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MARCO ISLAND, FLORIDA  
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ACHIEVE

## Job Processing 1 Parts/Expense Items Scheduling

Presented By:  
**Carolyn Johnson**

## Table of Contents

<b>Parts Review/Capture .....</b>	<b>3</b>
Capture Parts List.....	4
<i>Modifying the Working Parts List .....</i>	<i>5</i>
<b>Job Purchase Orders .....</b>	<b>6</b>
Ordering Parts within the Job Record.....	6
Ordering Parts from the PO List .....	8
Ordering Services from the PO List.....	9
<b>Job Scheduling .....</b>	<b>10</b>

## Parts Review/Capture

Once a Job has been created and the Parts list has been saved it should be reviewed for accuracy and workability.

### Suggested Items to Review:

- Are all the parts/quantities entered accurately?
- Is the list of parts workable?
- Is the Cost of the Part correct (displayed only if imported from QuoteWerks or WeEstimate)?
- Verify the Stock [item] flag.

Job		Customer 208		Site	
Job Number	176	Miller Woodcrafting	Miller Woodcrafting	10255 Haggerty Road	10255 Haggerty Road
Job Type	C-Fire	10255 Haggerty Road	10255 Haggerty Road	Plymouth, MI 48170	Plymouth, MI 48170
Job Status	Scheduling	Plymouth, MI 48170	Plymouth, MI 48170	(734) 351-2200	(734) 351-2200
System	208 Fire	(734) 351-2200			
Labor Units	0 (0 Used)				

Materials													
<input checked="" type="checkbox"/> Show Phases													
Materials													
Phase	Part	Description	Vendor	Qty	Location	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock	PO	PO Description
Phase 01	SIL5208	10 ZONE FIRE PANEL	Bosch Se	1		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	570.00	SIL-5208
Phase 01	SIL5235	ANNUNCIATOR	Bosch Se	3		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	120.00	SIL-5235
Phase 01	5895XL	INTELLIGENT REMOTE F	ATL	1		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	399.34	SIL-5895XL
Phase 01	SD500MIM	MONITOR INPUT MODU	ATL	1		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	36.64	SIL-SD500MIM
Phase 01	SD5056AB	6 INCH BASE FOR ADD	ATL	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	4.40	SIL-SD5056AB
Phase 01	SD5056SB	6 INCH HEAT/SMOKE B	ATL	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	46.62	SIL-SD5056SB
Phase 01	SD505AHS	ADDRESSABLE HEAT DE	Tri-Ed	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	39.24	SK-SD505AHS
Phase 01	SD505APS	ADDRESSABLE P/E SMO	Tri-Ed	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	40.40	SD505APS
Phase 01	SD500PSDA	DUAL ACTION PULL STA	ATL	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	61.74	SIL-SD500PSDA
*											<input type="checkbox"/>		

Notes

## Capture Parts List

Once the parts list has been approved you have the option of “Capturing” the parts list. Using the Parts Capture option, locks down the original parts list and creates a second “Working Parts List”. The Original parts list may not be changed and is used for comparison purposes when reviewing a Job prior to closing. If any changes need to be made to the Parts list, those changes are made on the Working Parts List.

Two User Group Permissions control the Parts Capture:

- Ability to Capture Parts – this permission allows a User to Capture the Original Parts List on a Job
- Capture Parts Override – this permission allows a User to Re-Capture the Parts List. This will copy the Working Parts List and over-write the Original Parts List previously captured.

Once the Parts List has been reviewed, click on the *Capture Original Parts* button.

The screenshot shows the 'Materials' window with a table of parts. The 'Capture Original Parts' button is highlighted with a red circle and a blue dashed arrow pointing to it. The table contains the following data:

Phase	Part	Description	Vendor	Qty	Location	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock	PO	PO Description
Phase 01	SIL5208	10 ZONE FIRE PANEL	Bosch Se	1		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	570.00	SIL-5208
Phase 01	SIL5235	ANNUNCIATOR	Bosch Se	3		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	120.00	SIL-5235
Phase 01	5895XL	INTELLIGENT REMOTE F	ATL	1		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	399.34	SIL-5895XL
Phase 01	SD500MIM	MONITOR INPUT MODU	ATL	1		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	36.64	SIL-SD500MIM
Phase 01	SD5056AB	6 INCH BASE FOR ADD	ATL	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	4.40	SIL-SD5056AB
Phase 01	SD5056SB	6 INCH HEAT/SMOKE B	ATL	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	46.62	SIL-SD5056SB
Phase 01	SD505AHS	ADDRESSABLE HEAT DE	Tri-Ed	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	39.24	SK-SD505AHS
Phase 01	SD505APS	ADDRESSABLE P/E SMO	Tri-Ed	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	40.40	SD505APS
Phase 01	SD500PSDA	DUAL ACTION PULL ST	ATL	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	61.74	SIL-SD500PSDA

