

# SedonaOffice

The #1 Financial Software for Security Companies

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## **Job Management II Processing & Costing Reference Guide**

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## **Job Management**

The class you are attending will focus on several key areas of Job Management, some of which are new features in the SedonaOffice application as of version 5.2. Items followed by an asterisk are new software features.

- Job Task Management
- Job Approval Process\*
- Part Kits\*
- Working Parts List\*
- Change Orders
- Analyzing Data From Jobs

## **Job Tasks & Job Statuses**

Job Tasks are used to define the functional and operational steps necessary to complete a job. The tasks that you create may include labor type tasks, billing tasks, and other administrative tasks. In the Job Type setup, a list of tasks is created which reflects the operational steps that need to be completed to install the System – from start to finish. If you have Job Types that are setup to use Job Approvals, it is recommended the first Job Task reflect this such as Pending Approvals.

Each Job Task is linked to a default Job Status. The Job Status helps to manage the progress of a Job. The Job Status is used in several areas of Job Management; a column in the Job Queue, a selection Filter in the Job Queue, and a selection Filter in the following Job Reports: Job Cost Summary (JC02) , Job Cost Summary (JC03), Job Cost Summary (Transactions), Job Cost Summary, Job Listing, Job Open Billing, Job Utilization, and Jobs Sold.

The Job Status may indicate which department is currently working on the Job. You may also create override Job Status to alert other Users to a situation with the progress of the Job such as: Waiting on Parts, Waiting on Phone Lines, Waiting on Contractor etc. When a Job halts in the installation process, a User may manually change the current status of the Job within the Job Task List. This provides information to other Users without them having to open a job and read through many notes to determine why the Job progress has stopped.

### Job Task List

**Job - 107 (Hometown Diner #100)**

**Job**      **Customer 10002**

Job Number: 107      Hometown Diner  
 Job Type: Com-Intrusion      450 Ann Arbor Trail  
 Job Status: Scheduling      Plymouth, MI 48170  
 System: 9863 Intrusion      (734) 259-6314  
 Labor Units: 8 (0 Used)

**Tasks**

#	Task	Job Status	Invoice	Approved
1	Sch Prewire	Scheduling	N	N
2	Order Parts	Parts	N	N
3	Prewire	Prewire	N	N
4	Sch Install	Scheduling	N	N
5	Install	Install Equipment	Y	N
6	Jobcost	Jobcost	N	N

### Job Queue - Filter on Job Status

**Open Job List**

<All Job Statuses>    <All Job Types>    <All Companies>    <All Installers>    <All Project Mgrs>

Select Job Number: 104

Job #	Customer #	Site Name	Address	City	Created	Start Date	Type	Status	Units
104	10003	Winters, Harriet	215 Mills Road	Whittier	6/1/2008		Cell Backup	Parts	4
107	10002	Hometown Diner #100	450 Ann Arbor Trail	Plymouth	1/5/2009	1/8/2009	Com-Intrusion	Sch PW	8
109	10005	Ashley, Desire	2612 Townley	Santa Ana	1/6/2009	1/8/2009	Resi-Intrusion	Parts	6
110	10005	Ashley, Desire	2612 Townley	Santa Ana	1/6/2009	1/8/2009	Cell Backup	Parts	2
113	10012	Aldrich, Scott	7 Chipper Lane	Santa Monica	1/6/2009	1/12/2009	Resi-Intrusion	Parts	6
114	10021	Bennett, Victor & Vict...	50 Hall Street	Chino Hills	1/6/2009	1/9/2009	Resi-Intrusion	Parts	8
115	10039	Averick, Jeff	17 Summit Road	Rancho Sa...	1/6/2009	1/9/2009	Resi-Intrusion	Parts	6
116	10043	Backman, Garrett	3060 Peachtree Road	Fullerton	1/6/2009	1/13/2009	Resi-Intrusion	Parts	8
117	10002	Hometown Diner #101	2569 Ford Road	Canton	1/9/2009	1/12/2009	Com-Intrusion...	Pending Approvals	0
118	10027	Better Value Skatebo...	213 Main Street	Redlands	1/9/2009	1/14/2009	Com-CCTV	Sch PW	8
120	10014	Ashton Jewelers	1020 Laurel Oak Drive	Lakewood	1/10/2009	12/28/2008	Com-Intrusion...	Pending Approvals	0

## Job Approval Process

### Functionality

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 a Job prior to the Job being released to your installation department. Job Approvals are setup on individual Job Types – typically on large scale projects will be utilizing the Job Approval Process. You may setup 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.

When the Job Approvals feature is activated, a new menu option, *Job Approvals*, is displayed within the Job Management module. When selected, the Job Approvals option opens a list of all jobs awaiting approval. If the user logged into the application has been linked to a job approval group on their employee record, a list of jobs will be displayed to approve. For users that are not linked to a job approval group on their employee record yet have the Job Approval user group security option granted, the job approval list will be empty. Jobs may be approved from the Job Approval list or the user with job approval permissions may approve within the job record from the new Job Approval button located on the Job toolbar.

### Setup

The job approval process is driven by the setup in several SedonaSetup tables. A new flag has been added to the Setup Processing for Job Management within SedonaSetup. This flag must be selected to activate the Job Approval functionality. A new setup table has been added to SedonaSetup; Job Approval Groups. Job Approval Groups are a list of the groups you require to approve a job. These group codes may be labeled with a department name or a user's job title. Each Job Approval Group is linked to a default approval level. You may have as many approval levels as needed. These approval levels determine a level of authority. For example a Level 3 has the highest level of authority where Level 1 has the lowest level of authority. A Job Approval group with a higher level may approve a job for a group with a lesser approval level. The last new setup required is located on the Employee record within SedonaSetup. A new field has been added to the Employee setup form labeled Job Approval Group. Only employees assigned to a job approval group will be able to approve jobs.

Once Job Approval Groups have been set up, you are able to select these on a new setup form [Job Approvals] on the Job Type setup record. The approval level assigned to the job approval group in the Job Approval Group setup table will be the default value on the job type, however this may be overridden by the user.

Each Job Type may be assigned a list of groups which must approve the job. When a new job is created which is set up to use job approvals, the application will not let you process the job completely until the approvals have been signed-off. You do not have to set up approvals on all your job types.

### Job Approval Types

There are three types of job approvals with a few possible setup combinations. The approval type is selected for each Job Approval Group on the new setup form within the Job Type record.

- 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

## Planning

Before working on the setup tables for Job Approvals first determine which users or types of users will have permission to approve a job. Then determine whether one or many of the Job Approval Groups will be allowed to approve other approvals that have not been signed off on a job. A user with a higher approval level may approve all approval groups equal to or less than their approval level. This will help you to determine the approval level assigned to the Job Approval Groups on the Job Type.

