, consider adding as a new employee.
- **Delete** removes all occurrences of the employee in all projects that contain that employee and will produce errors on MURK Reports in projects that are linked to that Project Data File.

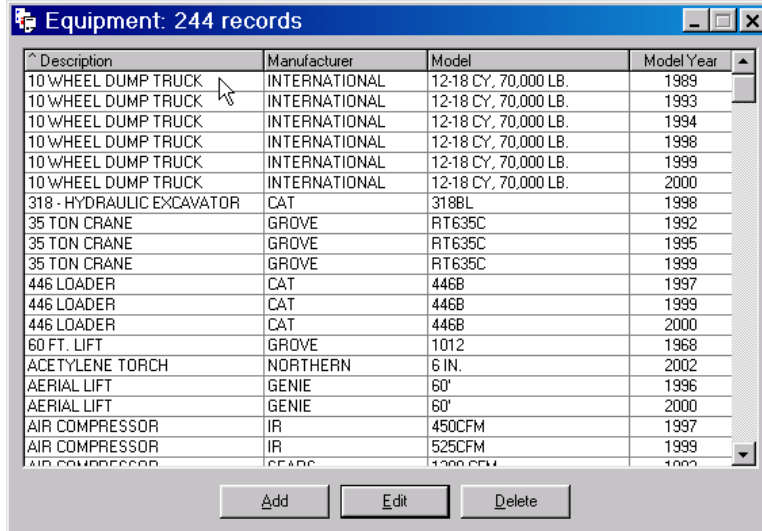
Edit | Equipment File

The Equipment File lists all available equipment that can be used on a project and allows you to quickly build a Daily Sheet. The Equipment File consists of two files: **Equipment Types** lists equipment, its manufacturer, model, and model year. **Equipment Rates** also lists the equipment, but also shows effective dates and stores rates for the equipment.

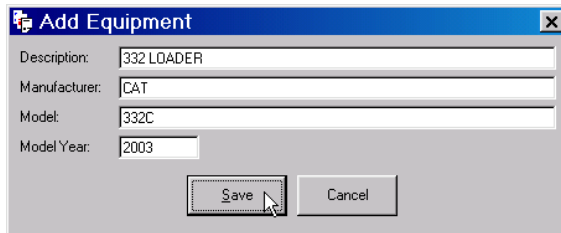
For each newly added piece of equipment to Equipment Types, you add the new equipment to Equipment Rates and set an effective date and the rates defined by the Blue or Green Book.

Add Equipment Type

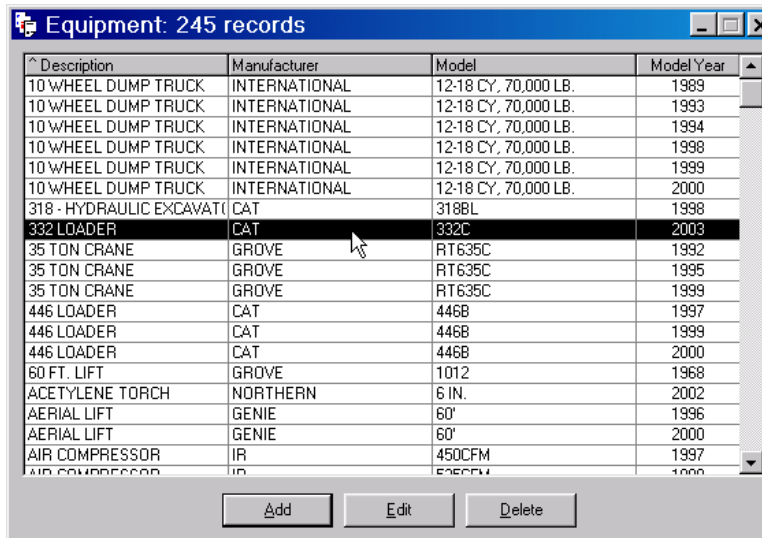
To add new equipment, click **Edit | Equipment File | Equipment Type**:



Click **Add** and enter its description, manufacturer, model, and model year:



Click **Save** to add the new equipment.



Add Equipment Rates (Costs)

For each newly added piece of equipment, you must also add corresponding rates and an effective date. *The newly added equipment does not appear in the Equipment Rates file until you add it to the Equipment Rates file.*

You can click the **Current Rates Only** check box to view only that equipment having a valid effective date (a date that falls within the year), and helps determine if the new equipment is not yet added.

To add new equipment to Equipment Rates, click **Edit | Equipment File | Equipment Rates** and click **Add**:

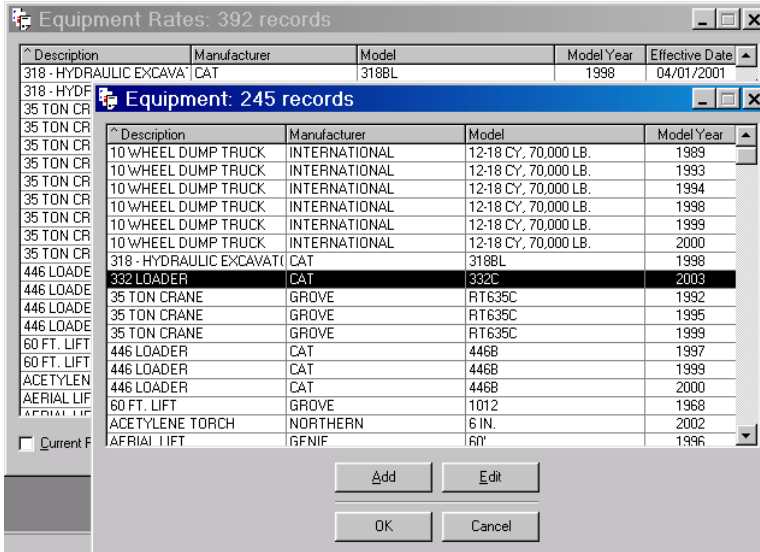
Description	Manufacturer	Model	Model Year	Effective Date
318 - HYDRAULIC EXCAVA	CAT	318BL	1998	04/01/2003
35 TON CRANE	GROVE	RT635C	1999	04/01/2000
35 TON CRANE	GROVE	RT635C	1999	04/01/2001
35 TON CRANE	GROVE	RT635C	1995	04/01/2002
35 TON CRANE	GROVE	RT635C	1992	04/01/2002
35 TON CRANE	GROVE	RT635C	1999	04/01/2002
35 TON CRANE	GROVE	RT635C	1995	04/01/2003
35 TON CRANE	GROVE	RT635C	1999	04/01/2003
35 TON CRANE	GROVE	RT635C	1992	04/01/2003
35 TON CRANE	GROVE	RT635C	1992	04/01/2004
446 LOADER	CAT	446B	1997	04/01/2001
446 LOADER	CAT	446B	1999	03/01/2002
446 LOADER	CAT	446B	2000	03/01/2002
446 LOADER	CAT	446B	2000	03/01/2003
60 FT. LIFT	GROVE	1012	1968	03/01/2002
60 FT. LIFT	GROVE	1012	1968	03/01/2003
ACETYLENE TORCH	NORTHERN	6 IN.	2002	01/01/2002
AERIAL LIFT	GENIE	60'	1996	02/01/2002
AERIAL LIFT	GENIE	60'	2000	02/01/2003

In the **Equipment pane**, click to view the Equipment (Types) file:

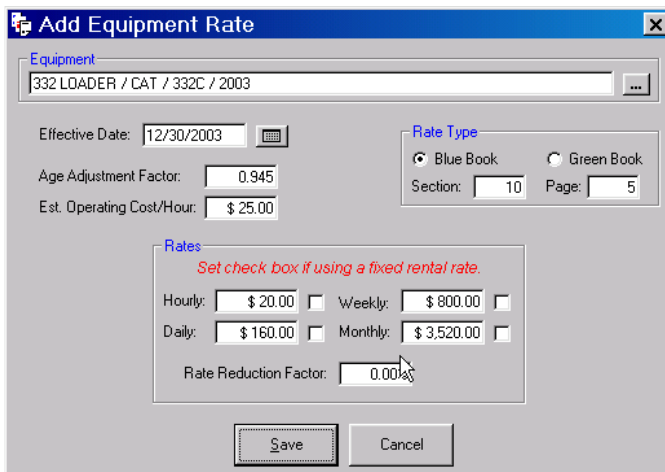
Add Equipment Rate (NYS)

