

SedonaOffice

The #1 Financial Software for Security Companies

Job Management I Setup Reference Guide

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About this Guide

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Job Management

The SedonaOffice Job Management module has a complex list of setup tables and options available. Depending on how you want to report and record information to the G/L will determine how your company will set up these options.

Many of the Job Management Reports have grouping and/or sorting options. Your setup in these areas will affect how you are able to view job information on reports.

- Job Type
- Branch
- Install Company
- Salesperson
- Project Manager
- Installer
- Job Status

Questions that need to be addressed when setting up Job Management:

- What level of reporting do I need?
- How streamlined do I want to make the job management process?
- Do I have the appropriate staffing to support the data entry and job maintenance process?
- Will I use WIP or expense Labor and Material at the time it was expended?

How do I know if my company should be using WIP accounts? SedonaOffice highly recommends using WIP (Work in Process) accounts. This keeps the job income and expenses in the same accounting period, making income statements easier to analyze.

Setup Tables & Options

One of the key setup tables in Job Management is the Install Company. Most companies operating under a single branch will typically create one Install Company. For reporting and scheduling purposes, you may want to break down your install companies to a lower level such as:

- Large Commercial
- Small Commercial
- Residential

Install Company Setup

The Install Company is a required field on each job and is used in scheduling, costing and reporting. The Install Company determines:

- The name of the Company that will print on Job Tickets.
- How Labor will be expensed and which G/L accounts to use when recording timesheets to a job.
- Which WIP G/L account to use for Materials.
- Which WIP G/L account to use for Miscellaneous Job expenses.
 - This selection ties into the Job Expense Types that are flagged to use WIP.
- If scheduling job with the Appointment Summary, how will timesheets be generated when the installer is dispatched to the job.

Install Company Setup Inactive

Install: CA
Description: CJM Security

Labor To GL

Labor Expense Type: Expense at time of entry Expense thru WIP

Labor Expense: 50010 *Cost of Goods-Labor*

Labor Deferred: 21090 *Payroll Suspense*

Labor WIP: 12020 *Work In Process-Labor*

Parts WIP: 12010
Misc WIP: 12040

Overhead

Overhead Debit:
Overhead Credit:
Appointment Options

Dispatch: Yes No (Completed Only)

Timesheet: Auto Manual From Dispatch From Arrival

Job Expense Type Setup

Job Expense Types are used when coding miscellaneous expenses on a Purchase Order or and Accounts Payable Bill. There are two Job Expense Types; System Defined and User Defined.

System Defined Expense Types

The System Defined Expense Types are: Labor, Material, Commission, Overhead and Other. The Use WIP option may not be modified on the System Defined Expense Types. The application determines whether to use WIP for Labor, Material, and Commissions based on the setting in Job Setup Processing, the Install Company on the Job and the setup of the Job Type for the Job. If using the automatic Overhead calculation, this expense is realized as soon as timesheets are entered for a Job since the Overhead calculation is based on labor hours or dollars expended. If a Purchase Order or Accounts Payable Bill is coded with the Expense Type of Other (O), this expense is recorded to the job immediately – you cannot use WIP for this Expense Type.

User Defined Expense Types

You may add as many Job Expense Types as needed for your reporting purposes. Each Expense Type you create may be flagged to Use WIP. If an Expense Type is flagged to Use WIP, the expense will post to the Miscellaneous WIP account specified on the Install Company setup associated with the Job. When the Job is invoiced, the User may manually allocate a certain percent of WIP to be relieved or the application will automatically transfer the amounts from WIP to the expense G/L account of the A/P Bill item. Where miscellaneous expenses are expected for a Job, you should open a Purchase Order for these expenses. This will ensure all miscellaneous expenses costs are recorded to the Job.



The application will not allow a User to close a Job where any open Purchase Orders exist.

You may use the G/L Query Builder to design reports on how much was spent during a certain period of time for one or multiple Job Expense Types. The Job Expense Type is also viewable from the Job G/L Journal and the G/L Account Register.

