

# SedonaOffice

The #1 Financial Software for Security Companies

## 2010 Users Conference

# Job Management

### Training Guide

Last Updated: January 02, 2010

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# **Job Management I**

## **Track 1 - Job Costing Setup**

## **Job Management-Overview**

The SedonaOffice Job Management module operates based on each company's selections within a complex group of setup tables and options. Depending on your company's desired end result in recording information to the General Ledger and producing meaningful reports, 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

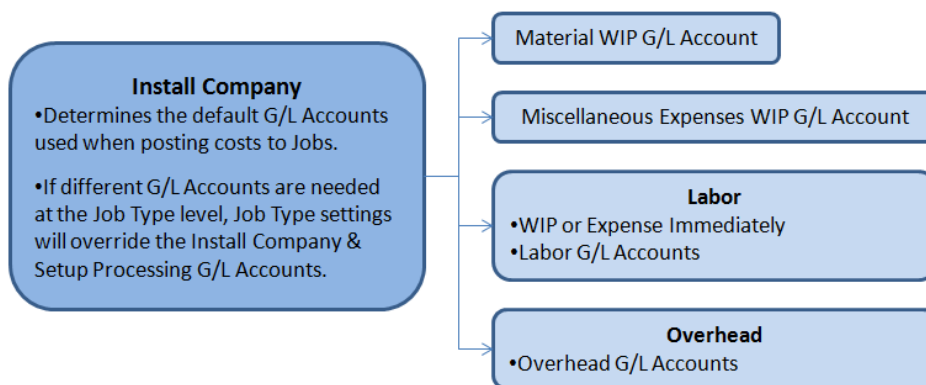
## Setup Tables & Options

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.

### 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.

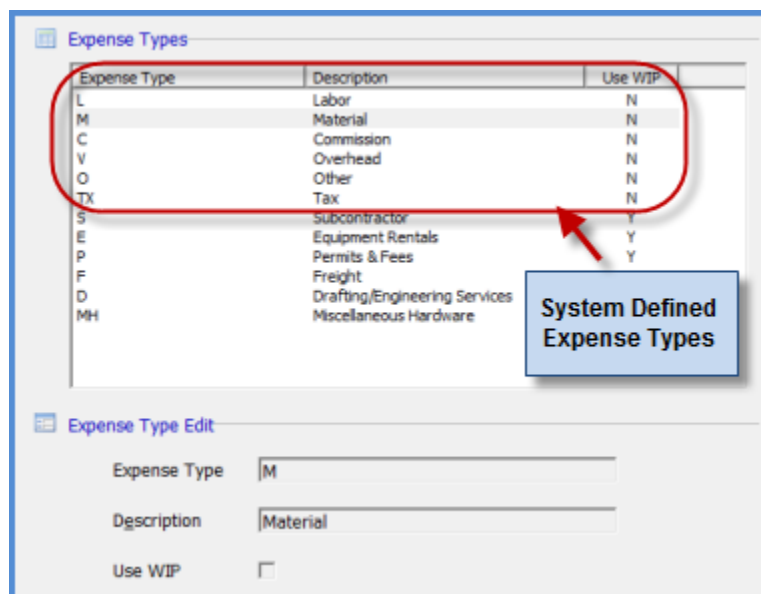


### Job Expense Type Setup

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

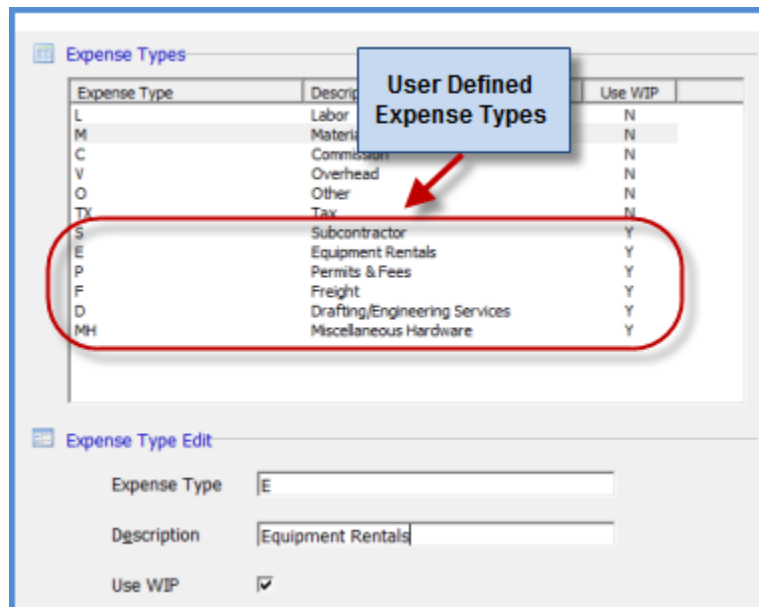
### System Defined Expense Types

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 a 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 allocated 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 create a Purchase Order for these expenses. This will ensure all miscellaneous expenses costs are recorded to the Job.



### **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: 12010  
*Work In Process-Materials*

Jobs COGS: 50000  
*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: 50010  
*Cost of Goods-Labor*

Commission Expense: 60010  
*Commissions*

Labor Deferred: 21090  
*Payroll Suspense*

Commission Deferred: 21090  
*Payroll Suspense*

Labor WIP: 12020  
*Work In Process-Labor*

Commission WIP: 12030  
*Work In Process-Commissions*

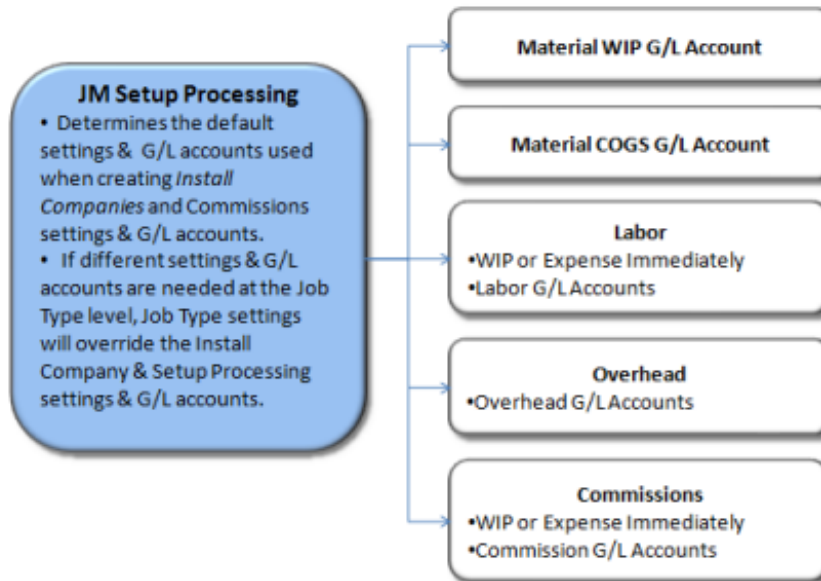
Overhead       Restrict Sales Month

Overhead Debit:

Overhead Credit:

Restrict Sales Month

Current Sales Month: September/2003



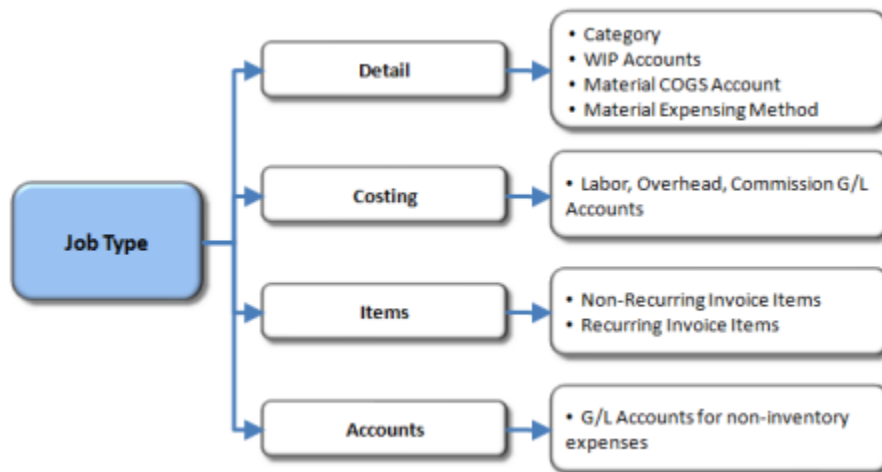
**Job Type Setup**

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.



**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.**

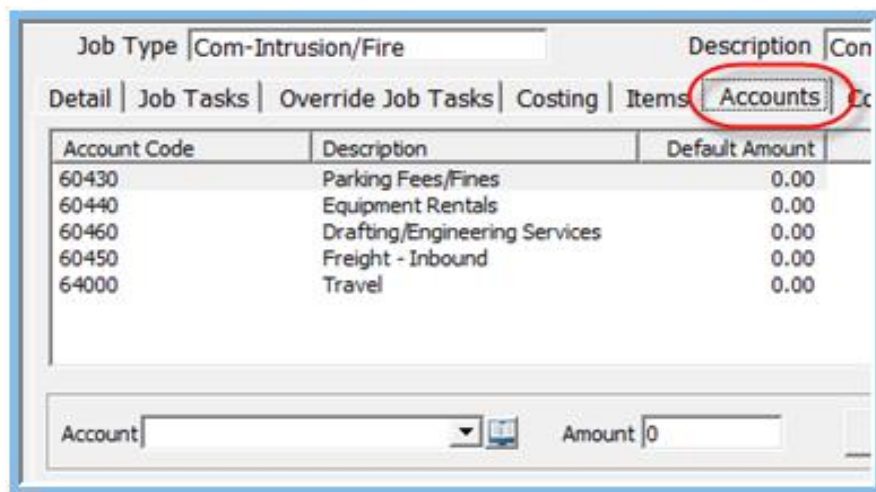
**If you do not set up a list of Item Codes for a Job Type, the User will still have access to all Item Codes to make a selection.**

**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 miscellaneous expenses. The 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.