At the bottom, the 'Total Material LU' is 0 and the 'Sub Total' is 0.00. The 'Capture Original Parts' button is highlighted with a red circle and a blue dashed arrow.

The screenshot shows the 'Materials' window with the 'Working Part List' radio button selected. The 'Override Parts Capture' button is highlighted with a red circle and a blue dashed arrow. The table contains the same data as the previous screenshot:

Phase	Part	Description	Vendor	Qty	Location	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock	PO	PO Description
Phase 01	SIL5208	10 ZONE FIRE PANEL	Bosch Se	1		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	570.00	SIL-5208
Phase 01	SIL5235	ANNUNCIATOR	Bosch Se	3		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	120.00	SIL-5235
Phase 01	5895XL	INTELLIGENT REMOTE F	ATL	1		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	399.34	SIL-5895XL
Phase 01	SD500MIM	MONITOR INPUT MODU	ATL	1		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	36.64	SIL-SD500MIM
Phase 01	SD5056AB	6 INCH BASE FOR ADD	ATL	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	4.40	SIL-SD5056AB
Phase 01	SD5056SB	6 INCH HEAT/SMOKE B	ATL	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	46.62	SIL-SD5056SB
Phase 01	SD505AHS	ADDRESSABLE HEAT DE	Tri-Ed	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	39.24	SK-SD505AHS
Phase 01	SD505APS	ADDRESSABLE P/E SMO	Tri-Ed	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	40.40	SD505APS
Phase 01	SD500PSDA	DUAL ACTION PULL ST	ATL	8		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	61.74	SIL-SD500PSDA

At the bottom, the 'Total Material LU' is 0 and the 'Sub Total' is 0.00. The 'Override Parts Capture' button is highlighted with a red circle and a blue dashed arrow.

## Modifying the Working Parts List

The Working Parts List may be modified up until the point:

- The Job becomes locked; either a forced lock from a Job Task being signed off or when the last Job Task has been signed off.
- If a Part is billable and has been invoiced.
- Part has been issued to the Job\*.