Expense Type	Description	Use WIP
L	Labor	N
M	Material	N
C	Commission	N
V	Overhead	N
O	Other	N
TX	Tax	N
S	Subcontractor	Y
E	Equipment Rentals	Y
P	Permits & Fees	Y
F	Freight	Y
D	Drafting/Engineering Services	Y

Expense Type Edit

Expense Type:

Description:

Use WIP:

Job Setup Processing Setup

The Job Processing Setup contains defaults to use when posting costs to a Job. If defaults are not specified at lower setup levels, these rules will be used.

- **Material WIP** –If using WIP for parts, this G/L account will be used when parts are issued to a Job. If the Material WIP G/L account is different on the Install Company, the application will use the G/L account from the Install Company of the Job.
- **Job COGS** – This is the Cost of Goods Sold account that will be used for parts used on a Job. If a different COGS account exists on the Job Type, the application will use the Job Type COGS account.
- **Labor** – All timesheets posted for a Job will use these G/L accounts and expense method unless the setup values are different on the Install Company or the Job Type. The Job Type setup will always be used if any Labor setup exists for the Job Type.
- **Commissions** – Commission entered on a Job will use these G/L accounts and expense method unless the setup values are different on Job Type. The Job Type setup will always be used if any Commission setup exists for the Job Type.
- **Overhead** – Overhead is posted to the G/L at the time a timesheet is posted to a Job. The application will use these G/L accounts unless the setup values are different on the Install Company or the Job Type. The Job Type setup will always be used if any Overhead setup exists for the Job Type.

Job Processing

Material WIP
Work In Process-Materials

Jobs COGS
Cost of Goods-Materials

Approval Processing

Labor To GL **Commissions To GL**

Labor Expense Type Expense at time of entry Expense thru WIP

Commission Expense Type Expense at time of entry Expense thru WIP

Labor Expense
Cost of Goods-Labor

Commission Expense
Commissions

Labor Deferred
Payroll Suspense

Commission Deferred
Payroll Suspense

Labor WIP
Work In Process-Labor

Commission WIP
Work In Process-Commissions

Overhead **Restrict Sales Month**

Overhead Debit

Restrict Sales Month

Overhead Credit

Current Sales Month

Job Type Setup

Job Type Setup Inactive

Job Type Description

Detail | Job Tasks | Costing | Items | Accounts | Commission Types | Approvals

Category	<input type="text" value="Installation"/>	Hold Back %	<input type="text" value="0.00"/>
Material WIP	<input type="text" value="12010"/>	Hold Back Item	<input type="text"/>
COGS Acct	<input type="text" value="50000"/>	Hold Back Acct	<input type="text"/>
Use COGS Acct	<input type="text" value="50020"/>	Est LU Cost	<input type="text" value="45"/>
When Amt >=	<input type="text" value="9999999.99"/>	<input checked="" type="checkbox"/> Force Part Reconciliation	
Misc WIP	<input type="text" value="12040"/>	<input checked="" type="checkbox"/> Allow Costing to Closed Jobs	
Accrued Income	<input type="text"/>	<input type="checkbox"/> Expense Part When Issued	
<input type="checkbox"/> Lease		<input type="checkbox"/> Percentage Invoicing	
<input type="checkbox"/> Allow Override Task List		<input checked="" type="checkbox"/> Zero Part Price	