Add Equipment Rate (NYC)

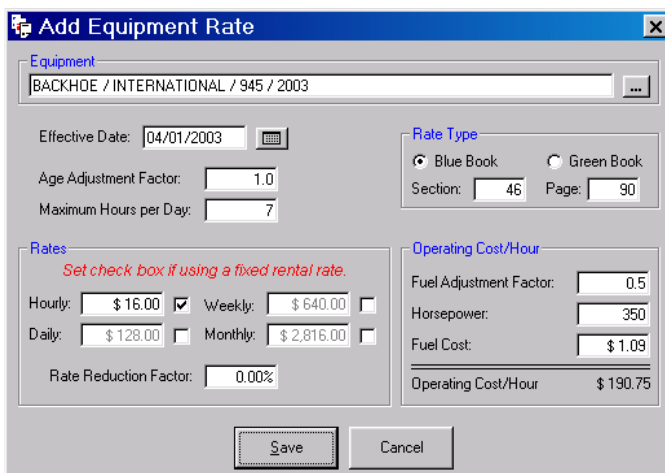
Select the equipment you recently added to the Equipment (Types) file:



Click **OK** and the Equipment pane in the Add Equipment Rate window shows the new equipment. This field links the Equipment (Type) with its rates:



Add Equipment Rate (NYS)



Add Equipment Rate (NYC)

Enter an **Effective Date** and **Age Adjustment Factor**.

NYS Enter an **Estimated Operating Cost/Hour** including fuel per hour.

NYC Enter **Maximum Hours per Day** limit. Hours you enter in a Daily Sheet will not exceed this value.

In **Rate Type**, select either Blue Book or Green Book and enter the section and page.

In **Rates**, enter an hourly, daily, weekly, and monthly rate. Rates you enter are used on MURK Reports to calculate a portion of the **Operating Costs/Hour**. FAM can calculate scaled rates for you. The rate scales to a value relative to the selected check box. For example, enter \$16.00 as an **Hourly** rate. Click then unclick the **Hourly** checkbox. The **Daily** rate displays \$128.00, the hourly rate multiplied by 8 hours per day; the **Weekly** rate displays \$640.00, the hourly rate multiplied by 40 hours per week; and the **Monthly** rate displays \$2,816.00, the hourly rate multiplied by 176 hours per month.

For equipment charged as a **Fixed Rental Fee**, select the hourly, daily, weekly, or monthly check box; selecting a checkbox may change the values you enter and will calculate and display a scaled flat rate relative to the selected check box.

For any shift differential, enter a **Rate Reduction Factor**. Leave blank for 100% reimbursement, or enter **90** for 90% reimbursement, and so on. For example, if your contract terms state the rate reduction is 25% where the rate is reduced *by* 25%, enter **75**; if the rate is reduced *to* 25%, enter **25**.

NYC In the **Operating Cost/Hour** pane, enter a **Fuel Adjustment Factor**, **Horsepower**, and **Fuel Cost**. The fuel portion of Operating Cost/Hour total is displayed.

Click **Save**. The Equipment Rates file shows the new equipment and the Effective Date:

Description	Manufacturer	Model	Model Year	Effective Date
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	2000	04/01/2001
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1998	04/01/2001
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1993	02/01/2002
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1998	02/01/2002
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1994	02/01/2002
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1998	04/01/2002
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	2000	04/01/2002
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1989	04/01/2002
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1989	02/01/2003
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1994	02/01/2003
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1998	02/01/2003
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1998	02/01/2003
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1999	02/01/2003
10 WHEEL DUMP TRUCK	INTERNATIONAL	12-18 CY, 70,000 LB.	1993	02/01/2003
318 - HYDRAULIC EXCAVA	CAT	318BL	1998	04/01/2001
318 - HYDRAULIC EXCAVA	CAT	318BL	1998	04/01/2003
332 LOADER	CAT	332C	2003	07/01/2003
35 TON CRANE	GROVE	RT635C	1999	04/01/2000
35 TON CRANE	GROVE	RT635C	1999	04/01/2001
35 TON CRANE	GROVE	RT635C	1999	04/01/2003

Current Rates Only Add Edit Copy Delete

Edit | Delete Equipment

Editing or deleting equipment from the Equipment File updates the universal Project Data File. The Project Data File affects past, current, and future Project Files, Daily Sheets and MURK Reports that use the edited or deleted equipment. When you edit or delete from the Equipment File, you may be editing or deleting equipment from other projects as well.

- **Edit** changes all occurrences of the equipment in all projects linked to that Project Data File and that use that equipment. Editing the equipment name in Equipment Types changes the name in Equipment Rates and does not change the rates. Before editing a piece of equipment, consider copying or adding an equipment type and add it to Equipment Rates.
- **Delete** removes all occurrences of the equipment in all projects that use that equipment and will produce errors on MURK Reports in projects that are linked to that Project Data File. Deleting a piece of equipment also deletes its equipment rates.

Note: You should retain equipment records. This will allow you to enter historical work in Daily Sheets and still produce accurate MURK reports.

Copy Equipment Rates

In **Edit | Equipment File | Equipment Rates**, click **Copy** and enter a new effective date and new rates.

To view only equipment with current rates, click **Current Rates Only**.

Equipment Rates Effective Date. One of the most important fields in the Equipment Rates file is the *Effective Date*. Each piece of equipment in the Equipment Rates file has a date field that corresponds to the date of the Blue or Green Book that determined the rates.

Rates for a piece of equipment expire one year from its effective date. This ensures that rates are current. When the Work Date on a Daily Sheet exceeds the effective date by one year, MURK Reports print an equipment discrepancy page.

Notice the difference between the number of Equipment records and the number of Equipment Rates records. The number of Equipment Rates eventually will be greater than the number of Equipment records. Though the life of a piece of equipment may span years, the rates for that equipment will change from year to year. So, over time, a piece of equipment will have more than one effective date and set of rates. Even when rates stay constant from year to year, the Effective Date still expires after one year. This assures that you evaluate rates at least annually and that MURK Reports reflect current rates.

About Books. As new Blue Books or Green Books are issued, you should update (copy) the equipment’s Equipment Rates and enter new rates and a new effective date.

The Blue or Green Book determines the current rates for equipment. FAM uses the Book date to match the date of work with the correct equipment costs. When a new edition of a Book is issued, you will need to update (copy) the Equipment Rates file with the new rates and Book section and page.

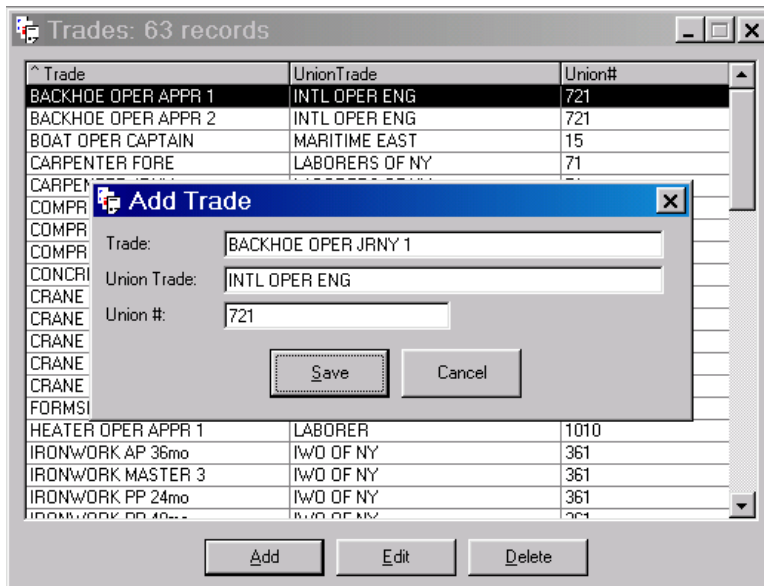
Edit | Labor File

The Labor File shows all trades that can be used on a project, stores the wages by trade, and allows you to quickly build a Daily Sheet. The Labor File consists of two files: **Labor Trades** shows trade names, union names, and union numbers. **Labor Rates** again shows trade names, but also shows effective dates and stores the wage rates and a workman’s compensation percentage for the trade.