Notes

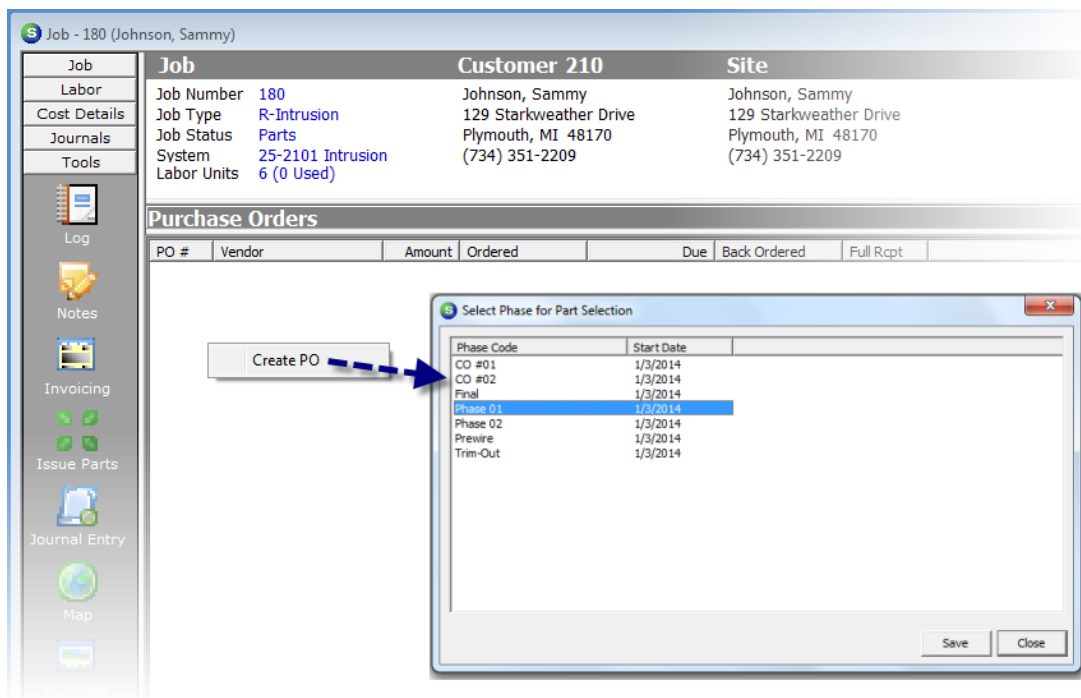
## Job Purchase Orders

Purchase Orders may be created for Parts and/or Services. If ordering parts for individual Jobs, the most efficient method is creating the PO within the Job. If ordering Services such as Subcontractors, Equipment Rentals, etc., these Purchase Orders may be created within the Job or from the PO List in Accounts Payable.

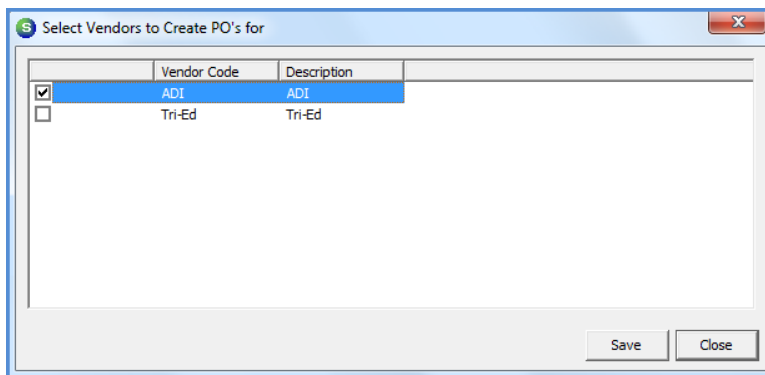
### Ordering Parts within the Job Record

Creating a PO for Parts within the Job record is the quickest method when order for a specific Job since the application knows which parts are to be used and what parts have already been issued (if any) to the Job.

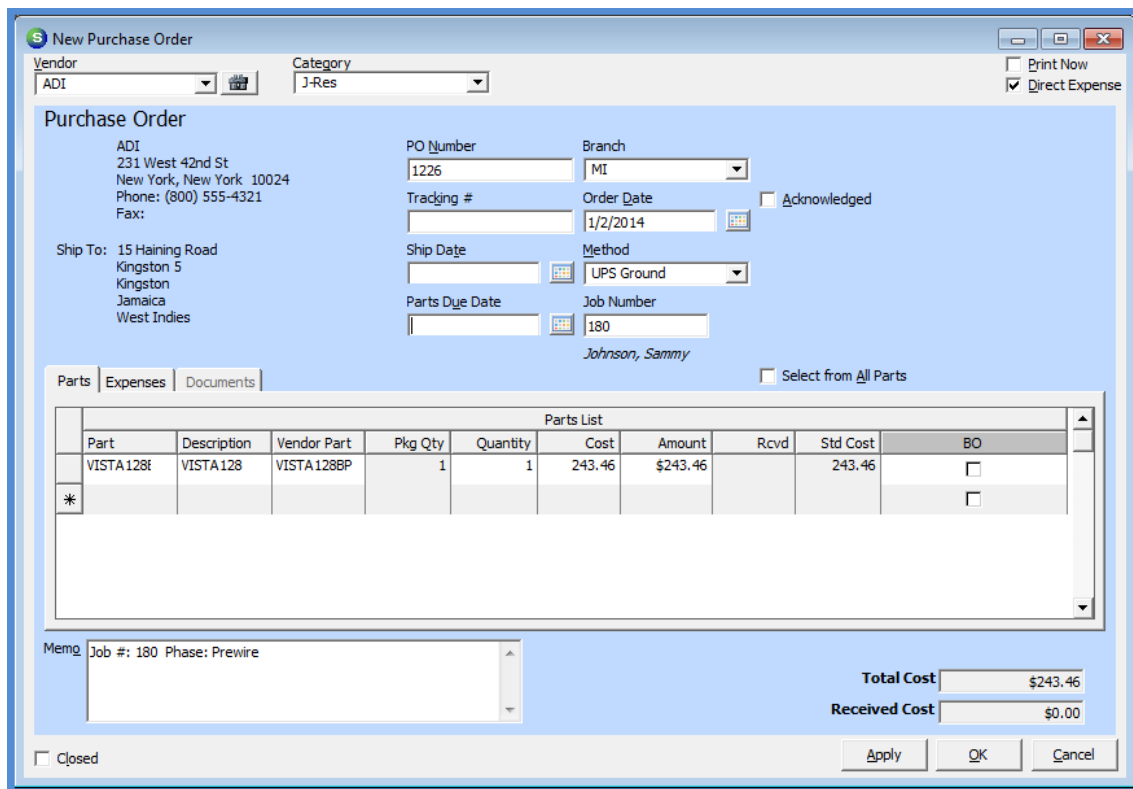
If you are using Job Phases within your Parts List, this helps to keep inventory levels low by only ordering what is needed in the immediate future.