Determine which job types will require the approval process. You may not want to use Job Approvals for small jobs with either a small revenue amount or that will be completed in a very short period of time. Large jobs with high revenue and expenses would most likely go through the Job Approval process.



### **Important Notes:**

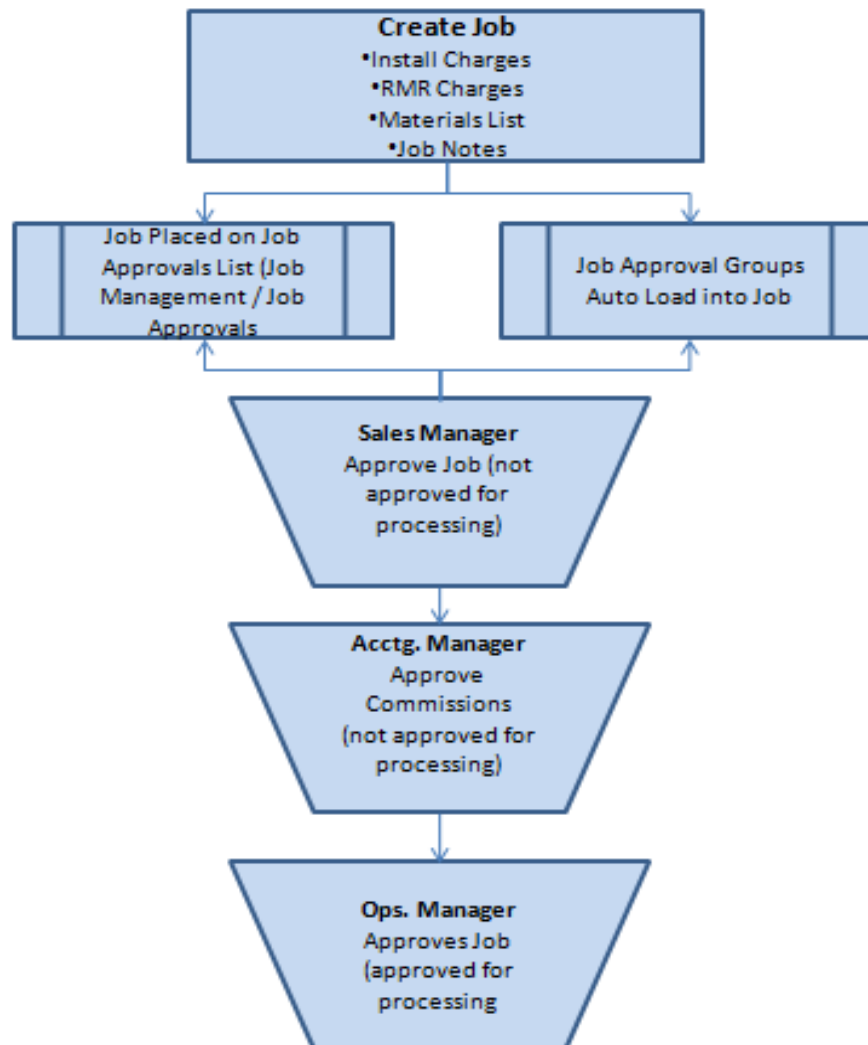
**Until a job is approved for processing, the job task list is not available on the job toolbar. You may want to consider changing the default job status on the first job task to Pending Approvals so that when a user looks at the job queue, they will clearly see the job has not yet be approved for processing.**

**If you setup Job Approvals for Job Types where there are jobs already in process, these jobs will not be affected. Only new jobs created after the Job Approvals list is created for the Job Type will use the Job Approvals.**



## Sample Job Approval Process Flow

The flow chart provided below is a very simple example of how you may design your Job Approval process. You may have more or fewer Job Approval Groups associated with a Job Type.



## Job Set Up With Job Approvals

**S Job - 117 (Hometown Diner #101)**

Job	Job	Customer 10002	Site
Job Number	117	Hometown Diner	Hometown Diner #101
Job Type	Com-Intrusion/Fire	450 Ann Arbor Trail	2569 Ford Road
Job Status	Pending Approvals	Plymouth, MI 48170	Canton, MI 48188
System	10002-01 Intrusion	(734) 259-6314	(248) 752-3697
Labor Units	10 (0 Used)		

**Approvals**

You are signing off as the: **Accounting**

Seq\Approval Lvl	Job Approval Group	Approved By	Approved Date	Allow Job	Allow Commissions
1	Accounting			N	N
1	Installation Manager			Y	N
1	Sales Manager			N	N

## Job Approval Queue

**S Job Approval List**

You are signing off as the: **Installation Manager**

Select Job Number   Use Barcode Scanner

Job #	Customer #	Site Name	Job Type	Allow Job	Allow Commission	Approval Level
<input type="checkbox"/> 117	10002	Hometown Diner #101	Com-Intrusion/Fire	Y	N	1
<input type="checkbox"/> 120	10014	Ashton Jewelers	Com-Intrusion/Fire	Y	N	1
<input type="checkbox"/> 122	10057-1	Walsh Tires	Com-Intrusion/Fire	Y	N	1

## Part Kits

New functionality with Part Kits is available as of SedonaOffice version 5.2.45 . When a part that is setup as a kit is added to a System’s Equipment list manually, from a Job or from a Service Ticket, you are able to view the contents of the kit from the Customer Explorer and within the Equipment List of a Service Ticket. When parts are replaced on a System where a part kit was installed, when closing the ticket, the kit part items are displayed to indicate which currently installed parts are being replaced.

## Part Kit Setup

The screenshot shows the 'Part Edit' window for part 'V128FB-PAK1'. The 'Parts In Kit' tab is selected and highlighted with a red circle. The 'Part Kit' checkbox is checked, also highlighted with a red circle. Other fields include Description: Vista-128FB Kit, Detail: Vista-128FB Kit, Product Line: Kits, Manufacturer: Ademco, and Manuf Part Code: V128FB-PAK1.