When you add a new trade to Labor Trades, you must also add the trade and its rates to Labor Rates.

Add Labor Trades

To add a new trade to the Trades list, click **Edit | Labor File | Labor Trade** and click **Add**:



Enter the trade name, official union trade name, and union number and click **Save**.

Trade	UnionTrade	Union#
BACKHOE OPER APPR 1	INTL OPER ENG	721
BACKHOE OPER APPR 2	INTL OPER ENG	721
BACKHOE OPER JRNY 1	INTL OPER ENG	721
BOAT OPER CAPTAIN	MARITIME EAST	15
CARPENTER FORE	LABORERS OF NY	71
CARPENTER JRNY	LABORERS OF NY	71
COMPRESSOR OPER APPR	LABORER EAST	28
COMPRESSOR OPER JRNY	LABORER EAST	28
COMPRESSOR OPER MASTER	LABORER EAST	28
CONCRETE ENGINEER	LABORERS	1010
CRANE OPER APPR 18mo	INTL OPER ENG	721
CRANE OPER APPR 24mo	INTL OPER ENG	721
CRANE OPER APPR 36mo	INTL OPER ENG	721
CRANE OPER JRNY 4yr	INTL OPER ENG	721
CRANE OPER MSTR 5yr	INTL OPER ENG	721
FORMSETTER JRNY 1	LABORERS	1010
HEATER OPER APPR 1	LABORER	1010
IRONWORK AP 36mo	IWD OF NY	361
IRONWORK MASTER 3	IWD OF NY	361

Add Labor Rates (Wages)

For each newly added trade, you must also add a corresponding rate and effective date. *The newly added trade does not appear in the Labor Rates list until you add it to the Labor Rates list.*

Labor Rates stores the labor wage rates for each trade. Each trade has straight time and over-time wages, fringe benefits wages, and non-taxable wages. The fringe benefits wages and straight time and overtime wages may be different for Weekly, Saturday, and Sunday work depending on the trade.

For each newly added trade, you add the new trade to the Labor Rates and set an effective date and the rates as defined by the trade agreement.

You can click the **Current Rates Only** check box to view only those trades that have an effective date that falls within the year and to determine if a trade is not yet added.

To add a new trade to Labor Rates, click **Edit | Labor File | Labor Rates** and click **Add**:

Trade	UnionTrade	Union#	Effective Date
BACKHOE OPER APPR 1	INTL OPER ENG	721	07/01/1998
BACKHOE OPER APPR 2	INTL OPER ENG	721	07/01/1998
BACKHOE OPER APPR 2	INTL OPER ENG	721	07/01/1999
BACKHOE OPER APPR 2	INTL OPER ENG	721	07/01/2000
BOAT OPER CAPTAIN	MARITIME EAST	15	07/01/1998
BOAT OPER CAPTAIN	MARITIME EAST	15	08/01/1999
BOAT OPER CAPTAIN	MARITIME EAST	15	07/01/2000
CARPENTER FORE	LABORERS OF NY	71	07/01/1997
CARPENTER FORE	LABORERS OF NY	71	07/01/1998
CARPENTER FORE	LABORERS OF NY	71	07/01/1999
CARPENTER FORE	LABORERS OF NY	71	07/01/2000
CARPENTER FORE	LABORERS OF NY	71	07/01/2001
CARPENTER JRNY	LABORERS OF NY	71	07/01/1997
CARPENTER JRNY	LABORERS OF NY	71	07/01/1998
CARPENTER JRNY	LABORERS OF NY	71	07/01/1999
CARPENTER JRNY	LABORERS OF NY	71	07/01/2000
CARPENTER JRNY	LABORERS OF NY	71	07/01/2001
COMPRESSOR OPER APPR	LABORER EAST	28	07/01/1997
COMPRESSOR OPER APPR	LABORER EAST	28	07/01/1998

In the **Trade** pane, click  to view the Trades list:

From the Trades file, select the newly added Trade and click **OK**:

Trade	UnionTrade	Union#
BACKHOE OPER APPR 1	INTL OPER ENG	721
BACKHOE OPER APPR 2	INTL OPER ENG	721
BACKHOE OPER JRNY 1	INTL OPER ENG	721
BOAT OPER CAPTAIN	MARITIME EAST	15
CARPENTER FORE	LABORERS OF NY	71
CARPENTER JRNY	LABORERS OF NY	71
COMPRESSOR OPER APPR	LABORER EAST	28
COMPRESSOR OPER JRNY	LABORER EAST	28
COMPRESSOR OPER MASTER	LABORER EAST	28
CONCRETE ENGINEER	LABORERS	1010
CRANE OPER APPR 18mo	INTL OPER ENG	721
CRANE OPER APPR 24mo	INTL OPER ENG	721
CRANE OPER APPR 36mo	INTL OPER ENG	721
CRANE OPER JRNY 4yr	INTL OPER ENG	721
CRANE OPER MSTR 5yr	INTL OPER ENG	721
FORMSETTER JRNY 1	LABORERS	1010
HEATER OPER APPR 1	LABORER	1010

The Trade pane shows the new trade/union name/union number that you recently added to Labor Trades. This associates the trade with its rates:

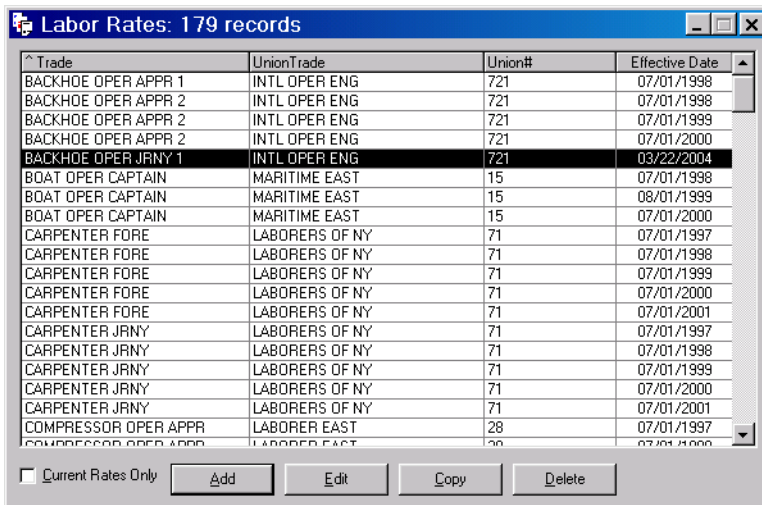


Enter an **Effective Date** for labor wage rates. The rates will be valid (current) for one year from this date. If applicable, enter a **Workman's Comp Rate** specific to the trade. This value overrides the rate set in **Project (Information)** for this trade only. MURK 13 displays the term “*variable*” in lieu of the standard workman’s comp rate.

In the **Labor Base Rates & Taxable and Non-Taxable Benefits** pane, enter Weekly, Saturday, and Sunday hourly straight-time and over-time wages and benefits, and non-taxable benefits. Enter these values as wage dollars from the Trade agreement currently in effect.

If applicable, click the **Charge Premium Portion of Overtime Only** check box for acceleration work. Standard Hours (ST) you enter in a Daily Sheet are ignored. You are reminded that this charge is in effect when you next print MURK 13.

Click **Save**. The Labor Rates file shows the new Trade and the new Trade’s Effective Date:



Edit | Delete Trades

Editing or deleting trades from the Labor files updates the universal Project Data File. The Project Data File affects past, current, and future Project Files, Daily Sheets and MURK Reports that use the edited or deleted trade. When you edit or delete from the Labor files, you may be editing or deleting from other projects as well.