If there is more than one Primary Vendor listed on the Job Materials List, you will be prompted to select the Vendor for the PO.



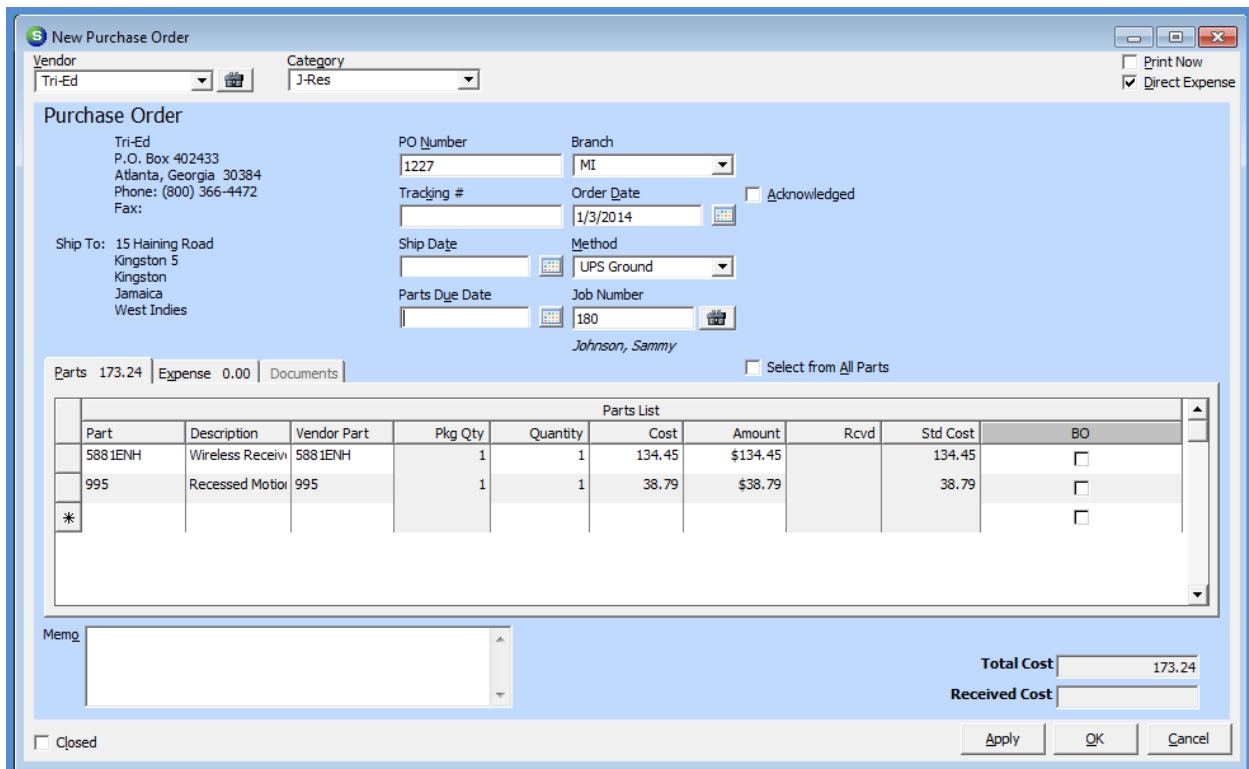
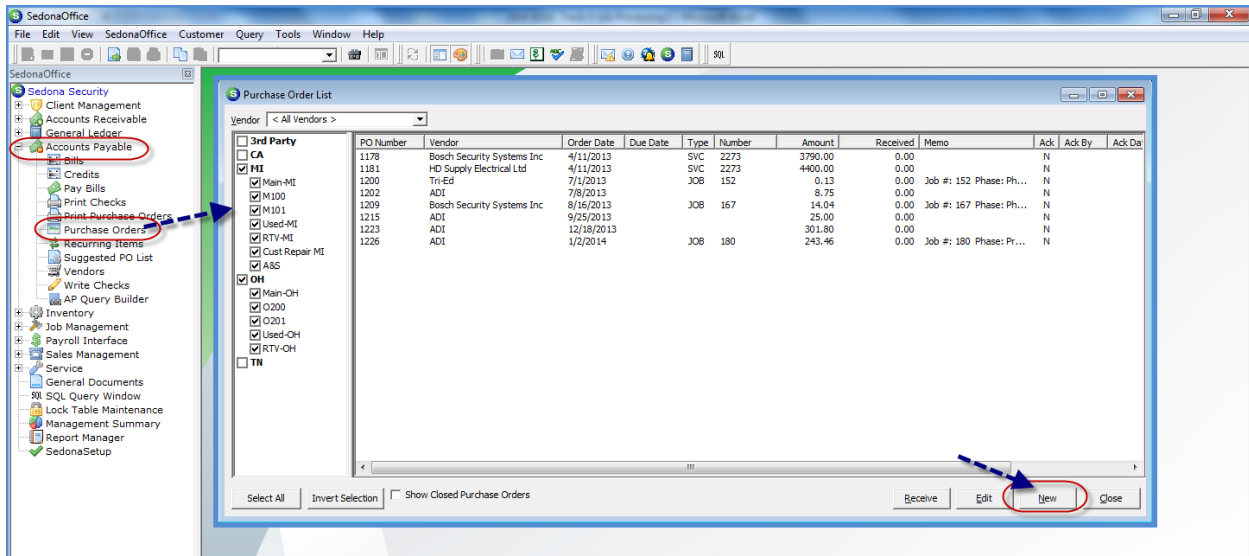
The Purchase Order will fill in with the Parts for the Primary Vendor and Phase selected. The cost will default from the Part Cost on the Job Parts List. If no cost is displayed in the Job Parts List, the cost will default from the Part setup/Primary Vendor.