	Setup Processing (JM)	Install Company	Job Type
Parts WIP	X	X	X
Labor WIP	X	X	X
Overhead WIP	X	X	X
Commissions WIP	X		X
Other WIP		X	X
Parts COGS	X		X
Labor COGS	X	X	X
Overhead COGS	X	X	X
Commissions COGS	X		X

## Test Case #1 – Residential Intrusion System

Job - 219 (Nelson, Sarah)				
Job	Job	Customer 9112	Site	
Labor	Job Number 219	Nelson, Sarah	Nelson, Sarah	
Cost Details	Job Type Resi-Int	4572 Mills	4572 Mills	
Journals	Job Status Closed	Plymouth, MI 48170	Plymouth, MI 48170	
	System 9112 Intrusion	(734) 484-4122	(734) 484-4122	
	Labor Units 5.25 (5 Used)			
Journal				
Account No.	Description	Debit	Credit	Net
10010	Primary Checking Account*	\$0.00	\$25.00	(\$25.00)
11000	Accounts Receivable*	\$1,372.12	\$0.00	\$1,372.12
12000	Inventory*	\$562.80	\$562.80	\$0.00
12010	Work In Process-Materials	\$562.80	\$562.80	\$0.00
12030	Work In Process-Commissions	\$246.20	\$246.20	\$0.00
12040	Work In Process-Misc.	\$25.00	\$25.00	\$0.00
12105	WIP Labor-Install	\$225.00	\$225.00	\$0.00
20010	Inventory Receipts*	\$0.00	\$562.80	(\$562.80)
20020	Inter-Branch Bills*	\$25.00	\$25.00	\$0.00
21090	Payroll Suspense	\$0.00	\$471.20	(\$471.20)
22000	Sales Tax Payable-MI*	\$0.00	\$80.72	(\$80.72)
25000	Deferred Revenues*	\$0.00	\$41.40	(\$41.40)
<b>40000</b>	<b>Revenue, Installation</b>	<b>\$0.00</b>	<b>\$1,250.00</b>	<b>(\$1,250.00)</b>
<b>50070</b>	<b>COGS Job Parts Resi</b>	<b>\$562.80</b>	<b>\$0.00</b>	<b>\$562.80</b>
<b>51005</b>	<b>COGS Labor-Install</b>	<b>\$225.00</b>	<b>\$0.00</b>	<b>\$225.00</b>
<b>60010</b>	<b>Commissions</b>	<b>\$246.20</b>	<b>\$0.00</b>	<b>\$246.20</b>
<b>60430</b>	<b>Parking Fees/Fines</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$25.00</b>
<b>60480</b>	<b>Miscellaneous Job Hardware</b>	<b>\$16.85</b>	<b>\$0.00</b>	<b>\$16.85</b>
	Other	0.00	\$16.85	(\$16.85)
	<b>Total</b>	<b>\$4,094.77</b>	<b>\$4,094.77</b>	

Job		Customer 9112		Site	
Job Number	219	Nelson, Sarah		Nelson, Sarah	
Job Type	Resi-Int	4572 Mills		4572 Mills	
Job Status	Closed	Plymouth, MI 48170		Plymouth, MI 48170	
System	9112 Intrusion	(734) 484-4122		(734) 484-4122	
Labor Units	5.25 (5 Used)				

Journal							
Reg No.	Type	Date	Reference	Acct	Exp Type	Description	Amt
4039	COMMI	1/9/2010	219	12030		Work In Process-Commissions	\$97.20
				21090		Payroll Suspense	(\$97.20)
4040	COMMI	1/9/2010	219	12030		Work In Process-Commissions	\$124.00
				21090		Payroll Suspense	(\$124.00)
4042	COMMI	1/9/2010	219	12030		Work In Process-Commissions	\$25.00
				21090		Payroll Suspense	(\$25.00)
4043	RCPT	1/9/2010	TQ165165	20010		Inventory Receipts*	(\$562.80)
				12000		Inventory*	\$562.80
4044	MWIP	1/9/2010	219	12000		Inventory*	(\$562.80)
				12010		Work In Process-Materials	\$562.80
4045	BILLPYMT	1/9/2010	2627	10010		Primary Checking Account*	(\$25.00)
				20020		Inter-Branch Bills*	\$25.00
4046	BILL	1/9/2010	2627	20020		Inter-Branch Bills*	(\$25.00)
				12040		Work In Process-Misc.	\$25.00
<b>4047</b>	<b>BILL</b>	<b>1/9/2010</b>	<b>J219</b>	<b>60480</b>	<b>M</b>	<b>Miscellaneous Job Hardw...</b>	<b>\$16.85</b>
4048	LABOR	1/9/2010	219	12105		WIP Labor-Install	\$225.00
				21090		Payroll Suspense	(\$225.00)
4049	INV	1/9/2010	712962	11000		Accounts Receivable*	\$1,372.12
				<b>40000</b>		<b>Revenue, Installation</b>	<b>(\$1,250.00)</b>
				25000		Deferred Revenues*	(\$11.50)
				25000		Deferred Revenues*	(\$29.90)
				22000		Sales Tax Payable-MI*	(\$80.72)
4050	COGS	1/9/2010	712962	12010		Work In Process-Materials	(\$562.80)
				<b>50070</b>	<b>M</b>	<b>COGS Job Parts Resi</b>	<b>\$562.80</b>
4051	COMMI	1/9/2010	712962	12030		Work In Process-Commissions	(\$246.20)
				<b>60010</b>	<b>C</b>	<b>Commissions</b>	<b>\$246.20</b>
4052	LABOR	1/9/2010	712962	12105		WIP Labor-Install	(\$225.00)
				<b>51005</b>	<b>L</b>	<b>COGS Labor-Install</b>	<b>\$225.00</b>
4053	MWIP	1/9/2010	712962	12040		Work In Process-Misc.	(\$25.00)
				<b>60430</b>	<b>P</b>	<b>Parking Fees/Fines</b>	<b>\$25.00</b>

Job - 219 (Nelson, Sarah)

Job	Customer 9112	Site
Job Number 219	Nelson, Sarah	Nelson, Sarah
Job Type Resi-Int	4572 Mills	4572 Mills
Job Status Closed	Plymouth, MI 48170	Plymouth, MI 48170
System 9112 Intrusion	(734) 484-4122	(734) 484-4122
Labor Units 5.25 (5 Used)		

### Costing

Estimated Costs		Actual Costs		WIP	
<b>Income</b>		<b>Income</b>			
Install Charge	\$1,250.00	Install Charge	\$1,250.00	Material 1	\$0.00
Change Orders	\$0.00			Material 2	\$0.00
<b>Costs</b>		<b>Costs</b>		Labor	\$0.00
Parts	\$562.80	Parts	\$579.65	Overhead	\$0.00
Labor	\$236.25	Labor	\$225.00	Commissions	\$0.00
Overhead	\$0.00	Overhead	\$0.00	Misc Other	\$0.00
Other	\$0.00	Other	\$25.00	<b>Total WIP</b>	\$0.00
Sub Total	\$799.05	Sub Total	\$829.65		
Sub Profit/Loss	\$450.95 36%	Sub Profit/Loss	\$420.35 34%		
Commissions	\$246.20	Commissions	\$246.20		
Total	\$1,045.25	Total	\$1,075.85		
Profit/Loss	\$204.75 16%	Profit/Loss	\$174.15 14%		
Recurring	\$54.00	Recurring	\$54.00		
Hold Back	\$0.00				

Include WIP Amounts

## Test Case #2 – Commercial CCTV System

Job - 221 (Crystal Cleaners)				
Job	Job	Customer 9114	Site	
Labor	Job Number <b>221</b>	Crystal Cleaners	Crystal Cleaners	
Cost Details	Job Type <b>Com-CCTV</b>	1331 Ann Arbor Road	1331 Ann Arbor Road	
Journals	Job Status <b>Closed</b>	Plymouth, MI 48170	Plymouth, MI 48170	
	System <b>9114 CCTV</b>	(734) 484-1254	(734) 484-1254	
	Labor Units <b>40 (46.75 Used)</b>			
Journal				
Account No.	Description	Debit	Credit	Net
11000	Accounts Receivable*	\$21,998.00	\$0.00	\$21,998.00
12000	Inventory*	\$5,092.35	\$5,092.35	\$0.00
12030	Work In Process-Commissions	\$4,060.80	\$4,060.80	\$0.00
12040	Work In Process-Misc.	\$1,600.00	\$1,600.00	\$0.00
12100	WIP Material-Install	\$5,092.35	\$5,092.35	\$0.00
12105	WIP Labor-Install	\$2,103.75	\$2,103.75	\$0.00
13000	Purchase Price Variance*	\$6.00	\$0.00	\$6.00
20000	Accounts Payable*	\$0.00	\$1,600.00	(\$1,600.00)
20010	Inventory Receipts*	\$0.00	\$5,098.35	(\$5,098.35)
21090	Payroll Suspense	\$0.00	\$6,164.55	(\$6,164.55)
22000	Sales Tax Payable-MI*	\$0.00	\$1,229.30	(\$1,229.30)
25000	Deferred Revenues*	\$0.00	\$218.70	(\$218.70)
<b>40000</b>	<b>Revenue, Installation</b>	<b>\$0.00</b>	<b>\$19,450.00</b>	<b>(\$19,450.00)</b>
<b>40100</b>	<b>Revenue, Service Labor</b>	<b>\$0.00</b>	<b>\$1,100.00</b>	<b>(\$1,100.00)</b>
<b>50000</b>	<b>Cost of Goods-Materials</b>	<b>\$5,092.35</b>	<b>\$0.00</b>	<b>\$5,092.35</b>
<b>50040</b>	<b>Cost of Goods-Subcontract Labor</b>	<b>\$1,200.00</b>	<b>\$0.00</b>	<b>\$1,200.00</b>
<b>51005</b>	<b>COGS Labor-Install</b>	<b>\$2,103.75</b>	<b>\$0.00</b>	<b>\$2,103.75</b>
<b>60010</b>	<b>Commissions</b>	<b>\$4,060.80</b>	<b>\$0.00</b>	<b>\$4,060.80</b>
<b>60470</b>	<b>Jobs Permits/Fees</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>\$400.00</b>
	<b>Total</b>	<b>\$52,810.15</b>	<b>\$52,810.15</b>	