- **Edit** changes all occurrences of the trade in all projects linked to that Project Data File and that use that trade. Editing the trade name changes the name in Labor Rates but does not change the rates. Before editing an existing trade, consider copying or adding a new trade and add it to Labor Rates.
- **Delete** removes all occurrences of the trade in all projects that use that trade and will produce errors on MURK Reports in projects that are linked to that Project Data File. Deleting a trade also deletes its labor rates.

Note: You should retain labor records. This will allow you to enter historical work in Daily Sheets and still produce accurate MURK reports.

Copy Labor Rates

In **Edit | Labor File | Labor Rates**, click **Copy** and enter a new effective date and new rates.

To view only trades with current rates, click the **Current Rates Only** checkbox. If Labor Rates were negotiated, for example, on 01/01/2003 and again on 07/01/2003, both Labor Trades will display.

Labor Rates Effective Date. One of the most important fields in the Labor Rates file is the trade contract date or *Effective Date*. Each trade in the Labor Rates file has a date field that corresponds to the date of the labor contract that determined the rates.

Rates for a trade expire one year from its effective date. This ensures that rates are current. When the Work Date on a Daily Sheet exceeds the effective date by one year, MURK Reports print a labor discrepancy page.

Notice the difference between the number of Labor Trade records and the number of Labor Rate records. The number of Labor Rates eventually will be greater than the number of Trades. Though a trade persists from year to year, the contract rates for a trade change from year to year. So, over time, the Labor Rates file will have more than one effective date and set of rates. Even if rates stay constant from year to year, the Effective Date automatically expires after one year. This assures that you evaluate rates at least annually and that MURK Reports reflect current rates.

About Labor Contracts. As new labor contracts are negotiated, you should update (copy) the trade's Labor Rates and enter new rates and a new contract effective date.

Edit | Rates File (Withholding)

This Rates File stores the annual withholding rates and maximum cutoff value mandated by federal and state employment agencies.

The Rates File allows you to enter the annual withholding rates for Social Security and Medicare (FICA), Social Security cutoff value, Federal Unemployment rate and cutoff value, and State Unemployment rate and cutoff value. You should keep previous years' rates and values.

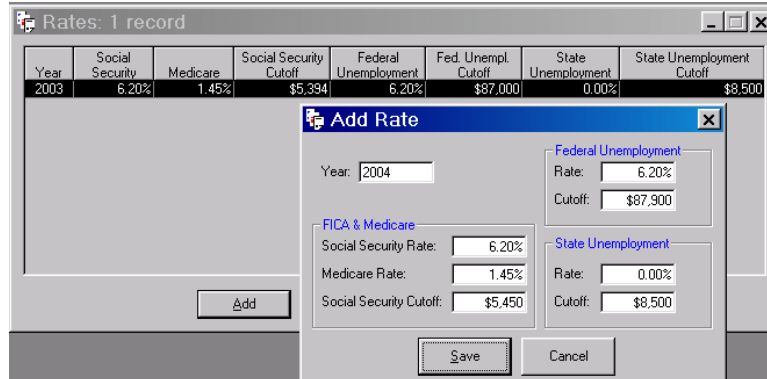
These settings determine values and rates calculated on MURK Reports, and work in conjunction with the dates you enter in the Employee File in the **Wages Over...** pane.

When an employee's wages meet the cutoff values, you will need to enter the date in the Employee File in the **Wages Over...** pane.

Add Rates (Withholding)

To add withholding rates and cutoff values for the year:

- In **Edit | Rates**, click **Add** and enter the Year the rates are active



In the **FICA & Medicare** pane, enter:

- Social Security Rate
- Medicare Rate
- Social Security Cutoff value

In the **Federal Unemployment** pane, enter:

- Federal Rate
- Federal Cutoff value

In the **State Unemployment** pane, enter:

- State Rate
- State Cutoff value

Edit | Defaults

Program Defaults assures that all *new* projects are created with standard settings regarding workman’s comp, labor profit and operating percentages, and other contractual rates and charges. **Program Defaults** eliminates the task of repeatedly entering these settings for every new project.

When you next create a new project file, FAM copies these standard settings to **Project (Information)**. Editing **Program Defaults** affects only newly created projects and does not change an existing project’s settings; to change the settings specific to a project, you should edit **Project (Information)** in the open project.

The check box settings you select affect the order in which FAM calculates MURK report values.

Enter Defaults for Program Rates

To enter default rates and settings for new projects, click **Edit | Defaults**:

Program Defaults (NYS)

Program Defaults (NYC)

NYS Enter standard **Rates** values and settings for new projects for:

- **Workman's Comp Rate:** a standard workman's comp rate for projects. You can also set this rate specific to a trade in **Edit | Labor File | Labor Rates**.
- **PL & PD Insurance Rate:** a standard insurance rate set by your carrier.
- **Labor (P&O):** a standard labor profit and overhead rate for projects.
- **Material (P&O):** a standard material profit and overhead rate for projects.
- **Premium Wages in Workman's Comp:** if checked, Workman's Comp calculations include Premium Wages; if not checked, only Regular Wages are included.
- **Premium Wages in P&O:** if checked, Overhead and Profits calculations include Premium Wages; if not checked, Premium Wages are excluded from Overhead and Profits calculations.
- **PL & PD Insurance on Gross Wages:** if checked, PL & PD Insurance is calculated on Gross Wages in MURK 13 Taxes and Insurance; if not checked, PL & PD Insurance is calculated on Gross Receipts in MURK 13 Total Force Account.
- **Week Starting** day

NYC Enter standard **Rates** values and settings for projects for:

- **Workman's Comp Rate:** a standard workman's comp rate for projects. You can also set this rate specific to a trade in **Edit | Labor File | Labor Rates**.
- **PL & PD Insurance Rate:** a standard insurance rate set by your carrier.
- **Point Time Benefit:** dollar benefit per ironworker per day that applies only to Labor Trades that include the terms "iron" or "IW" in the trade name. Value is included in Regular Wages total.
- **Additional Insurance:** additional insurance calculated for Labor, Material, and Equipment.
- **Subcontractors Markup:** subcontractor markup calculated for Labor, Material, and Equipment.
- **Premium Wages in P&O:** if checked, Overhead and Profits calculations include Premium Wages; if not checked, Premium Wages are excluded from Overhead and Profits calculations.

- **PL & PD Insurance on Gross Wages:** if checked, PL & PD Insurance is calculated on Gross Wages; if not checked, PL & PD Insurance is calculated on Gross Receipts.

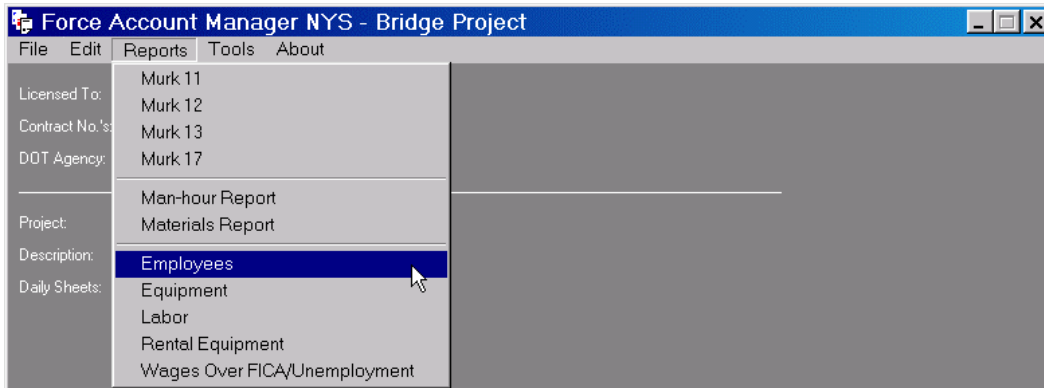
NYC Enter standard **Profit & Overhead** rates for Labor, Material, and Equipment for projects:

- **Profit:** profit portion of P&O; value is calculated before Overhead; value can include or exclude FICA and UI in **Project (Information)**, Premium Wages, and/or PL&PD Insurance for the Labor.
- **Overhead:** overhead portion of P&O; value is calculated after Profit; value can include or exclude FICA and UI in **Project (Information)**, Premium Wages, and/or PL&PD Insurance for the Labor.
- **Subcontractors Insurance:** subcontractor additional insurance.