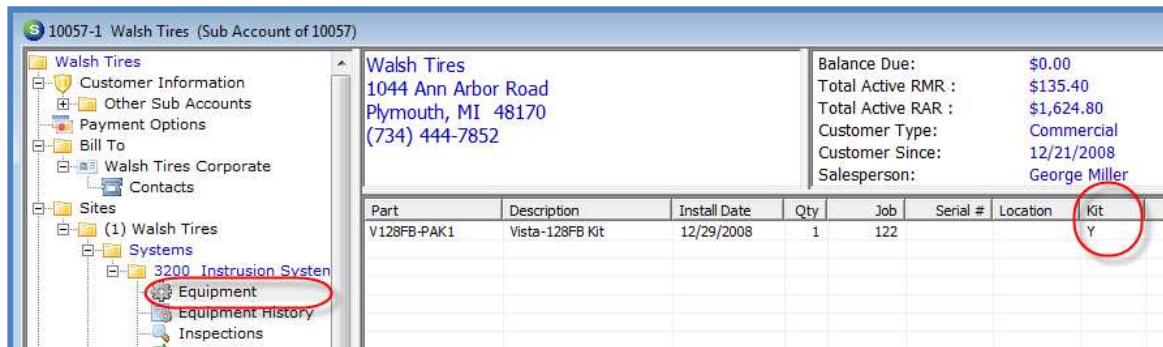
When creating the list of parts contained within the Part Kit, each part in the kit is allocated a % of the total purchase cost of the kit. This cost allocation is used to determine the individual cost of each part if you break out kits within a warehouse.

The screenshot shows the 'Part Edit' window for part 'V128FB-PAK1' with the 'Parts In Kit' tab selected. A table lists the parts included in the kit and their allocation percentages. The 'Allocation %' column is highlighted with a red circle.

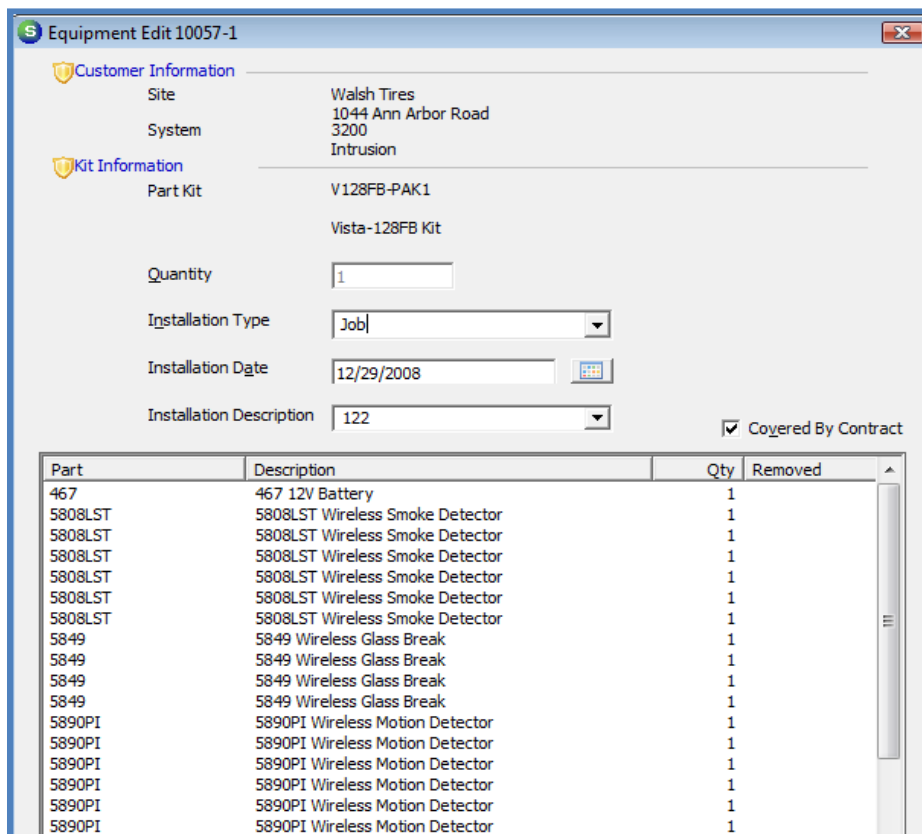
Part Number	Description	Quantity	Allocation %
VISTA-128FBP	V128FBP Fire/Burg Commercial	1	21.5100
467	467 12V Battery	1	0.4300
5849	5849 Wireless Glass Break	4	14.9000
5890PI	5890PI Wireless Motion Detector	6	32.2500
6128	6128 LCD Fixed Keypad	2	3.1500
7939WH	7939WH Surface Mount Contact	2	0.2800
Wave2	Siren-2 Indoors Tone	1	0.3700
5808LST	5808LST Wireless Smoke Detector	6	27.1100

### Part Kit from the Customer Equipment List (Customer Explorer)

To view the individual parts that make up the part kit, double-click on the part in the active pane or highlight the part kit, right-click and select Edit Equipment.



Once the part kit items are displayed, you may double-click on any part to enter additional information such as serial numbers or part locations.



## Part Kit Items Displayed on a Service Ticket

**S Ticket # 7017** ✖

Customer: 10057-1 Walsh Tires	Status: Open
Walsh Tires	Created: 1/11/2009 5:03:27 PM
Site: 1044 Ann Arbor Road Plymouth, MI 48170	Created By: Administrator

Ticket	Custom Fields	Tech Appt	Billing	Field Notes (0)	Parts	Labor	Other	Equip List	History	PO	Log	Journal
--------	---------------	-----------	---------	-----------------	-------	-------	-------	------------	---------	----	-----	---------

Part	Qty	Description	Install Date	Type	Job/Ticket	Location
V128FB-PAK1	1	Vista-128FB Kit	12/29/2008	J	122	
VISTA-128FBP	1	V128FBP Fire/Burg Commercial	12/29/2008	J	122	
467	1	467 12V Battery	12/29/2008	J	122	
Wave2	1	Siren-2 Indoors Tone	12/29/2008	J	122	
5849	1	5849 Wireless Glass Break	12/29/2008	J	122	
5849	1	5849 Wireless Glass Break	12/29/2008	J	122	
5808LST	1	5808LST Wireless Smoke Det...	12/29/2008	J	122	
5808LST	1	5808LST Wireless Smoke Det...	12/29/2008	J	122	
5808LST	1	5808LST Wireless Smoke Det...	12/29/2008	J	122	
5808LST	1	5808LST Wireless Smoke Det...	12/29/2008	J	122	
5808LST	1	5808LST Wireless Smoke Det...	12/29/2008	J	122	
5808LST	1	5808LST Wireless Smoke Det...	12/29/2008	J	122	
5890PI	1	5890PI Wireless Motion Dete...	12/29/2008	J	122	
5890PI	1	5890PI Wireless Motion Dete...	12/29/2008	J	122	
6128	1	6128 LCD Fixed Keypad	12/29/2008	J	122	
6128	1	6128 LCD Fixed Keypad	12/29/2008	J	122	
7939WH	1	7939WH Surface Mount Con...	12/29/2008	J	122	
7939WH	1	7939WH Surface Mount Con...	12/29/2008	J	122	
5849	1	5849 Wireless Glass Break	12/29/2008	J	122	
5849	1	5849 Wireless Glass Break	12/29/2008	J	122	
5890PI	1	5890PI Wireless Motion Dete...	12/29/2008	J	122	
5890PI	1	5890PI Wireless Motion Dete...	12/29/2008	J	122	
5890PI	1	5890PI Wireless Motion Dete...	12/29/2008	J	122	
5890PI	1	5890PI Wireless Motion Dete...	12/29/2008	J	122	

### **Working Parts List**

This new feature was introduced to SedonaOffice with the release of version 5.2.27. The Job Working Parts List was designed to be used when a job parts list may change after the initial data entry of the job was performed. Since the list of materials to be installed often changes from the time of the sale to the time of installation, you are able to capture the original list for reference purposes, and create a new Working Parts List that may be modified as the job progresses. If your company prefers not to use the Change Order functionality of a job, this may be a useful alternative.