Job		Job	Customer 9114	Site				
Labor	Job Number	221	Crystal Cleaners	Crystal Cleaners				
Cost Details	Job Type	Com-CCTV	1331 Ann Arbor Road	1331 Ann Arbor Road				
Journals	Job Status	Closed	Plymouth, MI 48170	Plymouth, MI 48170				
	System	9114 CCTV	(734) 484-1254	(734) 484-1254				
	Labor Units	40 (46.75 Used)						
GL Journal	<b>Journal</b>							
Part Journal	Reg No.	Type	Date	Reference	Acct	Exp Type	Description	Amt
	3995	COMMI	1/4/2010	221	12030		Work In Process-Commissions	\$145.80
					21090		Payroll Suspense	(\$145.80)
	3996	COMMI	1/4/2010	221	12030		Work In Process-Commissions	\$3,890.00
					21090		Payroll Suspense	(\$3,890.00)
	3997	COMMI	1/4/2010	221	12030		Work In Process-Commissions	\$25.00
					21090		Payroll Suspense	(\$25.00)
	3998	BILL	1/9/2010	P165165	20000		Accounts Payable*	(\$400.00)
					12040		Work In Process-Misc.	\$250.00
					12040		Work In Process-Misc.	\$150.00
	4012	RCPT	1/9/2010	14522	20010		Inventory Receipts*	(\$56.00)
					12000		Inventory*	\$56.00
	4013	MWIP	1/9/2010	221	12000		Inventory*	(\$56.00)
					12100		WIP Material-Install	\$56.00
	4014	RCPT	1/9/2010	8563	20010		Inventory Receipts*	(\$50.00)
					12000		Inventory*	\$50.00
	4015	MWIP	1/9/2010	221	12000		Inventory*	(\$50.00)
					12100		WIP Material-Install	\$50.00
	4018	RCPT	1/9/2010	GA2585855	20010		Inventory Receipts*	(\$4,992.35)
					12000		Inventory*	\$4,986.35
					13000		Purchase Price Variance*	\$6.00
	4019	MWIP	1/9/2010	221	12000		Inventory*	(\$4,986.35)
					12100		WIP Material-Install	\$4,986.35
	4024	BILL	1/9/2010	J221w	20000		Accounts Payable*	(\$1,200.00)
					12040		Work In Process-Misc.	\$1,200.00
	4030	LABOR	1/9/2010	221	12105		WIP Labor-Install	\$551.25
					21090		Payroll Suspense	(\$551.25)
	4031	LABOR	1/9/2010	221	12105		WIP Labor-Install	\$540.00
					21090		Payroll Suspense	(\$540.00)
	4032	LABOR	1/11/2010	221	12105		WIP Labor-Install	\$551.25
					21090		Payroll Suspense	(\$551.25)
	4033	LABOR	1/11/2010	221	12105		WIP Labor-Install	\$461.25
					21090		Payroll Suspense	(\$461.25)
	4034	INV	1/12/2010	712960	11000		Accounts Receivable*	\$21,998.00
					<b>40000</b>		<b>Revenue, Installation</b>	<b>(\$19,450.00)</b>
					<b>40100</b>		<b>Revenue, Service Labor</b>	<b>(\$1,100.00)</b>
					25000		Deferred Revenues*	(\$116.10)
					25000		Deferred Revenues*	(\$102.60)
					22000		Sales Tax Payable-MI*	(\$1,229.30)
	4035	COGS	1/12/2010	712960	12100		WIP Material-Install	(\$5,092.35)
					<b>50000</b>	<b>M</b>	<b>Cost of Goods-Materials</b>	<b>\$5,092.35</b>
	4036	COMMI	1/12/2010	712960	12030		Work In Process-Commissions	(\$4,060.80)
					<b>60010</b>	<b>C</b>	<b>Commissions</b>	<b>\$4,060.80</b>
	4037	LABOR	1/12/2010	712960	12105		WIP Labor-Install	(\$2,103.75)
					<b>51005</b>	<b>L</b>	<b>COGS Labor-Install</b>	<b>\$2,103.75</b>
	4038	MWIP	1/12/2010	712960	12040		Work In Process-Misc.	(\$1,600.00)
					<b>60470</b>	<b>P</b>	<b>Jobs Permits/Fees</b>	<b>\$400.00</b>
					<b>50040</b>	<b>S</b>	<b>Cost of Goods-Subcontra...</b>	<b>\$1,200.00</b>
Tools								
Quotes								

Job - 221 (Crystal Cleaners)

Job	Customer 9114	Site
Job Number: 221	Crystal Cleaners	Crystal Cleaners
Job Type: Com-CCTV	1331 Ann Arbor Road	1331 Ann Arbor Road
Job Status: Closed	Plymouth, MI 48170	Plymouth, MI 48170
System: 9114 CCTV	(734) 484-1254	(734) 484-1254
Labor Units: 40 (46.75 Used)		

### Costing

Estimated Costs		Actual Costs		WIP	
<b>Income</b>		<b>Income</b>		Material 1	\$0.00
Install Charge	\$20,550.00	Install Charge	\$20,550.00	Material 2	\$0.00
Change Orders	\$0.00			Labor	\$0.00
<b>Costs</b>		<b>Costs</b>		Overhead	\$0.00
Parts	\$5,092.35	Parts	\$5,092.35	Commissions	\$0.00
Labor	\$1,800.00	Labor	\$2,103.75	Misc Other	\$0.00
Overhead	\$0.00	Overhead	\$0.00	<b>Total WIP</b>	\$0.00
Other	\$1,600.00	Other	\$1,600.00		
Sub Total	\$8,492.35	Sub Total	\$8,796.10		
Sub Profit/Loss	\$12,057.65 59%	Sub Profit/Loss	\$11,753.90 57%		
Commissions	\$4,060.80	Commissions	\$4,060.80		
Total	\$12,553.15	Total	\$12,856.90		
Profit/Loss	\$7,996.85 39%	Profit/Loss	\$7,693.10 37%		
Recurring	\$81.00	Recurring	\$81.00		
Hold Back	\$0.00				

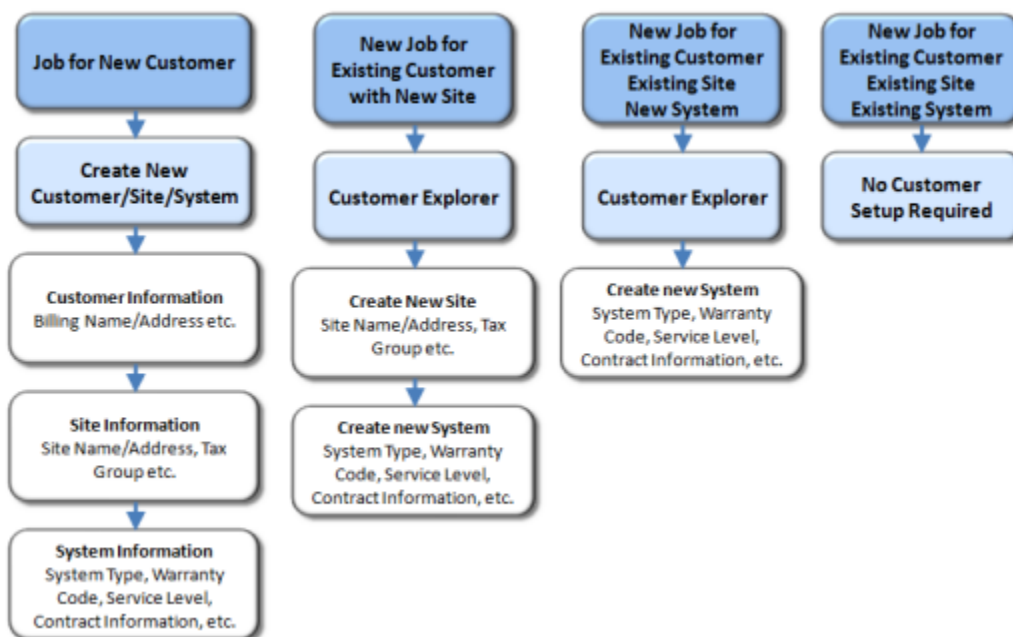
Include WIP Amounts

## **Track 2 – Job Processing**

**Customer/Job Creation**

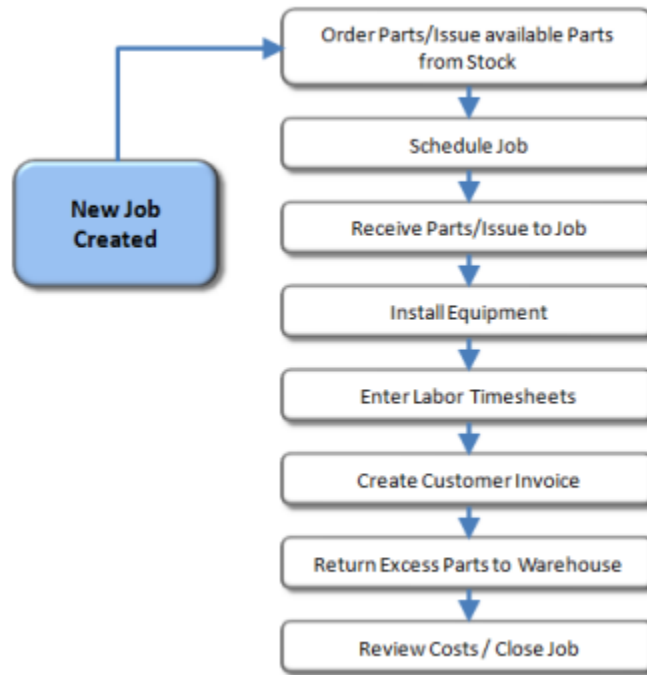
Prior to creating a new Job, the appropriate Customer/Site/System setup needs to be completed. The pre-job Customer setup will vary depending on the Customer situation for the new Job. The diagram below illustrates the various Customer situations.

When a Job is created from a QuoteWerks Quote or from a Prospect Opportunity, the creation of the Customer and Site is performed within the Job creation process. Only manually created Jobs require the Customer, Site and System setup to be performed prior to creating the Job.