Notes

## Ordering Parts from the PO List

Purchase Orders for Parts may be created from the PO List within the Accounts Payable module. When creating PO's using this method, the User will need to manually enter the parts to be ordered – the PO will not auto-fill with the part numbers as when ordering through the Job record.





## Ordering Services from the PO List

Purchase Orders for Services are created from the PO List. Instead of list the parts that will be purchased, a G/L Account Number is selected for the expense.

### Why issue PO's for Services?

Issuing PO's for Services is a good way of ensuring all job related expenses are posted to the Job prior to closing. If any Purchase Order linked to the Job has not been completely received, the software will not allow the Job to be closed.



If a Purchase Order for a Service will be received in partial increments, it is best to issue separate PO's for each expected receipt.

**New Purchase Order**

Vendor: Superior Security Llc | Category: J-Res

Print Now:  | Direct Expense:

**Purchase Order**

Superior Security Llc  
147 Hathaway Street  
Cleveland, Ohio 44110  
Phone:  
Fax:

Ship To: SedonaSecurity  
417 Forest  
Plymouth, MI 48170

PO Number: 1228 | Branch: MI

Tracking #: | Order Date: 1/3/2014 | Acknowledged:

Ship Date: | Method: |

Parts Due Date: | Job Number: 180 | Johnson, Sammy

Parts: 0.00 | **Expense 350.00** | Documents

General Ledger				Job Costing	
GL Account	Description	Amount	Category	Job	Type
512110	COS - Jobs-Subcontractors	\$350.00	J-Res	180	S

Memo:

Total Cost: 350.00 | Received Cost:

Closed | Apply | OK | Cancel

Notes

## Job Scheduling

There are two basic methods available for scheduling Jobs; the Job Schedule Board and Job Appointments. With the release of SedonaOffice 5.6.200 Job Appointments may now be created, dispatched and managed from SedonaService. This track topic will be an interactive session to demonstrate the new features of Job Scheduling and Dispatching. A Reference Document is available on the SedonaOffice website with detailed information on Job Appointments from SedonaService.

Notes

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