Once the Materials List has been captured, you can no longer make changes to the Original Parts List. Pressing the Capture button creates a permanent lock on the Original Parts List. If parts were issued to the job prior to pressing the Capture button, you will not be allowed to make changes to issued parts. You will however be able to add additional parts to the working parts list. If you have not issued any parts to the job prior to pressing the Capture button, you will be able to change quantities, labor units, unit price (if allowable on the job type setup) remove parts or add additional parts. If you have issued parts to the job but want to make a change to that part on the working parts list, you will have to perform a return to stock transaction to be able to modify that part on the working parts list.

Job - 107 (Hometown Diner #100)

Job	Job	Customer	10002	Site
Job Number	107	Hometown Diner		Hometown D
Job Type	Com-Intrusion	450 Ann Arbor Trail		450 Ann Arbo
Job Status	Sch PW	Plymouth, MI 48170		Plymouth, MI
System	9863 Intrusion	(734) 259-6314		(734) 259-63
Labor Units	8 (0 Used)			

Materials					
Part	Description	Vendor	Qty	Location	
VISTA-128FBP	V128FBP Fire/Burg Commercial	ADI	1		
467	467 12V Battery	ADI	1		
5192SDT	5192SDT Photo Smoke Detectc	ADI	1	1	
5192SDT	5192SDT Photo Smoke Detectc	ADI	1	2	
5192SDT	5192SDT Photo Smoke Detectc	ADI	1	3	
5192SDT	5192SDT Photo Smoke Detectc	ADI	1	4	
5849	5849 Wireless Glass Break	ADI	1	1	
5849	5849 Wireless Glass Break	ADI	1	2	
5849	5849 Wireless Glass Break	ADI	1	3	
5890PI	5890PI Wireless Motion Detect	ADI	1	1	
5890PI	5890PI Wireless Motion Detect	ADI	1	2	
5890PI	5890PI Wireless Motion Detect	ADI	1	3	
5890PI	5890PI Wireless Motion Detect	ADI	1	4	
6128	6128 LCD Fixed Keypad	ADI	1	Entry	
6128	6128 LCD Fixed Keypad	ADI	1	Back Door	

Total Material LU: 0

**Capture Original Parts**

### *Materials List after Pressing the Capture Button*

You may toggle back and forth to view the Original Parts List or the Working Parts List by selecting the desired view radio button.

Job - 107 (Hometown Diner #100)

Job	Job	Customer	10002
	Job Number 107	Hometown Diner	
	Job Type Com-Intrusion	450 Ann Arbor Trail	
	Job Status Sch PW	Plymouth, MI 48170	
	System 9863 Intrusion	(734) 259-6314	
	Labor Units 8 (0 Used)		

**Materials**

Working Part List   
  Original Part List

Part	Description	Vendor	Qty
VISTA-128FBP	V128FBP Fire/Burg Commercial	ADI	1
467	467 12V Battery	ADI	1
5192SDT	5192SDT Photo Smoke Detectc	ADI	1
5192SDT	5192SDT Photo Smoke Detectc	ADI	1
5192SDT	5192SDT Photo Smoke Detectc	ADI	1



## Change Orders

Job Change Orders are used when you need to modify Install Charges, RMR, Parts or Commissions on a Job. To be able to create a Change Order, the Job must be in a locked status. A Job can be locked in one of three methods:


- A User can force a Job to become locked by flagged a Job Task line for locking and approve the task. If using this option, we recommend you add a Job Task Line such as *Lock For Change Order* for this purpose.
- The Job will become naturally locked by the application as soon as the first invoice is created for the job.
- The Job will become naturally locked if the Job has not been invoiced but all Job Tasks have been approved.

There are two types of Change Orders that may be created. A single job may have both Change Orders and Manual Reversal Change Orders.

- Change Order – Used when you are adding or increasing charges to the Job; Parts, Labor, Install Charges or Commissions. This is commonly referred to as a Positive Change Order.
- Reversal Change Order – Used when you are reducing or removing charges from a Job; Parts, Labor, Install Charges or Commissions. This is commonly referred to as a Negative Change Order.

### Creating a Change Order

Once the Job is in a locked status, you will navigate to the Tools toolbar and press the Add Change Order button.

Tasks							
#	Task	Job Status	Invoice		Approved	Approved By	Comments
1	Lock For CO1	Change Order	N	Y	1/11/2009 5:54:00 PM	Administrator	Add additional ...
2	Order Parts	Parts	N	N			
3	Sch Install	Sch Install	N	N			
4	Install	Install Equipment	Y	N			
5	Jobcost	Jobcost	N	N			

Job - 109 (Ashley, Desire)

Job	Job	Customer	10005
Job Number	109	Ashley, Desire	
Job Type	Resi-Intrusion	2612 Townley	
Job Status	Parts	Santa Ana, CA 92706	
System	3796 Intrusion	(714) 972-5454	
Labor Units	6 (0 Used)		

Log			
Date	CO	Event	Descrip
1/11/2009 5:54:02 PM	N	Added Job Task	Lock For
1/11/2009 5:52:34 PM	N	Loaded Estimated Parts List	
1/11/2009 5:52:21 PM	N	Added Parts	Vista-4
1/11/2009 5:52:01 PM	N	Added RMR	O/C Re
1/11/2009 5:51:09 PM	N	Unapproved Job Task	1 Order
1/10/2009 7:19:32 AM	N	Approved Job Task	1 Order
1/9/2009 8:04:09 PM	N	Added Install Charge	Inst-Re
1/9/2009 1:32:53 PM	N	Added RMR	Mon
1/9/2009 1:32:53 PM	N	Added RMR	Service
1/6/2009 2:21:18 PM	N	Added Existing System	Added
1/6/2009 2:20:47 PM	N	New Job	Added

*Entering the Change Order information*

The only required field on the New Change Order form is the Sold Date. This is typically the date of the Change Order. You may enter information into the Notes field that describes the purpose of the Change Order.