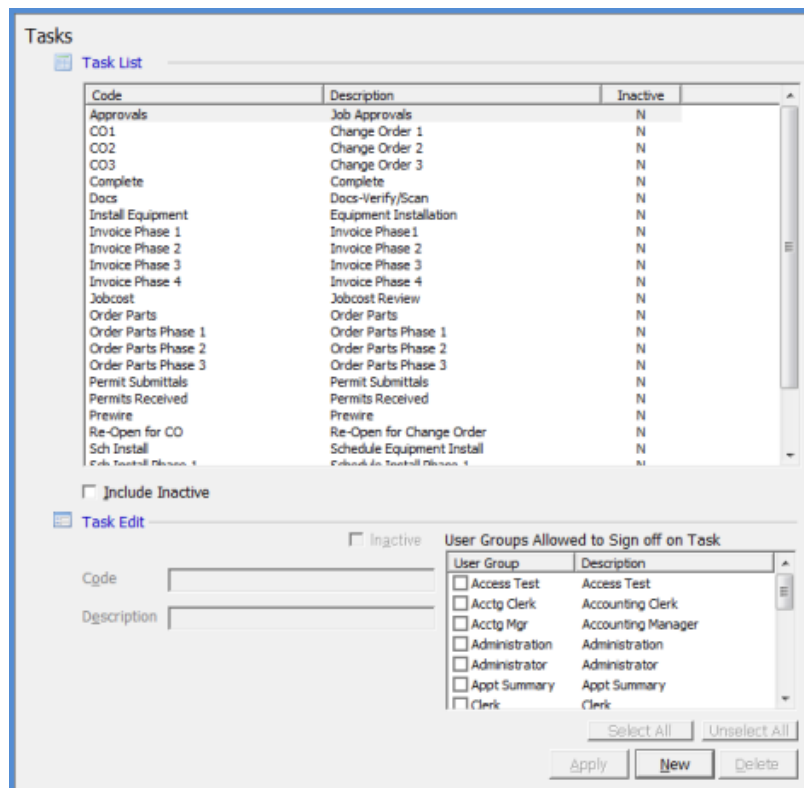
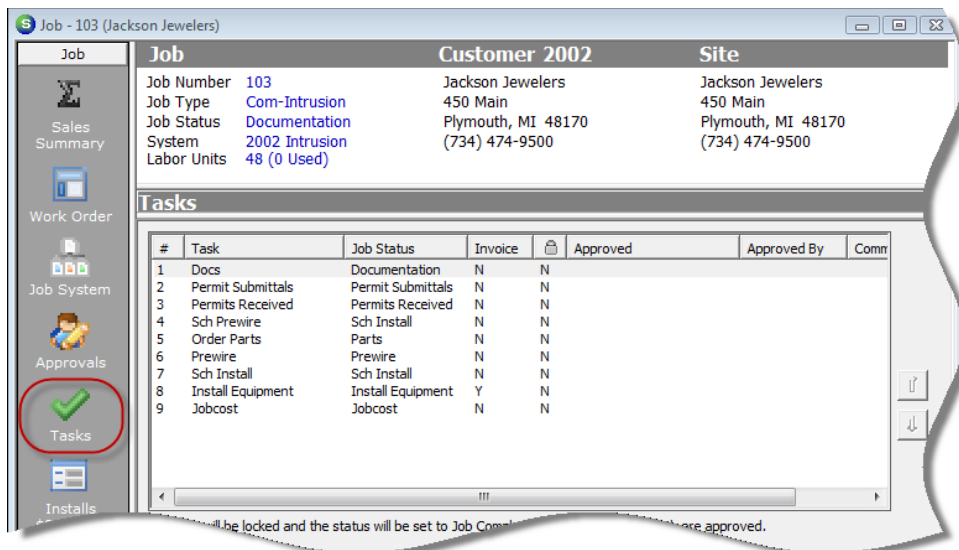
**Job Processing Flow**

The Job Management module is designed to manage your Job processing flow from Job creation to Job closing. The process flow of Jobs is controlled by the list of Job Tasks contained on each Job and optional Job Approvals.



## Job Tasks

Each Job Type is assigned a list of default Job Tasks. Job 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.

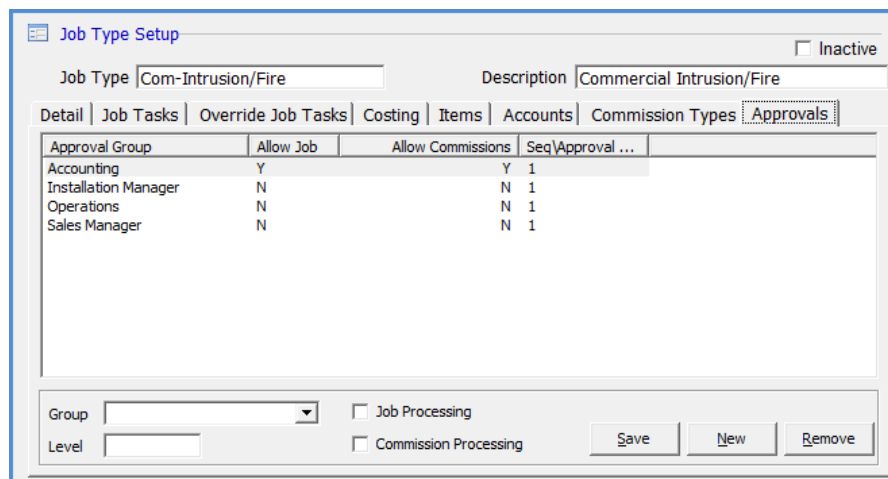


## Job Approvals

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.

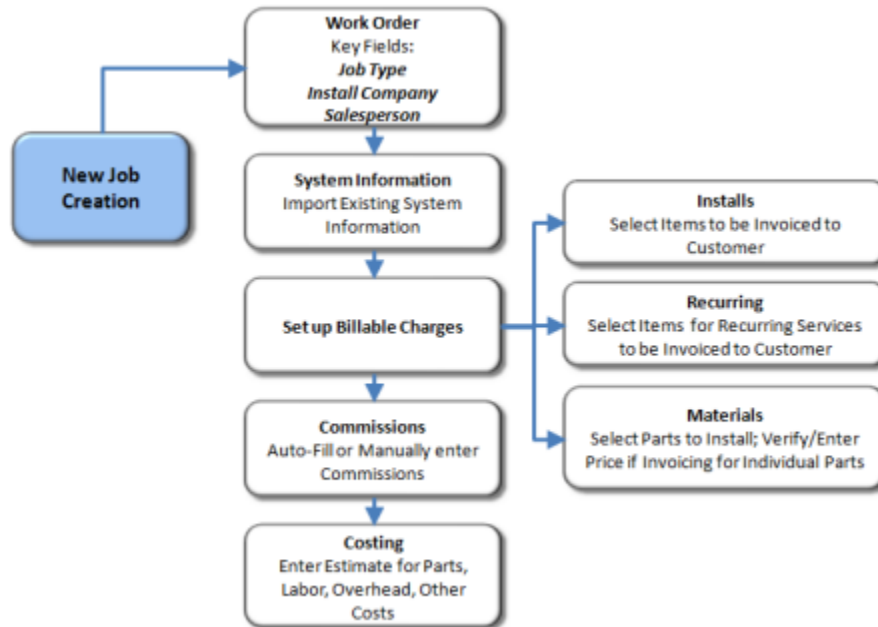
The job approval process is driven by the setup in several SedonaSetup tables and User Group Security Options.

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



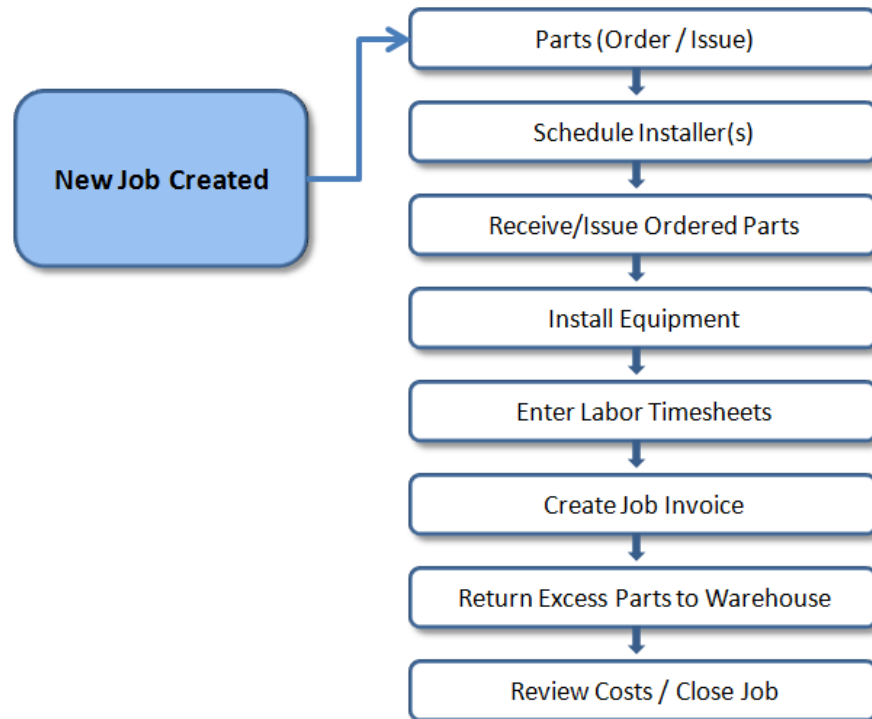
## Job Process Flow

### Initial Data Entry





**Operations Processing**



## **Track 3 – Job Transactions**

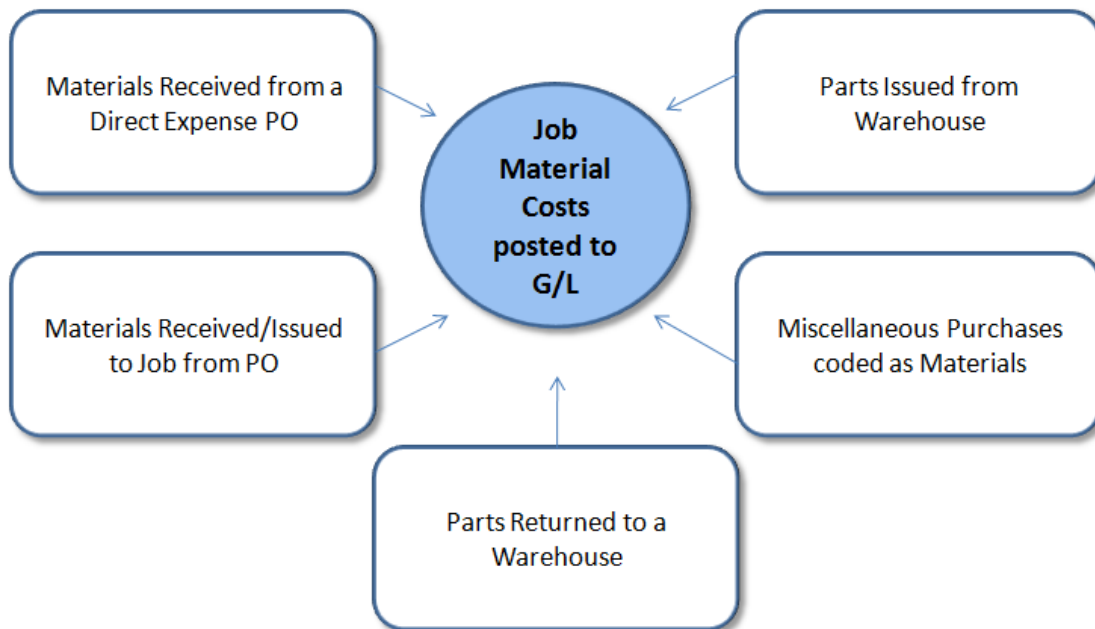
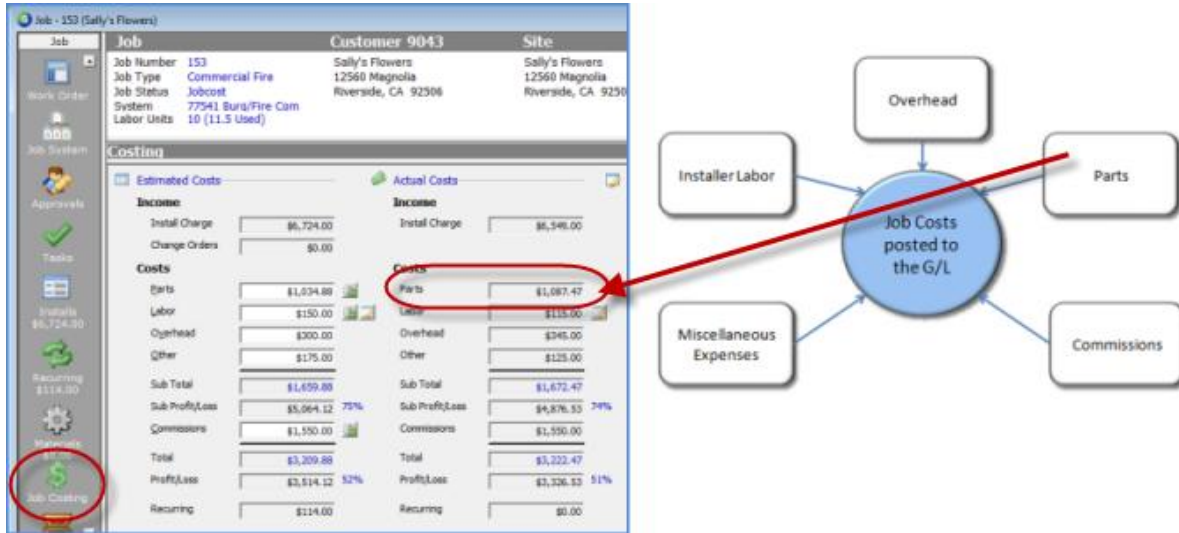
**Job Costing Transactions**