Click **Save**.

Reports Menu

The Reports menu allows you to preview and print MURK reports, the project’s Man-hour and Materials reports, the project’s resource reports as well as database resource reports.

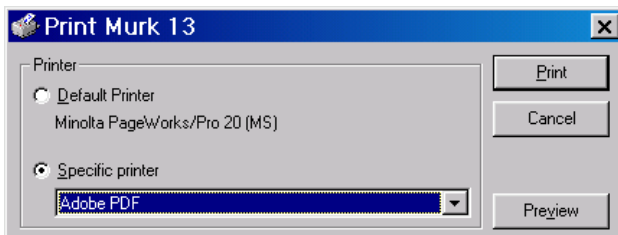


Print Reports


Select **Reports** and the name of the report.

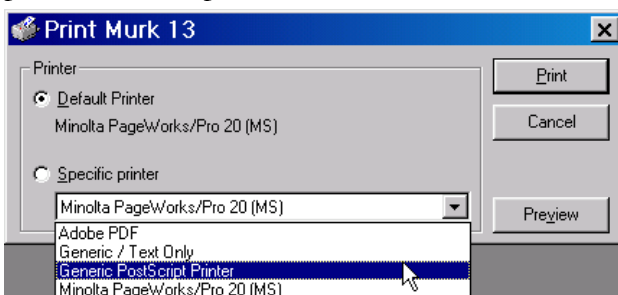
- For MURK reports, enter Starting and Ending Dates and click **OK**. Select the printer and click **Print** or **Preview**.
- For Man-hour, Materials, and Rental Equipment reports, select the printer and click **Print** or **Preview**.
- For Employees, Equipment, Labor, and Wages Over FICA/Unemployment reports, select **All** or **Project Only**. Select the printer and click **Print** or **Preview**.

To print, you can use the default printer or choose a specific printer.



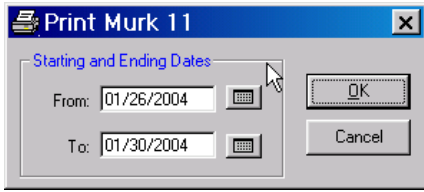
Click **Print** to print the complete report, including any discrepancy pages. The **Print** command calculates and assembles the data you entered in Daily Sheets into the format required for the report.

To select a printer other than the default printer, click the drop-down box  to display available printers. Select a printer and click **Print**:



MURK 11 Daily Record

The MURK 11 lists each day of work you entered in Daily Sheets for recording daily force account labor, material, and equipment expenses. To print or preview the MURK 11 forms for the open project file, click **Reports | MURK 11**. Enter a Starting and Ending Date and click **OK**.



MURK 12 Summary of Labor

MURK 12 Summary of Labor tabulates the labor expenses associated with force account work over a period of time for the open project file. The MURK 12c summarizes, by week, the labor activity you entered in Daily Sheets. To print or preview the MURK 12 forms, click **Reports | MURK 12**. Enter Starting and Ending Dates and click **OK**.

MURK 13 Summation

MURK 13 Summation tabulates the final summary of labor, material, and equipment expenses for force account work performed for the open project file. To print or preview MURK 13 forms, click **Reports | MURK 13**. Enter Starting and Ending Dates and click **OK**.

MURK 17 Summary of Equipment

MURK 17 Summary of Equipment details the equipment (type, size, hours used, etc.) for force account work performed and entered in Daily Sheets. To print or preview the MURK 17 forms for the open project file, click **Report | MURK 17**. Enter Starting and Ending Dates and click **OK**.

Man-hour Report

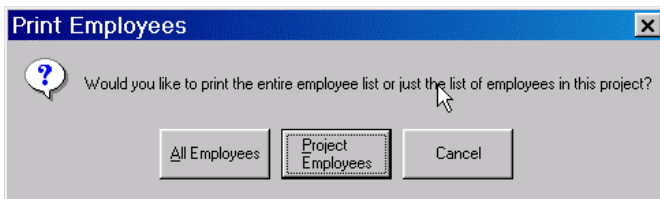
The Man-hour Report lists labor trades, standard hours and overtime hours as defined in the Daily Sheets for the project. To print or preview the Man-hour Report, click **Reports | Man-hour Report**.

Materials Report

The Materials Report lists by date the material, quantities, unit cost, tax and total cost as defined in Daily Sheets for the project. To print or preview the Materials Report, click **Reports | Materials Report**.

Employees Report

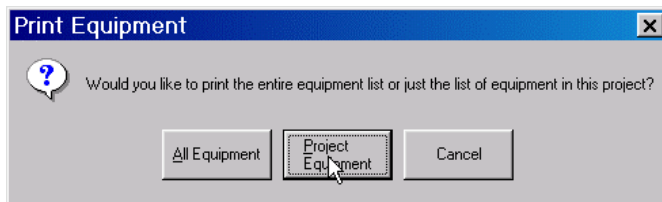
The Employees Report lists employees and their associated Default Labor Trade, Union Trade Name, and Union number. To print or preview the Employees Report, click **Reports | Employees**.



Select **All Employees** to compile all Employees and their Trades from the universal Project Data File, or **Project Employees** to compile only the Employees and Trades from the open Project File.

Equipment Report

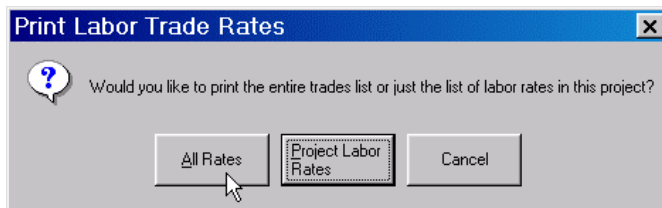
The Equipment Report lists equipment types and their rates. To print or preview the Equipment Report, click **Reports | Equipment**.



Select **All Equipment** to compile all Equipment Types and Rates from the universal Project Data File, or **Project Equipment** to compile the Equipment Types and Rates from the open Project File.

Labor Report

The Labor Report lists labor trades and their rates. To print or preview the Labor Report, click **Reports | Labor**.



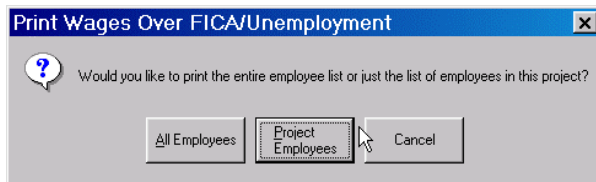
Select **All Rates** to compile all Labor Trades and Rates from the universal Project Data File, or **Project Labor Rates** to compile the Labor Trades and Rates from the open Project File.

Rental Equipment Report

The Rental Equipment Report lists rental equipment for the open project. To print or preview the Rental Equipment Report, click **Reports | Rental Equipment**. Select a printer and click **Print** to print the report, or **Preview** to view the report.

Wages Over FICA/Unemployment Report

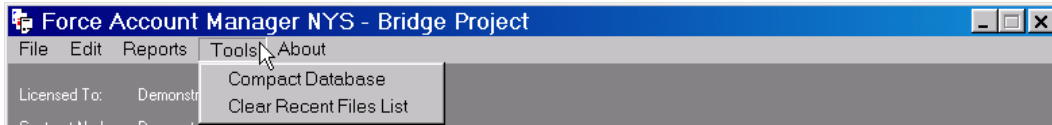
The Wages Over FICA/Unemployment Report lists by employee name the year(s) of employment and associated FICA, Federal Unemployment, and State Unemployment date(s). To print or preview the Wages Over FICA/Unemployment Report, click **Reports | Wages Over FICA/Unemployment**.



Select **All Employees** to compile the all employees' Wages data from the universal Project Data File, or **Project Employees** to compile the employees' Wages data from the open Project File.