Job - 109 (Ashley, Desire)

Job	Customer	10005	Site
Job Number	109	Ashley, Desire	Ashley, Desire
Job Type	Resi-Intrusion	2612 Townley	2612 Townley
Job Status	Parts	Santa Ana, CA 92706	Santa Ana, CA 92706
System	3796 Intrusion	(714) 972-5454	(714) 972-5454
Labor Units	6 (0 Used)		

**New Change Order**

Customer: 10005  Manual Reversal

Job Information

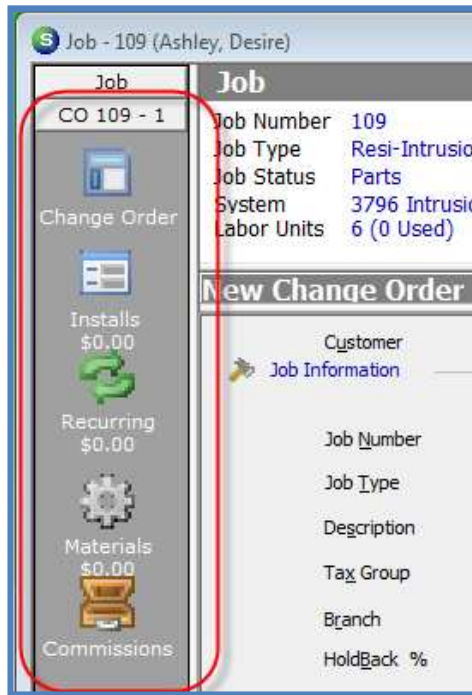
Job Number: 109 - 1  
 Job Type: Resi-Intrusion  
 Description: Residential Intrusion  
 Tax Group: CA-Orange Co  
 Branch: CA  
 HoldBack %:  
 Install Company: CA  
 Installer:  
 Permits Required  
 Permit 1:  
 Permit 2:  
 Permit 3:

Prevailing Wage:  
 Project Manager:  
 Salesperson: George Miller  
 P.O. Number:  
 Sold Date: 1/11/2009  
 Projected Start: 1/8/2009  
 Projected End:

Notes: Change Order created to add two additional motions at customers request. Written authorization from the customer has been received.

Apply

Once the Change Order has been saved, a new Change Order button will be displayed on the Job Toolbar. This new button contains options forms where you may enter additional Install Charges, RMR, Materials or Commissions. When the Job is invoiced, any new charges entered on the Change Order will appear as lines within the Job Invoice.



Job	Job	Customer 10005	Site		
CO 109 - 1	Job Number 109 Job Type Resi-Intrusion Job Status Parts System 3796 Intrusion Labor Units 7 (0 Used)	Ashley, Desire 2612 Townley Santa Ana, CA 92706 (714) 972-5454	Ashley, Desire 2612 Townley Santa Ana, CA 92706 (714) 972-5454		
<b>CO 109 - 1 - Installs</b>					
	Item	Description	QTY	Unit Price	Extended Price
	Addon Parts	CO-1: 2 additional Motion Detectors	2	75.00	150.00

**Creating a Manual Reversal Change Order**

Once the Job is in a locked status, you will navigate to the Tools toolbar and press the Add Change Order button. The Manual Reversal checkbox must be selected.

Job - 109 (Ashley, Desire)

Job	Customer	10005	Site
CO 109 - 1	Job Number	109	Ashley, Desire
Labor	Job Type	Resi-Intrusion	2612 Townley
Journals	Job Status	Parts	Santa Ana, CA 92706
Tools	System	3796 Intrusion	(714) 972-5454
	Labor Units	7 (0 Used)	(714) 972-5454

**New Change Order**

Customer: 10005  Manual Reversal

**Job Information**

Job Number: 109 - 2  
 Job Type: Resi-Intrusion  
 Description: Residential Intrusion  
 Tax Group: CA-Orange Co  
 Branch: CA  
 Holdback %:  
 Install Company: CA  
 Installer:

Prevailing Wage:  
 Project Manager:  
 Salesperson: George Miller  
 P.O. Number:  
 Sold Date: 1/11/2009  
 Projected Start: 1/8/2009  
 Projected End:

Permits Required  
 Permit 1:  
 Permit 2:  
 Permit 3:

Notes: Remove 1 5890PI from CO-1. Customer is replacing with 1 MP-AP633A (see CO-3)

Apply

Once the Manual Reversal Change Order has been saved, a new Change Order button will be displayed on the Job Toolbar. This new button contains options forms where you may enter negative Install Charges, RMR, Materials or Commissions. When the Job is invoiced, any negative charges entered on the Change Order will appear as negative lines within the Job Invoice.

Job - 109 (Ashley, Desire)

Job	Job	Customer
CO 109 - 1	Job Number 109	Ashley, Desire
CO 109 - 2	Job Type Resi-Intrusion	2612 Townley
	Job Status Parts	Santa Ana, CA
	System 3796 Intrusion	(714) 972-5454
	Labor Units 7 (0 Used)	

**REVERSAL Change Order 109 - 2**

Customer 10005

Job Information

Job Number 109 - 2

Job Type Resi-Intrusion

Description Residential Intrusion

Tax Group CA-Orange Co

Branch CA

Holdback % 0

Install Company CA

Job - 109 (Ashley, Desire)

Job	Job	Customer 10005	Site
CO 109 - 1	Job Number 109	Ashley, Desire	Ashley, Desire
CO 109 - 2	Job Type Resi-Intrusion	2612 Townley	2612 Townley
	Job Status Parts	Santa Ana, CA 92706	Santa Ana, CA 92706
	System 3796 Intrusion	(714) 972-5454	(714) 972-5454
	Labor Units 7 (0 Used)		

**REVERSAL CO 109 - 2 -Installs Negative quantities are expected.**

Item	Description	QTY	Unit Price	Extended Price
Addon Parts	CO-2: Remove 1 5890PI Motion Detector	-1	75.00	-75.00

Job - 109 (Ashley, Desire)

Job	Customer	10005	Site
Job Number 109	Ashley, Desire		Ashley, Desire
Job Type Resi-Intrusion	2612 Townley		2612 Townley
Job Status Parts	Santa Ana, CA 92706		Santa Ana, CA 92706
System 3796 Intrusion	(714) 972-5454		(714) 972-5454
Labor Units 7 (0 Used)			

**REVERSAL CO 109 - 2 - Materials** Negative quantities are expected.

Working Part List Original Part List

Part	Description	Qty	Job #/CO #	Unit Price	U1	Change Qty
5890PI	5890PI Wireless Motion De	2	109 - 1	0	0	-1
Vista-40 PAK1	Vista-40 PAK1 Kit	1	109	0	0	0

Job - 109 (Ashley, Desire)

Job	Customer	10005	Site
Job Number 109	Ashley, Desire		Ashley, Desire
Job Type Resi-Intrusion	2612 Townley		2612 Townley
Job Status Jobcost	Santa Ana, CA 92706		Santa Ana, CA 92706
System 3796 Intrusion	(714) 972-5454		(714) 972-5454
Labor Units 7 (0 Used)			

**New Change Order**

Customer 10005  Manual Reversal

Job Information

Job Number	109 - 3	Prevailing Wage	
Job Type	Resi-Intrusion	Project Manager	
Description	Residential Intrusion	Salesperson	George Miller
Tax Group	CA-Orange Co	P.O. Number	
Branch	CA	Sold Date	1/11/2009
HoldBack %		Projected Start	1/8/2009
Install Company	CA	Projected End	
Installer			

Permits Required

Permit 1

Permit 2

Permit 3

Notes: Add 1 motion MP-AP633A; written approval received from customer. Install outdoors at exit to pool area.

