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# SedonaOffice® USERS CONFERENCE

MARCO ISLAND, FLORIDA  
JANUARY 27 - 29, 2014



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## Job Processing 3 Change Orders

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## Job Change Orders

Job Change Orders are used to formally document any changes to Revenue or Expenses for a Job. A Job Change Order may only be created if the Job is in “Lock” mode. A Job may be manually locked by approving a Job Task flagged to “Lock” the Job. The only other way a Job may become locked, is by having all Tasks on the Job Task List approved – this forces the Job into a natural lock.

## Change Order Types

There are two types of Change Orders; Positive and Negative. A Positive Change Order will allow you to add Install Charges, Recurring Charges, Parts or Commissions. A negative Change Order will allow you to reduce Install Charges, Recurring Charges, Parts or Commissions. If a Job requires both additions and reductions, you would need to create two separate Change Orders.

Notes



When viewing the Job *Sales Summary* for Jobs with Change Orders where Parts, Install Charges or Recurring Charges have been added, increased, removed or decreased, the net of the original Job amounts and all the changes is displayed.

Job		Customer 35075	Site
Job Number	163	Gordon, Denise	Denise Gordon
Job Type	R-Intrusion	166 Gulf Rd	166 Gulf Rd
Job Status	Parts	Plymouth, MI 48170	Plymouth, MI 48170
System	6691377 Intrusion	(734) 992-1404	(734) 992-1404
Labor Units	8 (0 Used)		

Sales Summary			
Installs			
Item Code	Description	Quantity	Amount
Install Intr Res	Install Intrusion System	1	5000.00
Job Part Res	Job Part	1	65.00
<b>Total</b>			<b>\$5,065.00</b>

Parts			
Part Code	Description	Quantity	Amount
DSC-WS4939	WS-4939 KEY FOB	2	0.00
EVDW4917	Recessed Door Transmitter	1	0.00
KIT49512CP01	ALEXOR WIRELESS PANEL KIT 2-1-1	1	0.00
WLS-904-433	WLS PET IMMUNE MOTION DETECTOR	1	0.00
WLS-906-433	WLS-906-433 SMOKE DETECTOR WIR	1	0.00
WLS-912L-433	WLS-912L-433 GLASS BREAK XMTR	1	0.00
WLS907	WLS 907 LOW TEMP SENSOR	1	0.00
<b>Total</b>			<b>\$0.00</b>

<b>Total Non Recurring</b>			<b>\$5,065.00</b>
<b>Total Non Recurring Billed</b>			<b>\$0.00</b>
<b>Total Credits</b>			<b>\$0.00</b>
<b>Balance to Bill</b>			<b>\$5,065.00</b>

Recurring		
Item Code	Description	Monthly Amt
MON	Monitoring	35.00
<b>Total Recurring</b>		<b>\$35.00</b>
<b>Total Recurring Billed</b>		<b>\$0.00</b>

Notes

If 5 or more Change Orders exist for a Job, a new button on the Job Toolbar will be displayed – “Co’s” – here you may access any of the Job Change Orders.

For Jobs with less than 5 Change Orders, a separate button is displayed on the Job Toolbar labeled with the Change Order Number.

The screenshot displays the SedonaOffice interface for Job 129 (Chagrin Falls Memorial Hosp). The main window shows job details, a sales summary, and a parts list. A secondary window, titled 'Change Order 129 - 1', is open, showing details for a specific change order. In the left-hand toolbar, a button labeled 'COs' is circled in red, and a dashed blue arrow points from it to the 'Change Order 129 - 1' window. The 'COs' button is located below the 'Commissions' button and above the 'Labor' button.

Job	Job	Customer 13353	Site
Job Number	129	Chagrin Falls Memorial Hosp	Chagrin Falls Memorial Hosp
Job Type	C-Fire	71 Haynes Street	71 Haynes Street
Job Status	Progress Invoice	Attn: Beth Chaty	Attn: Beth Chaty
System	13353 Intrusion/Fire	Chagrin Falls, OH 44022	Chagrin Falls, OH 44022
Labor Units	67 (46.5833 Used)		

Installs	Description	Quantity	Amount
Item Code			
Install Fire Com	Install Fire System	2	176,152.00
<b>Total</b>			<b>\$176,152.00</b>

Parts	Description	Quantity	Amount
Part Code			
B350LP	BASE FOR ADDRESSABLE HEAT/SM...	35	0.00
BG12LX	FIRELITE ADDRESSABLE PULL STATI...	59	0.00
CMF300	FIRELITE CONTROL MODULE	2	0.00

Change Order 129 - 1	Customer 13353	Site
Job Number	129 - 1	Chagrin Falls Memorial Hosp
Job Type	C-Fire	71 Haynes Street
Job Status	Progress Invoice	Attn: Beth Chaty
System	13353 Intrusion/Fire	Chagrin Falls, OH 44022
Labor Units	67 (46.5833 Used)	Chagrin Falls, OH 44022

Notes

## Job Lock

Some companies have Job Types setup to automatically lock a Job at a particular point in the process where other companies will add a new Job Task to create the Job Lock.