Tools Menu

Tools allows you to perform intermittent maintenance operations:



Compact the Database

Tools | Compact Database cleans up the currently open project file and the universal project data file. This clean-up removes any records you have deleted and re-indexes (rebuilds the index) files that allow searches and sorts. When deleting records, FAM does not delete the records promptly; instead, it marks the record as deleted. Marked records are not truly deleted until you compact the database.

If you have problems accessing your data, you may need to compact the open file. The internal indexes sort the database and are crucial in searching records and compiling reports. Index problems can result from disk errors and premature program termination.

You should compact the database periodically to truly delete records and re-index the database, and improve the speed of searches and sorts.

Clear Recent Files List

Tools | Clear Recent Files List clears the recently opened project files list from the **File** menu.

Chapter
3

Chapter 3 – FAM Windows

This chapter describes the behavior of FAM windows. Each window has common features you can use to navigate or enter data, making FAM an easy program to learn.

Find a Resource

In FAM, you will view lists similar to spreadsheet columns (fields) and rows (records). The Employee File, the Equipment Types and Rates, and the Labor Trades and Rates are essentially lists that allow you to view columns and rows of data. The Daily Sheet pane is also a list view. You can select, scroll, search and sort the list to quickly navigate to an item. You can double-click to edit the selected item.

Sort

In any list view, items are displayed in alphabetical (or numerical) order. In the column name, an up-caret (^) indicates the items are sorted in ascending order. A down-caret (v) indicates the items are sorted in descending order. Click the *column name* you wish to sort; click again to reverse the sort.

Sorting on the Effective Date column will quickly show you which equipment rates or labor rates may have expired. For example, in the Equipment Rates list, click the Effective Date column name:

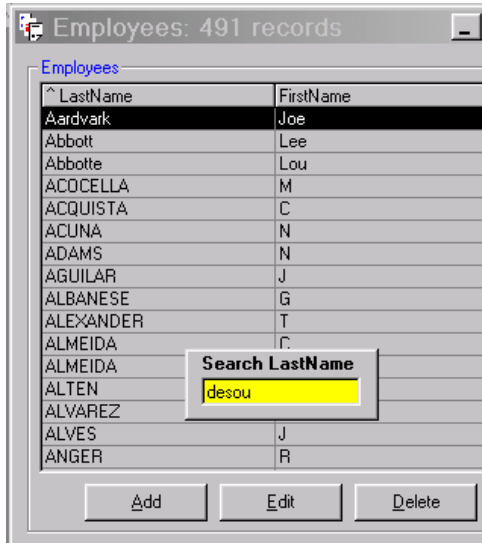
Description	Manufacturer	Model	Model Year	v Effective
35 TON CRANE	GROVE	RT635C	1992	04/01/2004
ASPHALT GRINDER	GRINDER CO.	8-16 CY, 10 TON	2002	01/26/2004
SPACE HEATER-2001	KEROSENE	320,000BTU		01/01/2004
SPACE HEATER-2001	KEROSENE	150,000BTU		01/01/2004
SEISMOGRAPH	SEIS			01/01/2004
332 LOADER	CAT	332C	2003	07/01/2003
TRAILER 2000	QN HIGHWAY	REAR DUMP	1999	04/01/2003
TAMPER/HAND HELD VIB COMP	4000 LB	17 INCH -2000		04/01/2003
ROLLER	DYNAPAC	CA 25TD		04/01/2003
ROLLER	CAT	CB534C		04/01/2003
ROLLER	CAT	CB335D		04/01/2003
REAR DUMP	CAT	D350		04/01/2003
RACK TRUCK-2001	INTERNATIONAL	6x4-45,000 LB.		04/01/2003
PAVER-1998	BLAW KNOX	PF171		04/01/2003
HYDRAULIC EXCAVATOR-1995	CAT-1995	330L		04/01/2003
DOZER	CAT	D7H		04/01/2003
CRANE-82 TON	LINKBELT	HC218		04/01/2003
ARROW BOARD - SOLAR POWER		SOLAR		04/01/2003
35 TON CRANE	GROVE	RT635C	1992	04/01/2003
35 TON CRANE	GROVE	RT635C	1992	04/01/2003

The column is sorted with the latest date. In this example, this sort shows that you will need to update (copy) equipment dated **04/01/2003** on or before **04/01/2004**.

Search

There may be many items in a list to all be visible in a single window. To view more items in a list view:

- Use the vertical or horizontal scroll bar, or
- Click the mouse pointer in the column you wish to search. A caret (^ or v) indicates a searchable column. Type anywhere on the screen the first letter of the item you wish to find. The Search pop-up appears and shows the column name you are searching. For example, in the Employee File in LastName, type “desou” and press **Enter** to find employees named **DESOUSA**:

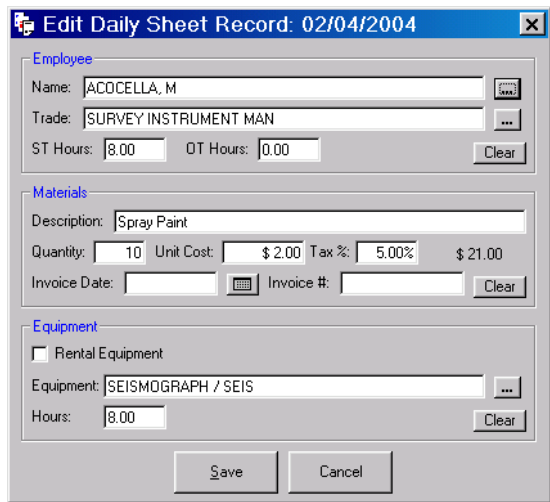


The list will scroll to the employee(s) whose last name begins with “desou”:




Understand Window Panes

A window may contain panes; within a window, panes are outlined in gray. For example, the Edit Daily Sheet window contains three distinct panes: Employee, Materials, and Equipment.




Use the Browse Button

A browse button  indicates that data in that field is selectable from a list and cannot be entered directly in the field.

Browse buttons on the Daily Sheet help you quickly assign available employees from the Employee File, available trades from the Labor Trades file, and available equipment from either the Equipment Types or Rental Equipment files. The browse button on Project (Information) links the project to the project data file.

Enter Dates

You can quickly enter dates in any date field:

- Click the calendar button , or
- To enter, for example, the date 11/02/2004, use any of the following formats:
 - **11-02-2004** or **11/02/2004**
 - **11-02-04** or **11/02/04**
 - **11-2** for the current year
 - **1102** for the current year
 - **Nov 2** for the current year (except **May** and **Oct**, which display **yesterday's** and **today's** date respectively.)
- Enter the letter **y** for yesterday's date or **t** for today's date, or
- Enter the symbol **+** to add a day or **-** to subtract a day.

Chapter 4 – FAM Database

This chapter describes the database files used by the FAM application. Together, the *project data file* and the individual *project files* constitute the FAM database.

The Project Data File

The Project Data file is the primary file of the database and contains EMPLOYEES, EQUIPMENT, and LABOR data—data common to every project.

This universal file in most cases is named **ProjectData.ddb** and stores employee, equipment, and labor cost and wage rates and effective dates.

As you add new data in *project files* using the **Employees File**, **Equipment Files**, and **Labor Files** menu commands, the data is stored in ProjectData.ddb for use in future projects. ProjectData.ddb stores this frequently referenced data to help you accurately and consistently develop project files and daily sheets. You create ProjectData.ddb only once before any project file can be created.

There are instances in which you may need to create a second, alternate project data file (or copy and rename ProjectData.ddb). Cases where an alternate data file may be appropriate:

- You imported EZ-MURK support files and created a data file named ProjectDataEZ.ddb, or
- You created ProjectDataNYC.ddb for NYC and ProjectDataNYS.ddb for NYS, or
- You estimate projects and created EstimatesProjectData.ddb solely for estimating.

For each of these cases, the project files you create must forever link to the appropriate project data file; that is, you should not link EstimatesProjectData.ddb to project files that are not estimates.

Caution: Creating an alternate Project Data File outside these cases is not recommended. The benefit of using the universal **ProjectData.ddb** file is that this single file contains employee, equipment rates, and trade rates you will use for every project. An alternate project data file may require that you to enter redundant employee, equipment, and labor data. An alternate project data file also introduces the possibility of linking a project file to the incorrect project data file.