Apply

## Job Invoice with Change Orders

Customer Number: 10005
Category: Installation
AR Account: 11000
Tax Group: CA-Orange Co

**Job Invoice**

Ashley, Desire  
2612 Townley  
Santa Ana, CA 92706

Site Address: Ashley, Desire  
2612 Townley  
Santa Ana, CA 92706

Bill RMR  
RMR Reason: New RMR  
Activation Date: 1/11/2009  
Next Cycle Date: 01-Apr-09

Aging Date: 1/11/2009  
Invoice Date: 1/11/2009  
Invoice #: 1045  
P.O. Number:   
Job Number: 109  
Term: Due On Receipt  
Salesperson: Miller George

Customer System Exists

Items \$1,696.46 | Parts \$0.00 | WIP MLOC

Item	Description	Qty	Rate	Amount
▶ Inst-Resi-Intrusion	Installation of Residential Intrusion System	1	1250	1250.00
Addon Parts	CO-1: 2 additional Motion Detectors	2	75	150.00
Addon Parts	CO-2: Remove 1 5890PI Motion Detector	-1	75	-75.00
Addon Parts	CO 3: Add long range motion at pool area	1	247.39	247.39
O/C Reports	Open/Close Reports	2.7	13.00	35.10
Mon	Monitoring	2.7	25.00	67.50
Service Agreement	Service Agreement	2.7	7.95	21.47

Description: Installation Services

Contact:   
Memo: Installation of Security System including authorized add on motion detectors. Includes prorated first quarter Monitoring,

Sub Total: 1696.46

Tax: 161.15

Total: 1857.61

Add to Print Queue



### Analyzing Data from Jobs

As a Job progresses and transactions are entered against a Job you are able to review and analyze the job costs at any time during throughout the process. Watching job costs carefully, will provide you with information about jobs that may have unexpected profitability issues. The sooner issues are identified, the sooner you may take corrective action or at least be prepared for an unfavorable job profitability situation.

### Material Costs

Material costs are recorded against a job from one of the following transactions:

- Parts issued to a Job from a warehouse
- Parts Direct Expensed to a Job on a Purchase Order
- Miscellaneous expenses coded with the Job Expense Type of M
- Parts returned to a warehouse for a Job

At any time you may view a list of all parts that have been issued along with the individual and total costs to the Job from the Job Parts Journal. Material costs that have recorded to the G/L may be viewed at any time from the Job GL Journal.

Part Code	Description	Detail	Date	Warehouse	Qty	Unit Cost	Ext Cost	TimeStamp
Vista-40 PAK1	Vista-40 PAK1 Kit	Vista-40 PAK1 Kit	1/11/2009	CA Main	1	417.00	417.00	1/11/2009 7:15...
5890PI	5890PI Wireless Motion Detec...	5890PI Wireless Moto...	1/11/2009	CA Main	2	91.95	183.90	1/11/2009 7:15...
6150	6150 LCD Keypad	6150 LCD Keypad	1/11/2009	CA Main	1	46.99	46.99	1/11/2009 7:15...
7939WH	7939WH Surface Mount Contact	7939WH Surface Mou...	1/11/2009	CA Main	1	2.45	2.45	1/11/2009 7:15...
TOTAL							650.34	

Reg No.	Type	Date	Reference	Acct	Exp Type	Description	Amt
339	RCPT	1/11/2009	1021	20010		Inventory Receipts*	(\$252.39)
340	MWIP	1/11/2009	116	60480 12000 12010	M	Miscellaneous Job Hardw... Inventory* Work In Process-Materials	\$252.39 (\$650.34) \$650.34

*Viewing Material Costs from the Job Costing Form*

If your company is using WIP accounts, there is a new option at the bottom of the Job Costing form *Include WIP Amounts*. By selecting this option you will have a side by side comparison of the Estimated Costs and the Actual Costs (including the amounts still in WIP).

Estimated Costs		Actual Costs		WIP	
<b>Income</b>		<b>Income</b>		Material 1	\$650.34
Install Charge	\$2,472.13	Install Charge	\$0.00	Material 2	\$0.00
Change Orders	\$0.00			Labor	\$0.00
<b>Costs</b>		<b>Costs</b>		Overhead	\$0.00
Parts	\$650.34	Parts	\$902.73	Commissions	\$0.00
Labor	472.50	Labor	\$0.00	Misc Other	\$0.00
Overhead	0.00	Overhead	\$0.00	<b>Total WIP</b>	\$650.34
Other	\$0.00	Other	\$0.00		
Sub Total	\$1,122.84	Sub Total	\$902.73		
Sub Profit/Loss	\$1,349.29 55%	Sub Profit/Loss	(\$902.73) 0.00%		
Commissions	\$0.00	Commissions	\$0.00		
Total	\$1,122.84	Total	\$902.73		
Profit/Loss	\$1,349.29 55%	Profit/Loss	(\$902.73) 0.00%		
Recurring	\$47.00	Recurring	\$0.00		
Hold Back	\$0.00	Payback Period	Never Months		
				<input checked="" type="checkbox"/> Include WIP Amounts	

## Labor Costs

Labor costs are recorded against a job from one of the following transactions:

- Payroll Timesheets
- Manually entered Job Timesheets
- Bulk Job Timesheets
- Auto-Generated Timesheet when dispatch times are completed

At any time you may view a list of all labor timesheets that have been recorded to the Job from the Job Time Sheets List. Labor costs that have recorded to the G/L may be viewed at any time from the Job GL Journal.