The costing of Jobs within SedonaOffice is determined by all the expenses applied to the job. Expenses flow into the job by transactions created in various areas of the application. Below is a simple diagram illustrating what types of costs may be applied to a Job.



## Job Material Costs

Material costs are applied to a Job when parts are issued to a Job from a warehouse or expensed to the Job when receiving a Purchase Order using the Direct Expense option. Other transactions may also be performed which will post to the Material costs for a Job. The diagram below illustrates the various transactions that contribute to the total Material costs for a Job.



## Job Miscellaneous Costs

Miscellaneous Job Expenses are any costs applied to a Job that are not Material, Labor, Overhead or Commission type costs. These "Other" types of job expenses are items such as permits and fees, equipment rentals, subcontract labor, etc. These types of costs are applied to Jobs through the entry of Bills into Accounts Payable when a Bill is linked to a particular Job.

Estimated Costs		Actual Costs	
<b>Income</b>			
Install Charge	\$6,724.00	Install Charge	\$6,546.00
Change Orders	\$0.00		
<b>Costs</b>			
Parts	\$1,034.88	Parts	\$1,087.47
Labor	\$150.00	Labor	\$115.00
Overhead	\$300.00	Overhead	\$300.00
Other	\$175.00	Other	\$125.00
Sub Total	\$1,659.88	Sub Total	\$1,627.47
Sub Profit/Loss	\$5,064.12 75%	Sub Profit/Loss	\$4,878.53 74%
Commissions	\$1,550.00	Commissions	\$1,550.00
Total	\$3,209.88	Total	\$3,222.47
Profit/Loss	\$3,514.12 52%	Profit/Loss	\$3,326.53 51%
Recurring	\$114.00	Recurring	\$0.00



Vendor: City of Corona  
Address: N/A

Reference #: Job 153  
Branch: CA

Terms: Due Upon Receipt  
Amount: 125.00

Bill Date: 7/7/2009  
Payment Due: 7/7/2009

Eligible for Discount Amt: 125.00

Costing: 153 (Sally's Flowers)

Parts \$0.00 Expense \$125.00

GL Account	Description	Amount	Branch	Category	Job	Job Cost Type	
60470	Jobs Permits/Fees	125.00	CA	Installation	153	O	
				L		Labor	
				M		Material	
				MH		Miscellaneous Hardware	
				O		Other	
				P		Permits & Fees	
				S		Subcontractor	
				TX		Tax	
				V		Overhead	
						TOTAL	\$125.00

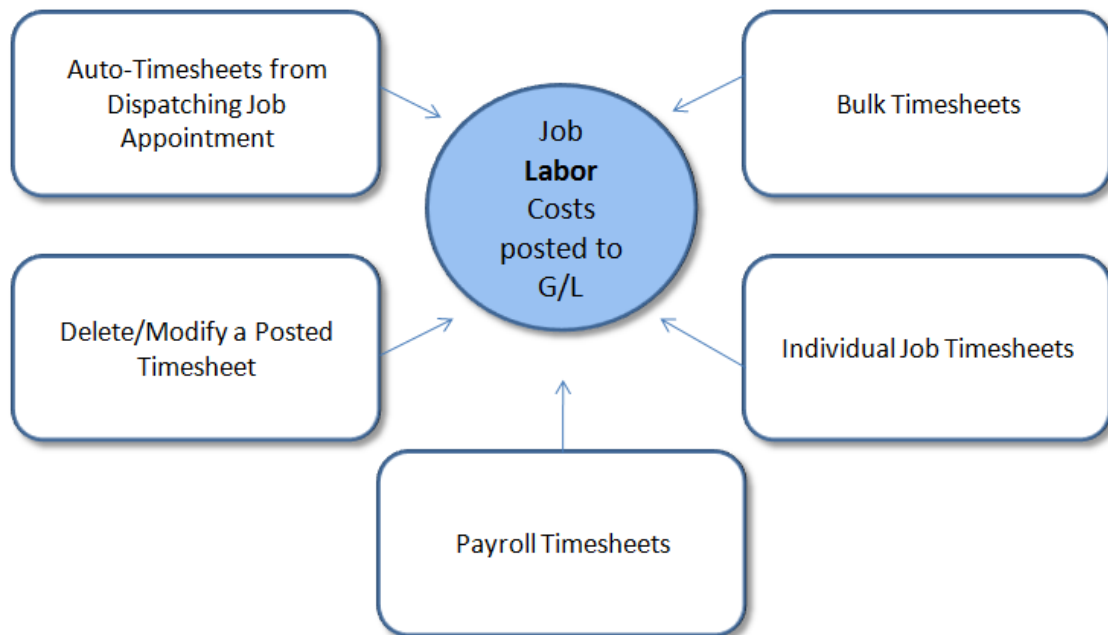
## Job Labor Costs

Labor costs are applied to a Job when using one or a combination of Timesheet Entry methods. Posting hours to a Job through timesheet data entry will apply a particular cost per hour to the Job depending on your company Job Setup choices.

Job		Customer 9043	Site
Job Number	153	Sally's Flowers	Sally's Flowers
Job Type	Commercial Fire	12560 Magnolia	12560 Magnolia
Job Status	Jobcost	Riverside, CA 92506	Riverside, CA 92506
System	77541 Bura/Fire Cam		
Labor Units	10 (11.5 Used)		

Estimated Costs		Actual Costs	
<b>Income</b>		<b>Income</b>	
Install Charge	\$6,724.00	Install Charge	\$6,540.00
Change Orders	\$0.00		
<b>Costs</b>		<b>Costs</b>	
Parts	\$1,034.80	Parts	\$1,088.72
Labor	\$150.00	Labor	\$115.00
Overhead	\$300.00	Overhead	\$240.00
Other	\$175.00	Other	\$125.00
Sub Total	\$1,659.80	Sub Total	\$1,672.47
Sub Profit/Loss	\$5,064.12 75%	Sub Profit/Loss	\$4,876.53 74%
Commissions	\$1,550.00	Commissions	\$1,550.00
Total	\$3,209.80	Total	\$3,222.47
Profit/Loss	\$3,514.12 52%	Profit/Loss	\$3,326.53 51%
Recurring	\$214.00	Recurring	\$0.00



## Job Commissions Costs

Sales Commission costs are applied to a Job when using one of two methods; posting Commissions within a Job record on the Job Commissions form or through Payroll Timesheets. Your company would use one of the two methods, but not both.

The Commission expenses posted to a Job are either entered manually or automatically generated based on Employee Commission setups/Job Type Commission setups.

Commissions expenses posted using Payroll Timesheets are manually entered by the Payroll clerk and linked to the appropriate Job(s).

The screenshot displays the 'Job Costing' interface for Job #153 (Sally's Flowers). It compares 'Estimated Costs' and 'Actual Costs' across various categories. A red circle highlights the 'Commissions' row in the 'Actual Costs' column, which is also pointed to by a red arrow from a diagram on the right.

Estimated Costs		Actual Costs	
<b>Income</b>		<b>Income</b>	
Install Charge	\$6,724.00	Install Charge	\$6,946.00
Change Orders	\$0.00		
<b>Costs</b>		<b>Costs</b>	
Parts	\$1,034.88	Parts	\$1,087.47
Labor	\$150.00	Labor	\$115.00
Overhead	\$300.00	Overhead	\$245.00
Other	\$175.00	Other	\$125.00
Sub Total	\$1,659.88	Sub Total	\$1,472.47
Sub Profit/Loss	\$5,064.12 75%	Sub Profit/Loss	\$5,473.53 75%
Commissions	\$1,550.00	Commissions	\$1,550.00
Total	\$3,209.88	Total	\$3,222.47
Profit/Loss	\$2,514.12 52%	Profit/Loss	\$2,226.53 51%
Recurring	\$214.00	Recurring	\$0.00


The diagram on the right, titled 'Job Costs posted to the G/L', shows a central blue circle with arrows pointing to six categories: Overhead, Parts, Commissions, Miscellaneous Expenses, Installer Labor, and Overhead.

## **Track 4 – Job Invoicing**



### **Job Invoicing Overview**

Jobs may be invoiced once a Job Task line flagged for invoicing has been approved. The Job Type selected on the Job Work Order form determines the invoicing method for the Job. All

Job Invoices are generated from the Job Queue by selecting the *Ready to Invoice* button  from the Job List function buttons.

There are three basic invoicing methods:

**Entire Job Charges at one time or Progress Invoicing** - The entire job charges are invoiced at the end of the job or progress invoices are created through the life of the job.