Project Files

Project files are the secondary files of the database and store PROJECT (INFORMATION), RENTAL EQUIPMENT, and DAILY SHEETS including Material data—data unique to a project.

Project files also store a *link* to EMPLOYEES, EQUIPMENT, and LABOR data stored in the Project Data file, and a *link* to RATES (WITHHOLDING) and PROGRAM DEFAULT settings.

The individual *project file* stores each day's daily work records and the job's description and rates—information that is specific to a job.

As you add new data in a *project file* using the **Project (Information)**, **Rental Equipment**, **Daily Sheets**, **Rates (Withholding)**, and **Defaults** menu commands, the data is stored in the Project File. The project file also updates the **Employees**, **Equipment**, and **Labor** data stored in the universal *project data file*.

A Project File can be considered a subset of the Project Data File that also stores data specific to the project. A Project File is where you enter new employees, equipment, and trades that build on the data in the Project Data file.

Chapter 5 – FAM Modes

The FAM application processes time and material (T&M) work and MURK forms for either the City or State of New York.

City or State Mode

To generate distinct MURK Reports for each jurisdiction, FAM is available in a NYC or NYS mode. Each mode is a stand-alone FAM application. The mode is established when you order FAM. If you perform work for both the City and State, you should order both FAM NYC and FAM NYS.

The mode processes Project Files and daily sheets for that mode only, that is, you cannot use NYC files to report NYS force account work or vice versa. Each mode uses its own distinct Project Data File and Project Files, which should be installed, created and stored separately from the other mode's data and project files.

If you install both FAM NYC and FAM NYS, verify that you are using the correct mode for the jurisdiction when you initially create its Project Data File. For clarity, you may wish to name the respective project data files **ProjectDataNYC.ddb** and **ProjectDataNYS.ddb**. The FAM taskbar shows the jurisdiction or mode, NYS or NYC.

Once a Project Data File and Project Files are created in one mode, the Project File will open in the correct mode. Project Files created in one mode should not be linked to the other mode's Project Data File; otherwise, MURK Reports will produce errors.

Though the screens and data are similar, the NYC mode has different fields and calculations in the project data file, project files, and MURK reports. The major difference is how Equipment Rates and costs are reported (and Equipment Rates are stored in the project data file). NYC force account reimbursements calculate Point Time Benefit, Total Profits & Overhead, Equipment Profits & Overhead and Subcontractor Markup details. NYS force account reimbursements calculate Estimated Profits & Overhead.



Appendix

Troubleshoot Errors

This section discusses troubleshooting tips to help you fix MURK Report errors. You should print or preview a MURK Report to determine whether errors or discrepancies exist. Check the Daily Sheet as an initial step when troubleshooting discrepancies.

Discrepancy Pages

Discrepancies occur when data you enter in a Daily Sheet and the data in the Employee, Equipment, or Labor files are inconsistent. Discrepancies are printed as the last page of a MURK Report.

If Discrepancy is:	Look in:
Deleted Employee	Employee File to add as new (recreate) and Daily Sheet to fix; or Project (Information) to verify correct Project Data File
Deleted Trade	Labor Trades and Labor Rates to add (recreate) and Daily Sheet to fix; or Project (Information) to verify correct Project Data File
Deleted Equipment	Equipment Types and Equipment Rates to add (recreate) and Daily Sheet to fix; or Project (Information) to verify correct Project Data File
Deleted Rental Equipment	Rental Equipment to add; Daily Sheet to fix
Missing Labor Rates	Labor Rates to add missing trade and rates, or copy trade to edit effective date and rates
Missing Equipment Rates	Equipment Rates to add missing equipment, or copy equipment to edit effective date and rates

ERR on Reports

FAM uses the *effective date* in the Labor Rates file and the *work date* on a Daily Sheet to “look up” the wage rate for a trade. Similarly, FAM uses the *effective date* in the Equipment Rates file and the *work date* on a Daily Sheet to “look up” the cost rate for the equipment.

Missing trade or equipment from its Rates file. Even if a trade is listed in Labor Trades but is not listed in Labor Rates, or if equipment is listed in Equipment Types but is not listed in Equipment Rates, an error is produced. Simply add the trade to the Labor Rates file and enter the effective date and rates. Or, add the equipment to the Equipment Rates file and enter the effective date and rates.

Expired effective date in Labor or Equipment Rates file. Even if a trade or equipment is listed in Labor Rates or Equipment Rates but the *effective date does not fall within the year up to the work date* in the Daily Sheet, an error is produced. Only the Labor Rates and Equipment Rates files have effective dates.

Effective dates “expire” after one year, so you must update either Labor Rates and Equipment Rates files as effective dates pass.

You can quickly determine whether a trade or equipment is current. Click the **Current Rates Only** check box to view only those trades or equipment with an effective date that falls within the past year. The list may include a trade or equipment with two valid effective dates, for example, in cases where a trade’s rates have been negotiated twice within one year.

For both Labor Rates and Equipment Rates, you should copy the most recent rate and enter a current effective date and rates. (If you edit, you may overwrite previous year’s rates and lose historical rate information.)

To illustrate effective dates, the Labor Rates file example below shows the **CARPENTERS-LOCAL 11 WEST** trade with 4 effective dates (the same concept applies to Equipment Rates):

CARPENTERS -LOCAL 11 WEST			07/01/2000
CARPENTERS -LOCAL 11 WEST			07/01/2001
CARPENTERS -LOCAL 11 WEST			07/01/2002
CARPENTERS -LOCAL 11 WEST			07/01/2003

- If the work date you enter on the Daily Sheet is **06/30/2004**, the effective date and rates will be valid and no error should occur because **06/30/2004** falls within a year of **07/01/2003**.
- If the work date you enter on the Daily Sheet is **07/01/2004**, the effective date and rates will have expired and an error will occur on MURK Reports because **07/01/2004** is one year and one day beyond **07/01/2003**. By **07/01/2004**, you should copy (in this case, in the Labor Rates file) the trade showing **07/01/2003**, change the effective date to **07/01/2004** and verify the rates:

CARPENTERS -LOCAL 11 WEST			07/01/2000
CARPENTERS -LOCAL 11 WEST			07/01/2001
CARPENTERS -LOCAL 11 WEST			07/01/2002
CARPENTERS -LOCAL 11 WEST			07/01/2003
CARPENTERS -LOCAL 11 WEST			07/01/2004

Recreating Deleted Resources

If re-linking the correct Project Data File does not fix errors, you should recreate deleted resources. If you inadvertently delete an employee, a trade and rates, or equipment and rates, you must re-add (recreate) the resource:

- Have ready the same data that was deleted. Recently printed MURK Reports with names, trades, and equipment spellings, and labor contracts and Blue/Green books with rates and effective dates may provide the verbatim data.
- Create a temporary project file, or open the original project file, and ensure the project file is linked to the same Project Data File from which the resource was deleted.
- Re-enter the data.

You will need to open each project file that used the resource and fix each Daily Sheet.

Import EZ-MURK Files

FAM is an upgrade to the DOS-based EZ-MURK. If you have EZ-MURK, you can import data from your EZ-MURK files to expedite work in FAM.

EZ-MURK files consist of two types of files: support files, which will be the equivalent of the FAM universal project data file **ProjectData.ddb**, and the individual project files that you created using EZ-MURK. You should read the sections **File | New | Project Data File** and **File | New | Project File** as a similar process and commands (create the initial project data file, create a project file, then link these two files) are used when importing.

Note: Before you import any files, you should correct any discrepancies in EZ-MURK. Otherwise, FAM calculations will not match EZ-MURK project calculations. To determine if an EZ-MURK project contains discrepancies, in EZ-MURK, print the MURK 13 report. Any discrepancy to correct will print at the end of the report.