Job		Customer	10043	Site
Job Number	116	Backman, Garrett		Backman, Garrett
Job Type	Resi-Intrusion	3060 Peachtree Road		3060 Peachtree Road
Job Status	Parts	Fullerton, CA 92834		Fullerton, CA 92834
System	1244 Intrusion			
Labor Units	10.5 (12.5 Used)			

Work Date	Installer	Job Task	Description	Labor Task	Units	Pay Rate	Amount
1/9/2009	Ben Bainbridge	Install	Dispatch Proce...	Equipment Install	6.5	10.00	65.00
1/9/2009	Walter Wills	Install		Equipment Install	6	10.00	60.00
1/9/2009	Steven Simpson	Install		Equipment Install	1.5	15.00	22.50

Job		Customer	10043	Site
Job Number	116	Backman, Garrett		Backman, Garrett
Job Type	Resi-Intrusion	3060 Peachtree Road		3060 Peachtree Road
Job Status	Parts	Fullerton, CA 92834		Fullerton, CA 92834
System	1244 Intrusion			
Labor Units	10.5 (12.5 Used)			

Reg No.	Type	Date	Reference	Acct	Exp Type	Description	Amt
339	RCPT	1/11/2009	1021	20010		Inventory Receipts*	(\$252.39)
				60480	M	Miscellaneous Job Hardw...	\$252.39
340	MWIP	1/11/2009	116	12000		Inventory*	(\$650.34)
				12010		Work In Process-Materials	\$650.34
342	LABOR	1/9/2009	116	12020		Work In Process-Labor	\$65.00
				21090		Payroll Suspense	(\$65.00)
343	LABOR	1/9/2009	116	12020		Work In Process-Labor	\$60.00
				21090		Payroll Suspense	(\$60.00)
344	LABOR	1/9/2009	116	12020		Work In Process-Labor	\$22.50
				21090		Payroll Suspense	(\$22.50)

*Viewing Labor Costs from the Job Costing Form*

If your company is using WIP accounts, there is a new option at the bottom of the Job Costing form *Include WIP Amounts*. By selecting this option you will have a side by side comparison of the Estimated Costs and the Actual Costs (including the amounts still in WIP).

The screenshot displays the 'Costing' window with three main sections: Estimated Costs, Actual Costs, and WIP. The 'Include WIP Amounts' checkbox is checked at the bottom.

Estimated Costs		Actual Costs		WIP	
<b>Income</b>		<b>Income</b>		Material 1	\$650.34
Install Charge	\$2,472.13	Install Charge	\$0.00	Material 2	\$0.00
Change Orders	\$0.00			Labor	\$147.50
<b>Costs</b>		<b>Costs</b>		Overhead	\$0.00
Parts	\$650.34	Parts	\$902.73	Commissions	\$0.00
Labor	\$472.50	Labor	\$147.50	Misc Other	\$0.00
Overhead	\$0.00	Overhead	\$0.00	<b>Total WIP</b>	\$797.84
Other	\$0.00	Other	\$0.00		
Sub Total	\$1,122.84	Sub Total	\$1,050.23		
Sub Profit/Loss	\$1,349.29 55%	Sub Profit/Loss	(\$1,050.23) 0.00%		
Commissions	\$0.00	Commissions	\$0.00		
Total	\$1,122.84	Total	\$1,050.23		
Profit/Loss	\$1,349.29 55%	Profit/Loss	(\$1,050.23) 0.00%		
Recurring	\$47.00	Recurring	\$0.00		
Hold Back	\$0.00	Payback Period	Never Months		

Include WIP Amounts

## Commission Costs

Commission costs are recorded against a job from one of the following transactions:

- Payroll Timesheets
- Manually entered in the Job Commissions form
- Auto-Calculated from the Job Commissions form

At any time you may view a list of all commissions that have been recorded to the Job from the Job GL Journal or the Job Costing form on the Job.

Job - 116 (Backman, Garrett)

Job	Customer	10043	Site
Job Number 116	Backman, Garrett		Backman, Garrett
Job Type Resi-Intrusion	3060 Peachtree Road		3060 Peachtree Road
Job Status Parts	Fullerton, CA 92834		Fullerton, CA 92834
System 1244 Intrusion			
Labor Units 10.5 (12.5 Used)			

Reg No.	Type	Date	Reference	Acct	Exp Type	Description	Amt
339	RCPT	1/11/2009	1021	20010 60480	M	Inventory Receipts* Miscellaneous Job Hardw...	(\$252.39) \$252.39
340	MWIP	1/11/2009	116	12000		Inventory*	(\$650.34)
				12010		Work In Process-Materials	\$650.34
342	LABOR	1/9/2009	116	12020		Work In Process-Labor	\$65.00
				21090		Payroll Suspense	(\$65.00)
343	LABOR	1/9/2009	116	12020		Work In Process-Labor	\$60.00
				21090		Payroll Suspense	(\$60.00)
344	LABOR	1/9/2009	116	12020		Work In Process-Labor	\$22.50
				21090		Payroll Suspense	(\$22.50)
345	COMMI	12/29/2008	116	12030		Work In Process-Commissions	\$84.60
				21090		Payroll Suspense	(\$84.60)
346	COMMI	12/29/2008	116	12030		Work In Process-Commissions	\$494.43
				21090		Payroll Suspense	(\$494.43)
350	COMMI	12/29/2008	116	12030		Work In Process-Commissions	(\$75.00)
				21090		Payroll Suspense	\$75.00

Estimated Costs		Actual Costs		WIP	
<b>Income</b>		<b>Income</b>		Material 1	\$650.34
Install Charge	\$2,472.13	Install Charge	\$0.00	Material 2	\$0.00
Change Orders	\$0.00			Labor	\$147.50
<b>Costs</b>		<b>Costs</b>		Overhead	\$0.00
Parts	\$650.34	Parts	\$902.73	Commissions	\$504.03
Labor	\$472.50	Labor	\$147.50	Misc Other	\$0.00
Overhead	\$0.00	Overhead	\$0.00	<b>Total WIP</b>	\$1,301.87
Other	\$0.00	Other	\$0.00		
Sub Total	\$1,122.84	Sub Total	\$1,050.23		
Sub Profit/Loss	\$1,349.29 55%	Sub Profit/Loss	(\$1,050.23) 0.00%		
Commissions	\$504.03	Commissions	\$504.03		
Total	\$1,626.87	Total	\$1,554.26		
Profit/Loss	\$845.26 34%	Profit/Loss	(\$1,554.26) 0.00%		
Recurring	\$47.00	Recurring	\$0.00		
Hold Back	\$0.00	Payback Period	Never Months		
				<input checked="" type="checkbox"/> Include WIP Amounts	

## Miscellaneous Costs

Miscellaneous Job Costs include anything that is not Parts, Labor, Commissions or Overhead. These costs are recorded against a Job from one of the following transactions:

- Accounts Payable Vendor Bills for miscellaneous expenses coded with the Job Expense Types of "O" or any User Defined Job Expense Type.
- Accounts Payable Vendor Credits for miscellaneous expenses coded with the Job Expense Types of "O" or any User Defined Job Expense Type.