Job Type Setup Inactive

Job Type Description

Detail | Job Tasks | Costing | Items | Accounts | Commission Types | Approvals

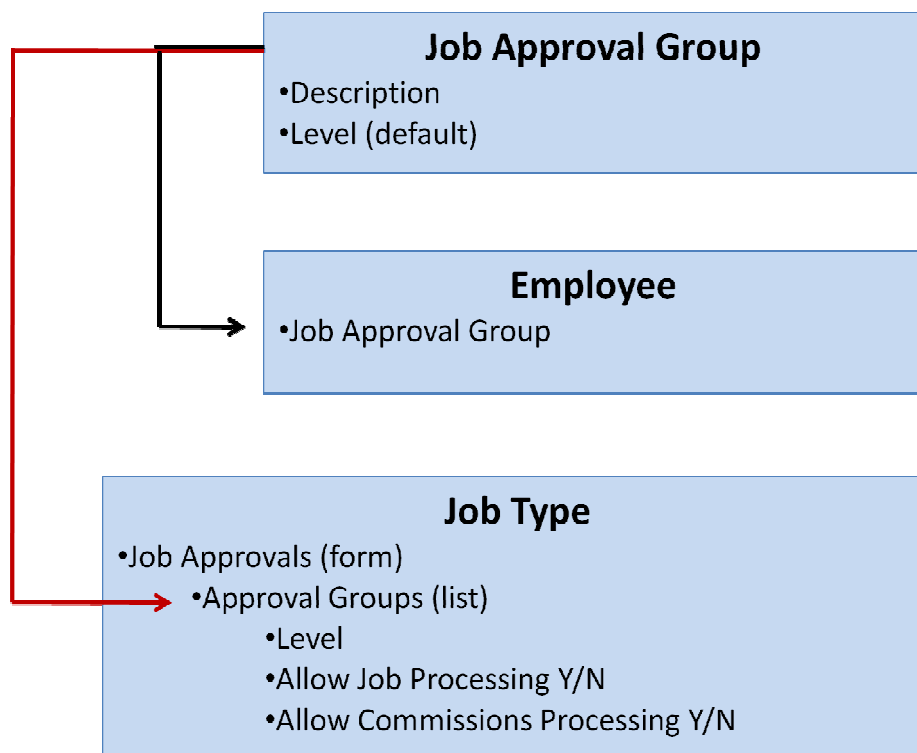
<input type="checkbox"/> Labor To GL	<input type="checkbox"/> Commissions To GL
Labor Expense Type <input checked="" type="radio"/> Expense at time of entry <input type="radio"/> Expense thru WIP	Commission Expense Type <input checked="" type="radio"/> Expense at time of entry <input type="radio"/> Expense thru WIP
Labor Expense <input type="text"/>	Commission Expense <input type="text"/>
Labor Deferred <input type="text"/>	Commission Deferred <input type="text"/>
Labor WIP <input type="text"/>	Commission WIP <input type="text"/>
<input type="checkbox"/> Overhead	
Overhead Debit <input type="text"/>	
Overhead Credit <input type="text"/>	

Job Approvals

The Job Approval process was designed to add a layer of control to the Job process which requires that one or multiples users must approve the job prior to the job being released to your installation department. You may set up a job type to first require the Sales Manager to approve the job, then the Accounting Manager may approve the commissions, and lastly the Operations Manager will approve the job for processing.

The job approval process is driven by the setup in several SedonaSetup tables and User Group Security Options.

- Job Setup Processing – Activation option
- Job Approval Groups
- Employee – Assignment to Job Approval Group
- Job Type – Setup required Job Approvals



Job Approvals Setup

Job Setup Processing – Approvals Activation

The screenshot shows the 'Job Processing' configuration window. It includes the following settings:

- Material WIP:** 12010 (Work In Process-Materials)
- Jobs COGS:** 50000 (Cost of Goods-Materials)
- Approval Processing:** (highlighted with a red circle)
- Labor To GL:** (Labor Expense: Expense at time of entry, Expense thru WIP)
- Commissions To GL:** (Commission Expense: Expense at time of entry, Expense thru WIP)

Job Approval Group Setup

A Job Approval Group is a label for an approval required for a Job. A Job Approval Group may define a department, a job title or any other label your company defines. Each Approval Group is assigned a default Level. This Level controls which User has the authority to approve a job for other Users that may have not yet approved a job. The Level setup in this setup table is just the default; when setting up Approvals for Job Types, the Level may be changed.

You may have any number of approval levels; 1 is always the lowest level.

If a User with a level 1 has not approved a job, when a User with a higher level approves the job, any other lower levels will automatically be approved by the application.

Description	Approval Level	Inactive
Accounting	1	N
Installation Manager	1	N
Sales Manager	1	N

Include Inactive

Approval Group Edit

Description: Inactive

Level:

Employee Setup - Approval Group

For Users that will be assigned the responsibility of approving Jobs, you must assign a Job Approval Group to the Employee record associated with the User. An Employee may be linked to only one Job Approval Group.