**Percentage Invoicing** - controlled by the invoicing setup on the Job Task lines. This method is only available if the Job Type in SedonaSetup is flagged for percentage invoicing.

**Hold Back Invoicing** - Is controlled by settings on the Job Type in SedonaSetup.

If a Job has been setup with Install Charges and Recurring Charges, the User may first invoice for the install charges, then create a separate invoice for the recurring charges or all charges may selected for a single Job Invoice.

## Entire Job Charges Invoicing

Installation Charges and RMR are billed on the same invoice.

Customer Number: 9091
Category: Installation
AR Account: 11000
Tax Group: CA-Orange Co

**Job Invoice**

Cuddy, Lisa  
1299 Princeton Road  
Garden Grove, CA 92840

Site: Cuddy, Lisa  
Address: 1299 Princeton Road  
Garden Grove, CA 92840

Bill RMR  
RMR Reason: New RMR  
Activation Date: 10/12/2009  
Next Cycle Date: 01-Jan-10

Aging Date: 1/10/2010  
Invoice Date: 1/10/2010  
Invoice #: 712968  
P.O. Number:   
Job Number: 207  
Term: Due Now  
Salesperson: Blais Sam

Customer System Exists

Items \$510.86 | Parts \$0.00 | WIP MLOC

Item List				
Item	Description	Qty	Rate	Amount
▶ Inst-Resi-Intrusion	Installation of Residential Intrusion System	1	399	399.00
▶ Mon	Monitoring	2.67	29.00	77.33
▶ Lease	Equipment Lease	2.67	12.95	34.53
*				

Description: Installation Services  
Contact:   
Memo: Installation of security system. Includes prorated first quarter for monitoring and equipment lease.

Sub Total: 510.86  
Tax: 48.54  
Total: 559.40

Add to Print Queue

Installation Charges and RMR are billed on separate invoices.

**Job Invoice**

Customer Number: 9091 | Category: Installation | AR Account: 11000 | Tax Group: CA-Orange Co

**Job Invoice**

Cuddy, Lisa  
1299 Princeton Road  
Garden Grove, CA 92840

Site Address: Cuddy, Lisa  
1299 Princeton Road  
Garden Grove, CA 92840

Bill RMR  
RMR Reason: New RMR  
Activation Date: 10/12/2009  
Next Cycle Date: 01-Jan-10

Aging Date: 1/10/2010  
Invoice Date: 1/10/2010  
Invoice #: 712968  
P.O. Number:   
Job Number: 207  
Term: Due Now  
Salesperson: Blais Sam

Items \$399.00 | Parts \$0.00 | WIP MLOC

Item	Description	Qty	Rate	Amount
Inst-Resi-Intrusion	Installation of Residential Intrusion System	1	399	399.00

Description: Installation Services | Sub Total: 399.00  
Contact: | Tax: 37.91  
Memo: Installation of security system. Includes prorated first quarter for monitoring and equipment lease. | Total: 436.91

Add to Print Queue | Save | Close

**Job Invoice**

Customer Number: 9091 | Category: Installation | AR Account: 11000 | Tax Group: CA-Orange Co

**Job Invoice**

Cuddy, Lisa  
1299 Princeton Road  
Garden Grove, CA 92840

Site Address: Cuddy, Lisa  
1299 Princeton Road  
Garden Grove, CA 92840

Bill RMR  
RMR Reason: New RMR  
Activation Date: 10/12/2009  
Next Cycle Date: 01-Jan-10

Aging Date: 1/10/2010  
Invoice Date: 1/10/2010  
Invoice #: 712969  
P.O. Number:   
Job Number: 207  
Term: Due Now  
Salesperson: Blais Sam

Customer System Exists

Items \$111.86 | Parts \$0.00 | WIP MLOC

Item	Description	Qty	Rate	Amount
Mon Lease	Monitoring Equipment Lease	2.67	29.00	77.33
		2.67	12.95	34.53

Description: Installation Services | Sub Total: 111.86  
Contact: | Tax: 10.63  
Memo: This invoice includes prorated first quarter for monitoring and equipment lease. | Total: 122.49

Add to Print Queue | Save | Close

## Progress Invoicing

Installation Charges and RMR are billed as the Job progresses.

Invoice #1: 40% of Installation Charges

**Job Invoice**

Customer Number: 9075    Category: Installation    AR Account: 11000    Tax Group: CA-Los Angeles Co

**Job Invoice**

Leo's Fish Market  
5521 Market Road  
Los Angeles, CA 90065

Site Address: Leo's Fish Market  
5521 Market Road  
Los Angeles, CA 90065

Bill RMR:     RMR Reason: New RMR    Aging Date: 1/10/2010  
 Activation Date: 1/10/2010    Invoice Date: 1/10/2010    Invoice #: 712973  
 Next Cycle Date: 01-Feb-00    P.O. Number:    Job Number: 191  
 Term: Due Now    Salesperson: Miller George

Items \$6,682.00    Parts \$0.00    WIP MLOC

Item	Description	Qty	Rate	Amount
▶ Inst-Com-Intr/Fire	Installation of Commercial Intrusion/Fire System	.40	10225.00	4090.00
Inst-Com-Intr/Fire	Fire System - Building 2	.40	6480.00	2592.00

Description: Installation Services    Sub Total: 6682.00  
 Contact:    Tax: 634.79  
 Memo: Progress Invoice 1: 40% of contract amount.    Total: 7316.79

Add to Print Queue    Save    Close

## Invoice #2: 60% of Installation Charges

Customer Number: 9075
Category: Installation
AR Account: 11000
Tax Group: CA-Los Angeles Co

**Job Invoice**

Leo's Fish Market  
5521 Market Road  
Los Angeles, CA 90065

Site: Leo's Fish Market  
Address: 5521 Market Road  
Los Angeles, CA 90065

Bill RMR

RMR Reason: New RMR

Activation Date: 1/10/2010

Next Cycle Date: 01-Feb-00

Aging Date: 1/10/2010

Invoice Date: 1/10/2010

Invoice #: 712974

P.O. Number:

Job Number: 191

Term: Due Now

Salesperson: Miller George

Items \$10,023.00 | Parts \$0.00 | WIP MLOC

Item	Description	Qty	Rate	Amount
Inst-Com-Intr/Fire	Installation of Commercial Intrusion/Fire System	.60	10225.00	6135.00
Inst-Com-Intr/Fire	Fire System - Building 2	.60	6480.00	3888.00

Description: Installation Services

Contact:

Memo: Progress Invoice 2: 60% of contract amount.

Sub Total: 10023.00

Tax: 952.19

**Total: 10975.19**

Add to Print Queue
Save Close

## Invoice #3: RMR Charges

Customer Number: 9075
Category: Installation
AR Account: 11000
Tax Group: CA-Los Angeles Co

**Job Invoice**

Leo's Fish Market  
5521 Market Road  
Los Angeles, CA 90065

Site: Leo's Fish Market  
Address: 5521 Market Road  
Los Angeles, CA 90065

Bill RMR  
RMR Reason: New RMR  
Activation Date: 1/10/2010  
Next Cycle Date: 01-Feb-10

Aging Date: 1/10/2010  
Invoice Date: 1/10/2010  
Invoice #: 712975  
P.O. Number:   
Job Number: 191  
Term: Due Now  
Salesperson: Miller George

Customer System Exists

Items \$116.29 | Parts \$0.00 | WIP MLOC

Item	Description	Qty	Rate	Amount
▶ Mon-Fire	Monitoring-Fire System-Building 2	0.73	65.00	47.67
▶ Mon-Fire	Monitoring-Fire System	0.73	79.00	57.93
▶ Inspection	Inspection	0.73	14.58	10.69
*				

Description: Installation Services  
Contact:   
Memo: Progress Invoice 1: 40% of contract amount.

Sub Total: 116.29  
Tax: 10.03  
Total: 126.32

Add to Print Queue
Save
Close

**Percentage Invoicing**

The Job Type must be setup as a Percentage Invoicing Job Type.

The screenshot shows the 'Job Type Setup' window for 'Resi %'. The 'Detail' tab is selected. The 'Percentage Invoicing' checkbox is checked and circled in red. Other visible fields include Category (Installation), Material WIP (12010), COGS Acct (50000), Use COGS Acct (50020), When Amt >= (0), Misc WIP (12040), Accrued Income, Lease, Allow Override Task List, Hold Back % (0.00), Hold Back Item, Hold Back Acct, Est LU Cost (45), Force Part Reconciliation, Allow Costing to Closed Jobs, Expense Part When Issued, and Zero Part Price.

The Job default percentages of charges to be invoiced are pre-determined by the percentages assigned on the Job Task List.

The screenshot shows the 'Job Type Setup' window for 'Resi %' with the 'Job Tasks' tab selected. A table lists job tasks with their respective invoice percentages. The 'Job Tasks' tab label and the percentage column are circled in red. Below the table, the 'Job Task' dropdown is set to 'Prewire' and the 'Invoice' checkbox is checked with '40.00 %' entered in the adjacent field.

Order	Task	Job Status	Invoice	%	Lock
1	Sch Prewire	Sch PW	N	0.00	N
2	Prewire	Prewire	Y	40.00	N
3	Order Parts	Parts	N	0.00	N
4	Sch Install	Sch Install	Y	60.00	N

The default percentages may be modified on individual Jobs if necessary.

The screenshot shows the 'New Job' window in SedonaOffice. The window title is 'New Job'. On the left is a navigation sidebar with icons for Work Order, Job System, Approvals, Tasks, Installs (\$1,025.00), Recurring (\$39.00), Materials (\$0.00), Labor, Cost Details, Journals, Tools, and Quotes. The main area is divided into sections: Job Information, Tasks, and a configuration area at the bottom.

**Job Information:**

Job	Customer 9115-2	Site
Job Number: 222	Susan Miller	Susan Miller-Lot 22
Job Type: Resi %	2369 Meadowview	2369 Meadowview
Job Status: Sch PW	Plymouth, MI 48170	Plymouth, MI 48170
System:		
Labor Units: 11 (0 Used)		

**Tasks:**

#	Task	Job Status	Invoice	%	Approved	Approved By	Comments
1	Sch Prewire	Sch PW	N	0	N		
2	Prewire	Prewire	Y	40	N		Progress Invoice 1: Prewire
3	Order Parts	Parts	N	0	N		
4	Sch Install	Sch Install	Y	60	N		Progress Invoice 2: Balance of install charges.
5	Activate RMR	Invoice RMR	Y	0	N		Prorated quarterly monitoring charges.

\*The job will be locked and the status will be set to Job Complete when all tasks in the job are approved.

