

# Key takeaways

## Financials Made Simple

**A good financial process means a thought-out structure**

**Everything starts with a well-organized list of cost codes, make this a priority**

- Eliminate unneeded cost codes first
- Add a numbering structure for better organization
- Ask a Buildertrend representative to review the codes to compare to other builders

**Utilize bids to begin the process of onboarding subs into Buildertrend**

- Create templates with most common bid items that are used to save setup time
- Call subs after sending a bid to confirm they received it and walk them through the process

**Create Change Orders and get approvals from the clients so that everyone is on the same page**

- Set expectations for how change orders will be handled before signing the contract with customers
- Walk clients through how they need to formally request a change and how that will be documented
- Ensure that the change order is approved in Buildertrend before job costing

**The Estimate is the key to getting the most out of Buildertrend**

**Approve estimates to finalize costs and convert line items to Purchase Orders**

- Make sure the estimate is locked to maintain original records
- Utilize revised costs in the estimate to track changes during construction

**Learn how to streamline information using the estimate**

- Invoice off of the estimate to avoid manually calculating invoice amounts
- Use checked actions with estimate line items to quickly move information out of the estimate to other parts of the program like bids and selections

**Job Costing in Buildertrend means information at your fingertips and money saved**

**Managing Bills/POs with subcontractors lets you track every dollar spent on a project**

- Set up the PO system to control the amount that should be paid to a sub or vendor
- Develop a process for who will enter information into Buildertrend such as when payments are due and when they are paid

**Study the budget to compare your original estimate to scope changes and variance adjustments**

- Train with the Buildertrend team to learn what information the budget displays
- Learn how to use variance codes to flag overages during construction

**You'll have all of your payables and receivables in one place, organized by project**

- Learn how to pull reports out of Buildertrend
- Organize filters and grid settings under the PO Payments Tab
- Learn how to group information in order to aggregate data across different job types and customers



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