Employee Code Inactive

General Information | Payroll | Commission Setup | Created: Administrator 12/30/200 Updated: administrator 1/4/200

User Code	<input type="text" value="ammanda"/>	First Name	<input type="text" value="Amanda"/>
Type	<input type="text" value="MG"/>	Last Name	<input type="text" value="Blake"/>
Assigned To	<input type="text" value="Accounting"/>	Middle Initial	<input type="text"/>
Supervisor & Credit Request Handoff	<input type="text"/>	Date of Hire	<input type="text"/> <input type="button" value="Calendar"/>
		Termination	<input type="text"/> <input type="button" value="Calendar"/>
		Job Approval Group	<input type="text" value="Accounting"/>

Job Type Setup – Approvals

From the Approvals form of the Job Type setup, you will select the list of Approval Groups required for the Job Type. Each Approval Group Level will default to the value entered in the Job Approval Group setup table, however, the User may override this level.

Job Approval Types – Job Processing and Commission Processing

There are three types of job approvals with a few possible setup combinations. The approval type is selected for each Job Approval Group.

- Approve the job but *not* approve the job for processing
- Approve the job *and* approve the job for processing
- Approve the job, approve the commissions but *not* approve the job for processing
- Approve the job, approve the commissions *and* approve the job for processing

A user may approve a job for processing without having the commission approval completed. If a job has not been approved for processing, a user will not be able to order parts, schedule appointments, enter commissions, or enter the job costing estimate. Once a user approves a job for processing the remaining toolbars and buttons will be displayed on the job. Until the job is approved for processing the user may only perform the following functions:

- Work Order Information
- Job System Information
- Install Charges
- Recurring Charges
- Materials List
- Custom Field Information
- Job Notes
- View Job Log
- View the Quote from QuoteWerks (If the Job was created from a QuoteWerks Sales Order)

- View the Opportunity (if the Job was created from a Prospect Opportunity)

Job Type Setup Inactive

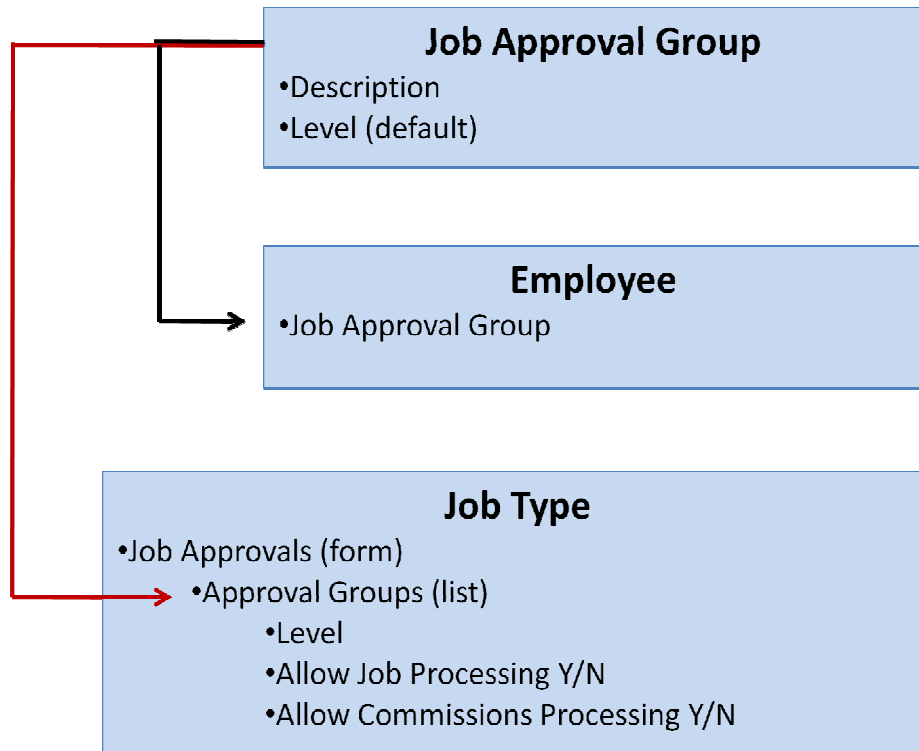
Job Type Description

Detail | Job Tasks | Override Job Tasks | Costing | Items | Accounts | Commission Types | Approvals