**Configuration Area:**

Job Task: Prewire (dropdown)  
 Job Status: Prewire (dropdown)  
 Invoice 40 %  
 Sequence Locks Job  
 Invoice Memo: Progress Invoice 1: Prewire

Buttons: Save, New, Remove, Apply



## Percentage Invoice #1:

Customer Number: 9115-2
Category: Installation
AR Account: 11000
Tax Group: MI

**Job Invoice**

Abbott Construction  
6211 Parker Road  
Plymouth, MI 48170

Site: Susan Miller-Lot 22  
Address: 2369 Meadowview  
Plymouth, MI 48170

**Billed to Master Account: 9115**

Items \$410.00 | Parts \$0.00 | WIP MLOC

Item	Description	Qty	Rate	Amount
▶ Inst-Resi-Intrusion	Installation of Residential Intrusion System	0.4	1025	410.00
* Mon	Monitoring	0	39.00	0.00

Bill RMR

RMR Reason: New RMR

Activation Date: 1/10/2010

Next Cycle Date: 01-Feb-00

Aging Date: 1/10/2010

Invoice Date: 1/10/2010

Invoice #: 712976

P.O. Number:

Job Number: 222

Term: Due Now

Salesperson: Miller George

[Customer System Exists](#)

Description: Installation Services

Contact:

Memo: Progress Invoice 1: Prewire

Sub Total: 410.00

Tax: 25.63

**Total: 435.63**

Add to Print Queue
Save Close

**Holdback Invoicing**

Holdback Invoices may only be created for Jobs where the Job Type is setup for Holdbacks.

**Job Type Setup**

The screenshot shows the 'Job Type Setup' window for 'Holdback 10%'. The 'Hold Back %' is set to 10.00, 'Hold Back Item' is 'HB 10%', and 'Hold Back Acct' is '12006'. Other settings include 'Category: Installation', 'Material WIP: 12000', 'COGS Acct: 50000', 'Use COGS Acct: 50000', 'When Amt >=: 9999999999999999', 'Misc WIP: 12040', 'Accrued Income', 'Lease' (unchecked), 'Allow Override Task List' (unchecked), 'Force Part Reconciliation' (checked), 'Allow Costing to Closed Jobs' (checked), 'Expense Part When Issued' (unchecked), 'Percentage Invoicing' (unchecked), and 'Zero Part Price' (checked).

**Holdback Invoice Item Setup**

The screenshot shows the 'Item Edit' window for 'HB 10%'. The 'Account' is set to '12006' (labeled 'Holdback Billings') and 'Taxable' is checked. Other settings include 'Item Type: NR (Non-Recurring)', 'Category: Installation (Installation\_Sales)', 'Job Costing: Other', and 'Default Rate: 0.00'. Buttons for 'Apply', 'New', and 'Delete' are visible at the bottom.

**Invoice with 10% Holdback**

A/R		Income		Job Holdback Acct.		Unapplied Credits	
1,000.00		1,000.00		100.00		100.00	
①		①		②		②	

**Holdback Invoice created at Job Closing**

A/R		Job Holdback Acct.		Unapplied Credits	
100.00	100.00	100.00		100.00	
①	②	②		①	

## Job Invoice with 10% Holdback

**Job Invoice**

Customer Number: 9115-3    Category: Installation    AR Account: 11000    Tax Group: MI Exempt

**Job Invoice - Holdback 10%**

Abbott Construction  
6211 Parker Road  
Plymouth, MI 48170

Mark Jones - Lot 19  
2365 Meadowview  
Plymouth, MI 48170

Billed to Master Account: 9115

Items: \$995.00 | Parts: \$0.00 | WIP MLOC

Item	Description	Qty	Rate	Amount
INS Res-New	Security System - Builder Package I	1	995	995.00

Description: Installation Services    Sub Total: 995.00

Contact:    Tax: 0.00

Memo: 10% holdback has been deducted from this invoice per contract.    Total: 995.00

Add to Print Queue    Save    Close

<b>CJM Security</b> 517 Forest Plymouth, MI 48170 Tel: (999) 444-1111 Fax: (899) 444-2222		<h2>Invoice</h2> <table border="1"> <tr> <td>Invoice Number</td> <td>Date</td> </tr> <tr> <td><b>712977</b></td> <td><b>1/10/2010</b></td> </tr> <tr> <td>Customer Number</td> <td>Terms</td> </tr> <tr> <td><b>9115</b></td> <td><b>Due Now</b></td> </tr> </table>		Invoice Number	Date	<b>712977</b>	<b>1/10/2010</b>	Customer Number	Terms	<b>9115</b>	<b>Due Now</b>
Invoice Number	Date										
<b>712977</b>	<b>1/10/2010</b>										
Customer Number	Terms										
<b>9115</b>	<b>Due Now</b>										
To: Abbott Construction 6211 Parker Road Plymouth, MI 48170		Remit To: CJM Security 517 Forest Plymouth, MI 48170									
Amount Enclosed: _____		<b>Net Due: \$895.50</b>									
<i>Detach and Return Top Portion With Your Payment</i>											
Customer Name	Customer Number	PO Number	Invoice Date	Terms							
Abbott Construction	9115		1/10/2010	Due Now							
Quantity	Description	Rate	Amount								
1.00	Mark Jones - Lot 19 2365 Meadowview, Plymouth MI Security System - Builder Package I	995.00	995.00								
			<b>Subtotal:</b>	<b>\$995.00</b>							
Sales Tax				0.00							
Payments/Credits Applied				99.50							
			<b>Invoice Balance Due</b>	<b>\$895.50</b>							
Date	Invoice #	Description	Amount	Balance Due							
1/10/2010	712977	Installation Services (223)	\$995.00	\$895.50							
<b>CJM Security</b>		10% holdback has been deducted from this invoice per contract.									
517 Forest											

Holdback Invoice created at Job Closing:

**Job Close**

**Job Information**  
Enter the date that the Job was completed. This date will be used in reporting functions.  
Job End Date: 1/10/2010

**System Information**  
This date will be applied to the Customer System  
Warranty Start: 1/10/2010  
Contract Start: 1/10/2010

**Holdback Invoice**  
Holdback Balance: 99.50  
This information is used for the Holdback Invoice  
Invoice Date: 1/10/2010  
Aging Date: 2/10/2010  
Term: Due Now

Save Close

**Invoice**

Customer ID: 9115 | Category: Installation | A/R Account: 11000 | Tax Group: MI Exempt

**Invoice # 712979**  
Abbott Construction  
6211 Parker Road  
Plymouth, MI 48170

Site Address: Mark Jones - Lot 19  
2365 Meadowview  
Plymouth, MI 48170

Invoice Date: 1/10/2010 | Aging Date: 2/10/2010  
Branch: MI | P.O. Number:   
Warehouse: | Term: Net 30  
Invoice Type: Hold Back | 223  
Salesperson: N/A

Items \$99.50 | Parts \$0.00

Item	Description	Qty	Rate	Amount	Memo
HB 10%	Holdback/Retention Invoice	1	99.50	99.50	...

Description: Installation Services  
Contact:   
Memo: Holdback invoice - system installed on 1/10/2010

Sub Total: 99.50  
Tax: 0.00  
**Total: 99.50**  
**Balance Due: 99.50**

Complete  
 Add to Print Queue

Invoice List EFT Save Close

# **Job Management II**

## **Track 1 – Change Orders**

## Change Orders Overview

Job Change Orders are used when you need to modify Install Charges, RMR, Parts or Commissions on a Job. There are two types of Change Orders; Change Orders and Manual Reversal Change Orders. A Change Order is used to add additional Install Charges, RMR Charges, Parts or Commissions to a Job. A Manual Reversal (Change Order) is used to deduct charges, parts or commissions from a Job.

Closed Jobs may be re-opened and a Change Order or Manual Reversal Change order may be created to add or remove charges from the original Job.

To be able to create a Change Order, the Job must be in a locked status. A Job can be locked as a result of three situations:

- A User can force a Job to become locked by flagging a Job Task line for locking and approving 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 when all Job Tasks have been approved.
- The Job has become locked as a result of closing the Sales Period.

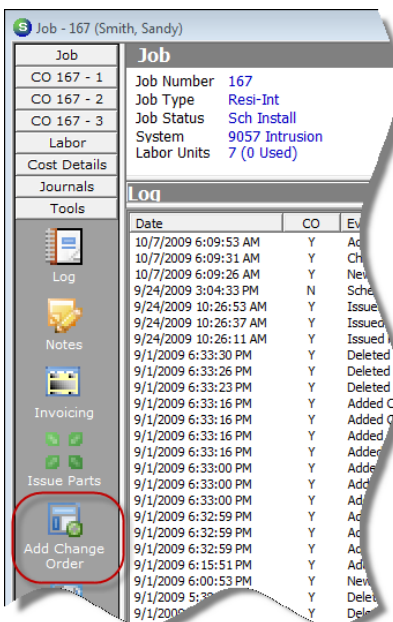
A Job is identified as locked on the Job *Work Order* form.

The screenshot displays the 'Work Order Entry' form for Job 162. The form is divided into several sections:

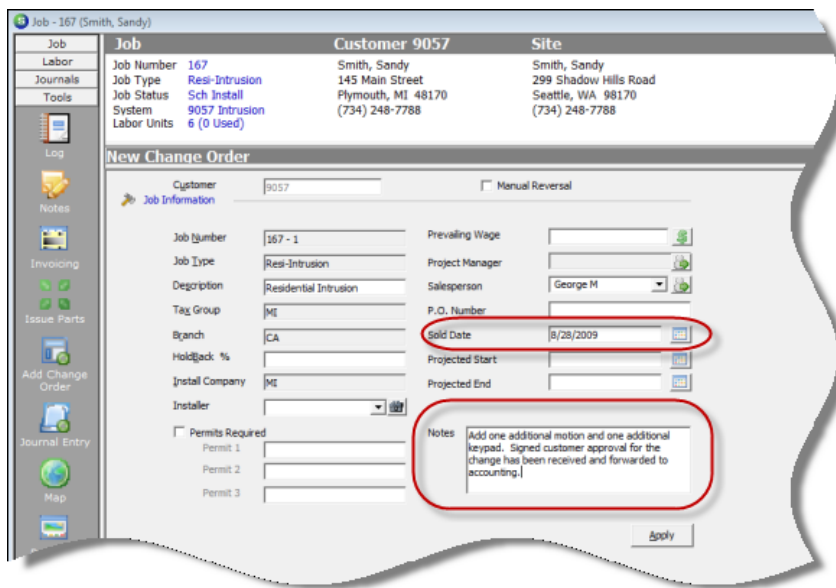
- Job Information:** Job Number 162, Job Type Com-CCTV, Job Status Job Complete, System 16222 Intrusion, Labor Units 9 (15 Used).
- Customer 9052:** ABS Landscaping, 101 Main, Plymouth, MI 48170.
- Site:** ABS Landscaping, 101 Main, Plymouth, MI 48170, (734) 555-6890.
- Job Information Fields:** Job Number (162), Job Type (Com-CCTV), Description (Commercial Intrusion), Tag Group (MI), Branch (MI), HoldBack % (0), Install Company (MI).
- Other Fields:** Created (7/25/2009), Prevailing Wage (0.00), Project Manager, Salesperson (George Miller), P.O. Number, Sold Date (11/3/2008), Projected Start, Projected End.
- Locked Status:** A checkbox labeled 'Locked' is checked and circled in red.