The EZ-MURK support files contain common data about Employees, Labor, and Equipment. You import support files only once to create the **ProjectData.ddb**. You should have the following support files in an EZ-MURK folder:

- **EMPLOYEE.dbf**
- **EQUIPMNT.dbf**
- **LABOR.dbf**
- **WAGEOVER.dbf**
- **NYC RATE.dbf**

Importing support files converts the data in these files into the single, universal ProjectData.ddb file. You may have other files ending with .dbf that are EZ-MURK *project* files. Importing converts EZ-MURK fields and data into FAM-formatted fields and data.

The following scenarios will help you determine the EZ-MURK files to import:

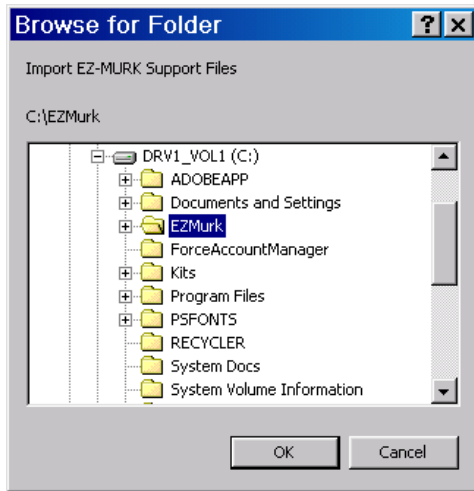
If you		You would	Then
have <i>not yet created</i> ProjectData.ddb	and have a <i>brand new</i> project to start	import EZ-MURK support files to create ProjectData.ddb	create a new FAM project file
	and have an <i>on-going</i> EZ-MURK project	import EZ-MURK support files to create ProjectData.ddb	import the EZ-MURK project file and save as a new FAM project file

If you		You would	
have <i>already created</i> ProjectData.ddb using EZ-MURK support files	and have a <i>brand new</i> project to start	create a new FAM project file	
	and have an <i>on-going</i> EZ-MURK project	import the EZ-MURK project file and save as a new FAM project file	

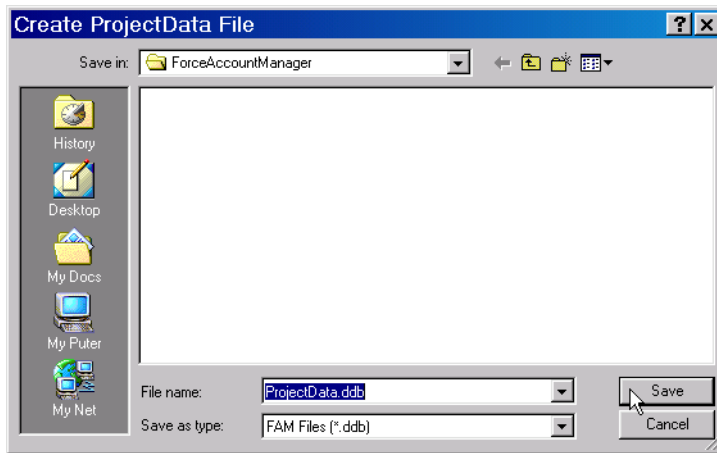
If you		You would	Then
have already created ProjectData.ddb not using EZ-MURK support files and wish to use EZ-MURK Support Files	and have a <i>brand new</i> project to start	import EZ-MURK support files to create a 2 nd project data file named ProjectDataEZ.ddb	create a new FAM project file and persistently use ProjectDataEZ.ddb for that project
	and have an <i>on-going</i> EZ-MURK project	import EZ-MURK support files to create a 2 nd project data file named ProjectDataEZ.ddb	import the EZ-MURK project file, save as a new FAM project file, and persistently use ProjectDataEZ.ddb for that project

EZ-MURK Support Files

To import EZ-MURK support files, click **File | Import EZ-MURK | Support Files**. Select the folder that contains your EZ-MURK files and click **OK**. This tells FAM the location of the support .dbf files:



Next, FAM will prompt you to create a universal Project Data File that will receive the data from the EZ-MURK support files:



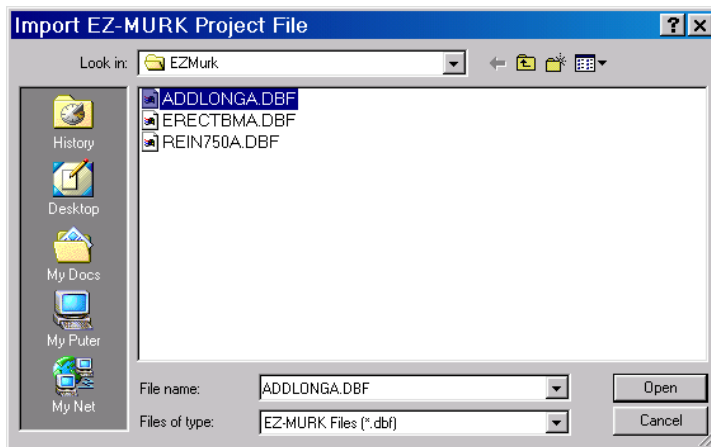
Name the Project Data file **ProjectData.ddb** and click **Save**.

Caution: If you have already created **ProjectData.ddb** and have created projects using ProjectData.ddb, do not use the file name ProjectData.ddb. Using the same file name will cause loss of data and produce errors in existing projects linked to ProjectData.ddb. Instead, name the data file **ProjectDataEZ.ddb** and persistently use **ProjectDataEZ.ddb** for the project.

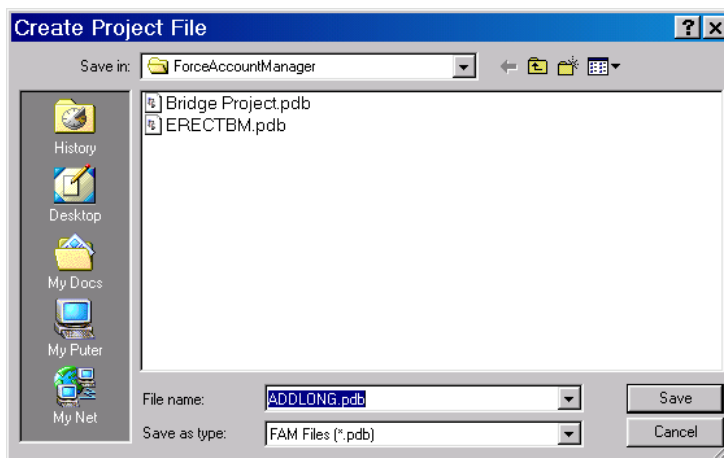
You should now be able to create new projects using historical EZ-MURK employee, equipment, and labor data in FAM.

EZ-MURK Project File

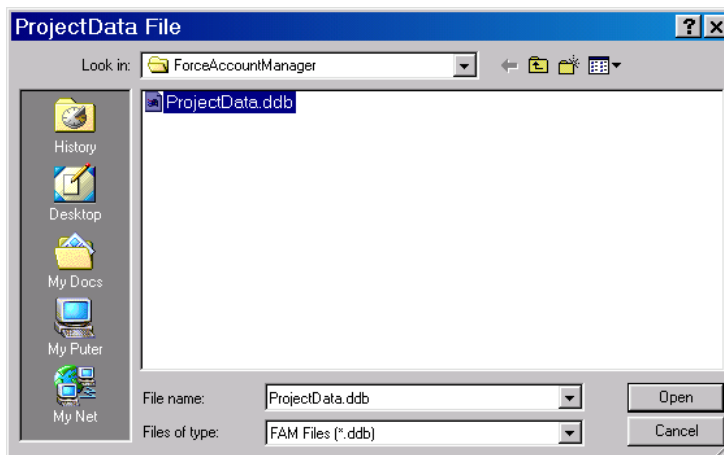
To import an EZ-MURK Project File, select **File | Import EZ-MURK | Project File**. Select the EZ-MURK project file to import and click **Open**:



In the Create Project File window, enter a FAM project name to receive the imported project file and click **Save**:



Next, FAM will prompt you to associate the new project file with a project data file. Select the correct project data file and click **Open**:




You should now be able to view and print historical EZ-MURK daily sheets and reports. You will need to view or verify project information and rates using **Edit | Project (Information)**, or print or preview imported information using **Reports** and choosing the appropriate report.

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