Approval Group	Allow Job	Allow Commissions	Seq\Approval ...
Accounting	N	Y	1
Installation Manager	Y	N	1
Sales Manager	N	N	1

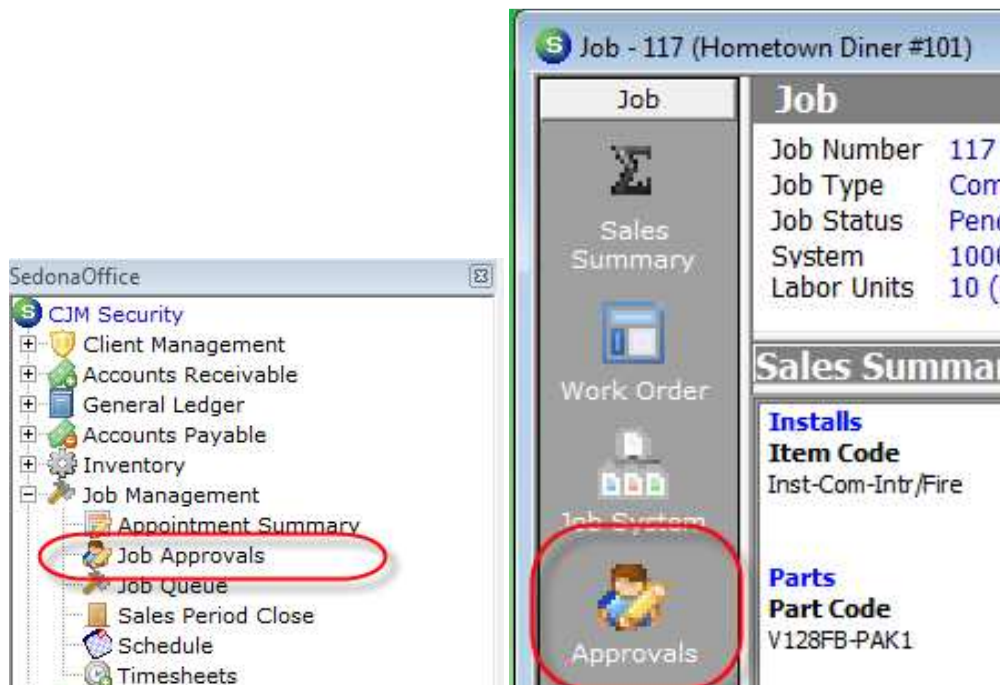
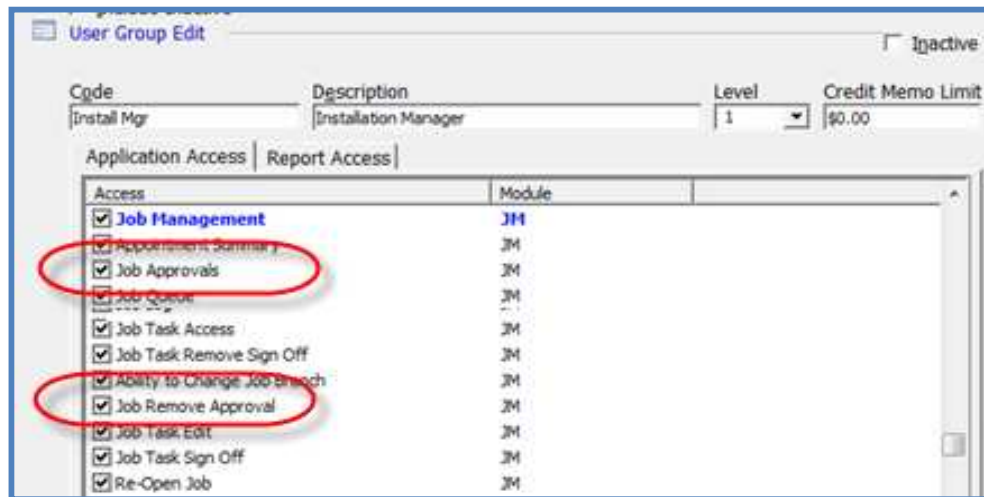
Group Job Processing

Level Commission Processing



User Group Security Option

If your company has opted to use Job Approvals, Users that will be approving Jobs and any User that you want to grant permission to the Job Approval Queue and be able to see the Job Approvals on a Job, must have the Job Approvals security option selected for their User Group. If you want a User to be able to remove a Job Approval, this security option must be selected for that User's User Group.