## Change Orders-Open Jobs

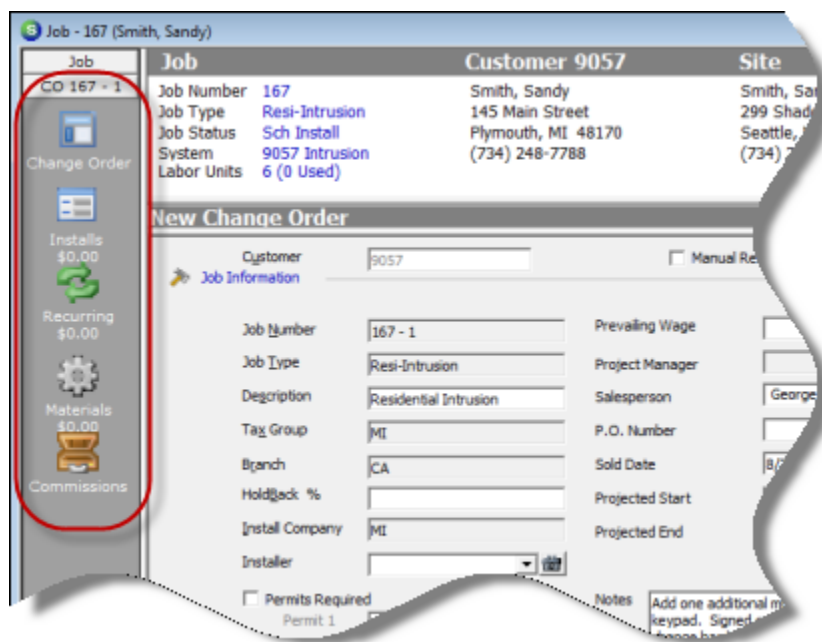
Once a Job is in lock mode, a new button will appear on the Tools toolbar labeled Add Change Order.



After pressing the *Add Change Order* button, The *New Change Order* form will be displayed. The only required field on this form is the *Sold Date*. This is typically the date the Change Order was authorized. The User may enter information into the Notes field that describes the purpose of the Change Order.



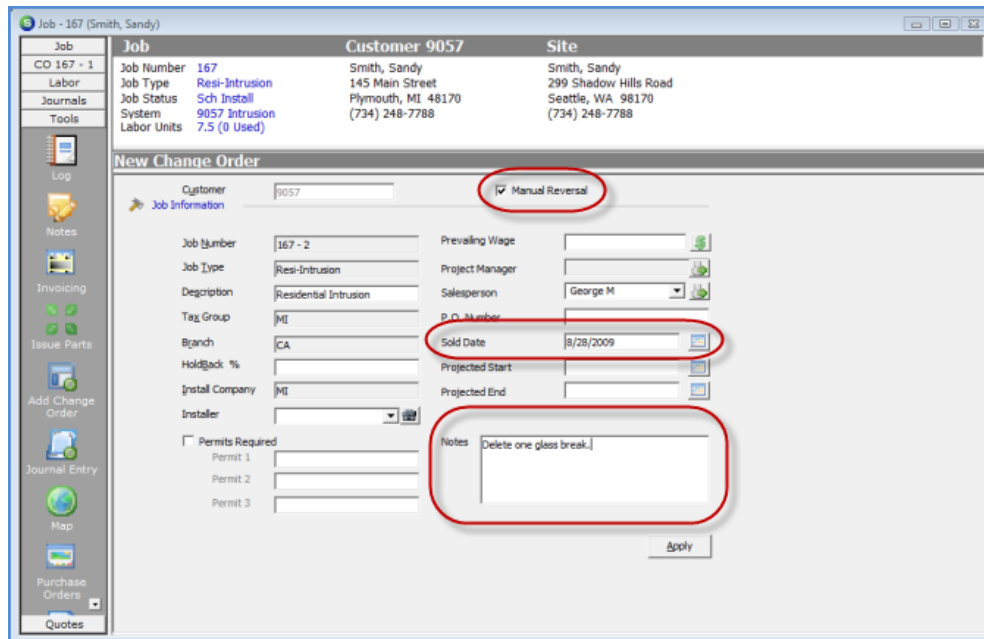
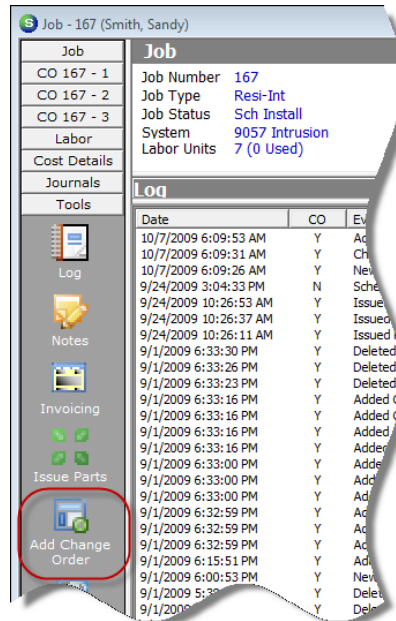
Once the Change Order has been saved, a new *Change Order* button will be displayed on the Job Toolbar. This new button contains data entry forms where the User may enter additional Install Charges, RMR, Materials or Commissions. When the Job is invoiced, any new charges entered on the Change Order will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



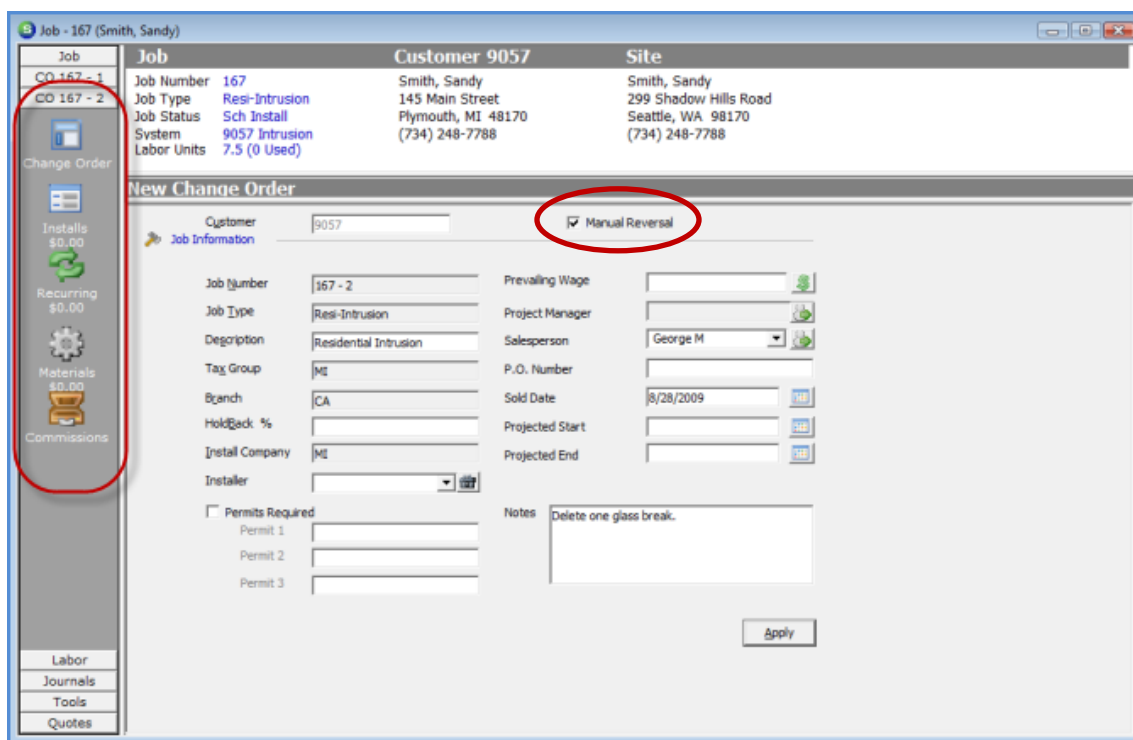


## Manual Reversal Change Orders-Open Jobs

Once a Job is in lock mode, a new button will appear on the Tools toolbar labeled Add Change Order.



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 data entry forms where the User may enter additional Install Charges, RMR, Materials or Commissions. When the Job is invoiced, any negative charges entered on the Change Order will appear as lines within the Job Invoice.



Job - 167 (Smith, Sandy)

Job	Customer 9057	Site
CO 167 - 1	Smith, Sandy	Smith, Sandy
CO 167 - 2	145 Main Street Plymouth, MI 48170 (734) 248-7788	299 Shadow Hills Road Seattle, WA 98170 (734) 248-7788

Job Number 167  
Job Type Resi-Intrusion  
Job Status Sch Install  
System 9057 Intrusion  
Labor Units 7 (0 Used)

**REVERSAL CO 167 - 2 - Materials Negative quantities are expected.**

Part	Description	Qty	Job #/CO #	Unit Price	LU	Change Qty	Change LU	Reversed
VISTA-32FB	V32FB Fire/Burg Panel	1	167	0	0	0	0	0
S890PI	S890PI Wireless Motion Det	2	167	0	0	0	0	0
6150	LCD Keypad	2	167	0	0	0	0	0
5849	5849 Wireless Glass Break	6	167	0	0	-1	0	0
6150	LCD Keypad	1	167 - 1	0	0	0	0	0
S890PI	S890PI Wireless Motion Det	1	167 - 1	0	0	0	0	0

Total Material LU  Sub Total

Apply

## Re-Open a Closed Job

Once a Job has been closed, it is possible to re-open the Job for the purpose of creating a change order to add or remove parts, charges, etc. or to apply additional labor timesheets or other costs to the Job. The User must be granted permissions through User Group Security to be able to re-open a Job.