Job - 123 (Walsh Tires #103)

Job	Customer	10057-3	Site
Job Number 123	Walsh Tires		Walsh Tires #103
Job Type Com-Intrusion/Fire	Walsh Tires #103		250 Langley Road
Job Status Pending Approvals	250 Langley Road		San Diego, CA 92107
System 9393 Intrusion	San Diego, CA 92107		(734) 555-9393
Labor Units 10 (17 Used)	(734) 555-9393		

Reg No.	Type	Date	Reference	Acct	Exp Type	Description	Amt
352	COMMI	1/12/2009	123	12030		Work In Process-Commissions	(\$100.00)
				21090		Payroll Suspense	\$100.00
353	COMMI	1/12/2009	123	12030		Work In Process-Commissions	\$109.71
				21090		Payroll Suspense	(\$109.71)
354	BILL	1/15/2009	FP23165	20000		Accounts Payable*	(\$150.00)
				12040		Work In Process-Misc.	\$150.00
355	BILL	1/15/2009	35216	20000		Accounts Payable*	(\$375.00)
				12040		Work In Process-Misc.	\$250.00
				12040		Work In Process-Misc.	\$125.00
356	BILL	1/15/2009	F116516	20000		Accounts Payable*	(\$100.00)
				12040		Work In Process-Misc.	\$100.00
357	BILL	1/15/2009	123-Burg	20000		Accounts Payable*	(\$250.00)
				12040		Work In Process-Misc.	\$250.00
363	LABOR	1/12/2009	123	12020		Work In Process-Labor	\$85.00
				21090		Payroll Suspense	(\$85.00)
364	LABOR	1/12/2009	123	12020		Work In Process-Labor	\$85.00
				21090		Payroll Suspense	(\$85.00)
365	MWIP	1/15/2009	123	12000		Inventory*	(\$374.35)
				12010		Work In Process-Materials	\$374.35

Bills

Vendor: City of San Diego      Category: Installation       Hold Payment

PO# 1023

City of San Diego  
1001 Ocean  
Anaheim, CA 92801

Branch: CA      Terms: Due On Receipt      Payment Due: 1/15/2009

Reference #: FP23165      Costing: 123      Walsh Tires #103

Bill Date: 1/15/2009

Amount: \$150.00

Eligible for Discount Amt: 0.00       Show Branches

Parts \$0.00      Expense \$150.00

General Ledger				Job Cost	
GL Account	Description	Amount	Category	Job	Type
60470	San Diego County Fire Permit	150.00	Installation	123	P
*					

## Viewing Miscellaneous Costs from the Job Costing Form

**Costing**

<p><b>Estimated Costs</b></p> <p><b>Income</b></p> <p>Install Charge <input type="text" value="\$13,450.00"/></p> <p>Change Orders <input type="text" value="\$0.00"/></p> <p><b>Costs</b></p> <p>Parts <input type="text" value="\$374.35"/> </p> <p>Labor <input type="text" value="\$450.00"/> </p> <p>Overhead <input type="text" value="\$0.00"/></p> <p>Other <input type="text" value="\$875.00"/></p> <p>Sub Total <input type="text" value="\$1,699.35"/></p> <p>Sub Profit/Loss <input type="text" value="\$11,750.65"/> 87%</p> <p>Commissions <input type="text" value="\$9.71"/> </p> <p>Total <input type="text" value="\$1,709.06"/></p> <p>Profit/Loss <input type="text" value="\$11,740.94"/> 87%</p> <p>Recurring <input type="text" value="\$209.00"/></p> <p>Hold Back <input type="text" value="\$0.00"/></p> <p style="text-align: right;"><input type="button" value="Apply"/></p>	<p><b>Actual Costs</b></p> <p><b>Income</b></p> <p>Install Charge <input type="text" value="\$0.00"/></p> <p><b>Costs</b></p> <p>Parts <input type="text" value="\$374.35"/></p> <p>Labor <input type="text" value="\$170.00"/></p> <p>Overhead <input type="text" value="\$0.00"/></p> <p>Other <input type="text" value="\$875.00"/></p> <p>Sub Total <input type="text" value="\$1,419.35"/></p> <p>Sub Profit/Loss <input type="text" value="(\$1,419.35)"/> 0.00%</p> <p>Commissions <input type="text" value="\$9.71"/></p> <p>Total <input type="text" value="\$1,429.06"/></p> <p>Profit/Loss <input type="text" value="(\$1,429.06)"/> 0.00%</p> <p>Recurring <input type="text" value="\$0.00"/></p> <p>Payback Period <input type="text" value="Never"/> Months</p> <p><input checked="" type="checkbox"/> <b>Include WIP Amounts</b></p>	<p><b>WIP</b></p> <p>Material 1 <input type="text" value="\$374.35"/></p> <p>Material 2 <input type="text" value="\$0.00"/></p> <p>Labor <input type="text" value="\$170.00"/></p> <p>Overhead <input type="text" value="\$0.00"/></p> <p>Commissions <input type="text" value="\$9.71"/></p> <p>Misc Other <input type="text" value="\$875.00"/></p> <p><b>Total WIP</b> <input type="text" value="\$1,429.06"/></p>
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## Job Cost Summary\* Report

Job Cost Summary		CJM Security										
<small>All Active Branches All Active Job Types All Salespersons All Active Install Companies All Installers Job Sold from 12/28/2008 to 1/31/2009 as of 1/16/2009</small>												
Job	Site/Customer	Sold	Billed	Parts	Hours	Labor	Overhead	Other	Commission	Cost	Net	%
117	Hometown Diner #101	12/30/08	4,505.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	4,505.00	100.0%
10002	Hometown Diner		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
			WIP	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
			Total	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
118	Better Value Skateboard Shop	12/28/08	3,500.00	989.00	8.00	360.00	0.00	0.00	0.00	1,349.00	2,151.00	61.5%
10027	Better Value Skateboard Shop		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
			WIP	0.00		0.00	0.00	0.00	(100.00)	(100.00)	100.00	0.0%
			Total	0.00		0.00	0.00	0.00	(100.00)	(100.00)	100.00	0.0%
123	Walsh Tires #103	1/10/09	13,450.00	374.35	10.00	450.00	0.00	875.00	9.71	1,709.06	11,740.94	87.3%
10057-3	Walsh Tires		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
			WIP	374.35		170.00	0.00	875.00	9.71	1,429.06	(1,429.06)	0.0%
			Total	374.35		170.00	0.00	875.00	9.71	1,429.06	(1,429.06)	0.0%