Job Type Setup

The Job Type setup has added many new options with the release of V 5.2. These new options allow you to setup your jobs in a fashion to help reduce data entry errors and to expedite the job data entry process. This section will explain each new Job Type option and the functionality of the option.

Job Type - Detail

Two new fields have been added to the Job Type Detail form.

- Lease - This is a field for informational and reporting purposes only.
- Allow Override Task List - If this option is selected, you will be able to create a second task list that is saved with the Job Type. When a job is created that has this option activated, the User may select to use the Override Task list instead of the Primary Task List.

Why would you use an Override Task List?

For example, if a system installation sometimes requires Pre-wire scheduling and installation tasks and other times no Pre-wire is required, you would create one task list with the Pre-wire tasks and the second task list without the Pre-wire tasks. This saves the User time in modifying a job task list to remove unnecessary task items or approving tasks that do not apply to the particular installation situation.

The screenshot shows the 'Job Type Setup' window for 'Com-Intrusion/Fire'. The 'Job Type' field is 'Com-Intrusion/Fire' and the 'Description' is 'Commercial Intrusion/Fire'. The 'Inactive' checkbox is unchecked. The 'Detail' tab is selected, showing various fields for setup. The 'Allow Override Task List' checkbox is checked and circled in red. Other checked options include 'Force Part Reconciliation', 'Allow Costing to Closed Jobs', and 'Zero Part Price'. Unchecked options include 'Lease', 'Expense Part When Issued', and 'Percentage Invoicing'.

Job Type	Com-Intrusion/Fire	Description	Commercial Intrusion/Fire	<input type="checkbox"/> Inactive
Category	Installation	Hold Back %	0.00	
Material WIP	12010	Hold Back Item		
COGS Acct	50000	Hold Back Acct		
Use COGS Acct	50020	Est LU Cost	45	
When Amt >=	9999999.99			<input checked="" type="checkbox"/> Force Part Reconciliation
Misc WIP	12040			<input checked="" type="checkbox"/> Allow Costing to Closed Jobs
Accrued Income				<input type="checkbox"/> Expense Part When Issued
<input type="checkbox"/> Lease				<input type="checkbox"/> Percentage Invoicing
<input checked="" type="checkbox"/> Allow Override Task List				<input checked="" type="checkbox"/> Zero Part Price

Order	Task	Job Status	Invoice	Lock
1	Sch Install	Scheduling	N	N
2	Order Parts	Parts	N	N
3	Install	Install Equipment	Y	N
4	Jobcost	Jobcost	N	N

Job Type – Items

You may create a list of Item Codes that may be used with a Job Type. User has fewer items to scroll through to make a selection – reduces data entry errors and shortens data entry time. If your company regularly sells packages at a fixed price, you may create a Job Type for this purpose with the associated default pricing – again shortening data entry time and errors.



Important Notes:

If you create a list of Item Codes for a Job Type, the User will only be able to select from the Item Codes on the Job Type setup.

If you do not set up a list of Item Codes for a Job Type, the User will still have access to all Item Codes to make a selection.

Make certain to include all recurring and non-recurring Item Codes on your list. This list of Item Codes is used for Job Install Charges and RMR Charges.

Item Code	Description	Default Amount
Inst-Com-Intr/Fire	Installation of Commercial Int...	0.00
Insp T & M	Inspection	0.00
Mon	Monitoring	0.00
Mon-Fire	Monitoring-Fire System	0.00
Mon-UL	UL Monitoring	0.00
O/C Reports	Open/Close Reports	13.00
Service Agreement	Service Agreement	0.00
UL Inspection	UL Inspection Fee	250.00
Permits/Fees	Permits/Fees	0.00

Job Type – Accounts

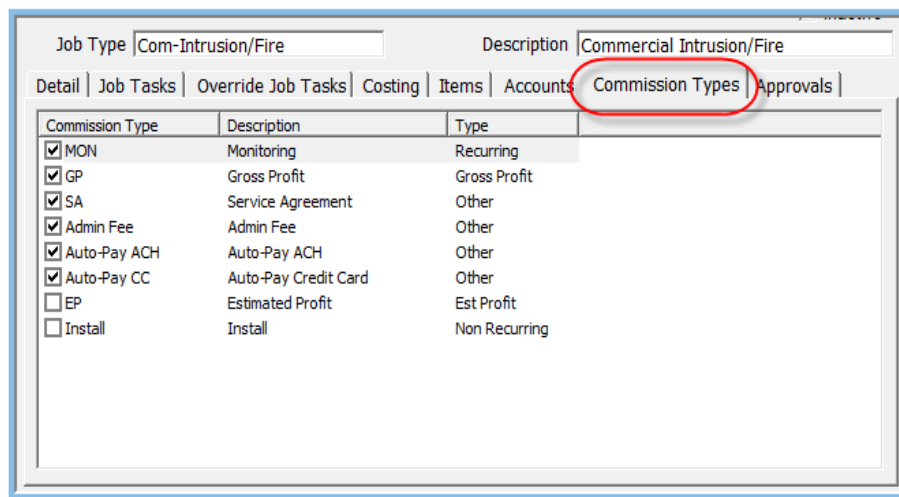
You may create a list of G/L accounts that may be used with a Job Type for expense items. User has fewer items to scroll through to make a selection – reduces data entry errors. When entering a Purchase Order or A/P Bill, the User will only be able to select from the list of G/L accounts associated with the Job Type of the Job.

Account Code	Description	Default Amount
60430	Parking Fees/Fines	0.00
60440	Equipment Rentals	0.00
60460	Drafting/Engineering Services	0.00
60450	Freight - Inbound	0.00
64000	Travel	0.00

Job Type - Commissions

For the application to automatically calculate commissions on a Job, each Job Type must be assigned a list of commission types that could possibly be used.

When entering commissions on a Job, you may enter negative commission amounts for items such as an administrative fee you charge the salesperson for processing and managing the job.



Commission Type	Description	Type
<input checked="" type="checkbox"/> MON	Monitoring	Recurring
<input checked="" type="checkbox"/> GP	Gross Profit	Gross Profit
<input checked="" type="checkbox"/> SA	Service Agreement	Other
<input checked="" type="checkbox"/> Admin Fee	Admin Fee	Other
<input checked="" type="checkbox"/> Auto-Pay ACH	Auto-Pay ACH	Other
<input checked="" type="checkbox"/> Auto-Pay CC	Auto-Pay Credit Card	Other
<input type="checkbox"/> EP	Estimated Profit	Est Profit
<input type="checkbox"/> Install	Install	Non Recurring

Job Tasks

With the release of V 5.2.36 a change was made to only allow certain users the ability to approve job tasks. Tasks may only be approved by the Users assigned to the allowable User Groups linked to the Job Task. This prevents a User from approving a Job Task for which they are not responsible.

Tasks

Task List

Code	Description	Inactive
Complete	Complete	N
Install	Installation	N
Jobcost	Jobcost Review	N
Order Parts	Order Parts	N
Previre	Previre	N
Sch Install	Schedule Equipment Install	N
Sch Previre	Schedule Previre	N

Include Inactive

Task Edit

Inactive

Code:

Description:

User Groups Allowed to Sign off on Task

User Group	Description
<input checked="" type="checkbox"/> Administration	Administration
<input checked="" type="checkbox"/> Administrator	Administrator
<input checked="" type="checkbox"/> Install Mgr	Installation Manager
<input type="checkbox"/> Acctg Clerk	Accounting Clerk
<input type="checkbox"/> Acctg Mgr	Accounting Manager
<input type="checkbox"/> Clerk	Clerk
<input type="checkbox"/> Inst Coord.	Installation Coordinator