Job - 140 (Lilly Taylor)

Job	Customer 16158	Site
Job Number 140	Taylor, Lilly	Lilly Taylor
Job Type PartsSmarts	22 North Lane	22 North Lane
Job Status Jobcost	Novi, MI 48375	Novi, MI 48375
System PartsSmarts Intrusion	(734) 265-3223	(734) 265-3223
Labor Units 0 (1 Used)		

#	Phase	Task	Job Status	Invoice	Approved	Approved By	Comments
1	Phase 01	Order Parts	Parts	Y	N	10/26/2012 9:53:55 AM	Administrator
2	Phase 01	Activate	Activation	N	Y	2/23/2013 8:36:40 AM	Administrator
3	Phase 01	Jobcost	Jobcost	N	N		

Job - 143 (ABC Blinds)

Job	Customer 102	Site
Job Number 143	ABC Blinds	ABC Blinds
Job Type C-Intrusion	4572 Walker Road	4572 Walker Road
Job Status Job Complete	Plymouth, MI 48170	Plymouth, MI 48170
System 102 Intrusion		
Labor Units 24 (28 Used)		

#	Phase	Task	Job Status	Invoice	Approved	Approved By	Comments
1	Phase 01	Sch Prewire	Scheduling	66779	N	12/19/2012 4:00:26 PM	Administrator Invoice 20%
2	Phase 01	Order Parts	Parts	N	N	12/19/2012 4:28:00 PM	Administrator
3	Phase 01	PW	Prewire	N	N	12/19/2012 4:28:02 PM	Administrator
4	Phase 01	Sch Install	Scheduling	N	N	12/19/2012 4:28:04 PM	Administrator
5	Phase 01	Install	Install Equipment	66780	N	12/19/2012 4:28:05 PM	Administrator
6	Phase 01	Lock For CO	Change Order	N	Y	12/19/2012 4:52:20 PM	Administrator add additional keypad
7	Phase 01	Jobcost	Jobcost	105603	N	7/8/2013 9:33:30 AM	Administrator

Notes

## Positive Change Orders

A Positive Change Order will allow you to add Install Charges, Recurring Charges, Parts or Commissions. Once the Job is "Locked", navigate to the Tools button on the Job Toolbar and click on the *Add Change Order* button.

Job - 163 (Denise Gordon)

Job	Job	Customer 35075	Site
Job Number	163	Gordon, Denise	Denise Gordon
Job Type	R-Intrusion	166 Gulf Rd	166 Gulf Rd
Job Status	Parts	Plymouth, MI 48170	Plymouth, MI 48170
System	6691377 Intrusion	(734) 992-1404	(734) 992-1404
Labor Units	8 (0 Used)		

#	Phase	Task	Job Status	Invoice	Approved	Approved By	Comments
1	Phase 01	Lock For CO	CO Approval	N	Y	1/2/2014 8:28:06 AM	Administrator
2	Phase 01	Order Parts	Parts	N	N		
3	Phase 01	Sch Install	Scheduling	N	N		
4	Phase 01	Install	Install Equipment	Y	N		
5	Phase 01	Jobcost	Jobcost	N	N		

Job - 163 (Denise Gordon)

Job	Job	Customer 35075	Site
Job Number	163	Gordon, Denise	Denise Gordon
Job Type	R-Intrusion	166 Gulf Rd	166 Gulf Rd
Job Status	Parts	Plymouth, MI 48170	Plymouth, MI 48170
System	6691377 Intrusion	(734) 992-1404	(734) 992-1404
Labor Units	8 (0 Used)		

Date	CO	Event	Description	User
7/8/2013 1:29:42 PM	Y	Deleted Commissions	Matt.Miller-Install	Administrator
7/8/2013 1:29:30 PM	Y	Added Commissions	Matt.Miller-Install	Administrator
7/8/2013 1:29:30 PM	Y	Added Commissions	Matt.Miller-Add On Parts	Administrator
7/8/2013 1:29:25 PM	Y	Added Install Charge	Job Part RSC	Administrator
7/8/2013 1:28:51 PM	Y	Added Parts	DSCPK5516	Administrator
7/8/2013 1:28:22 PM	Y	New Change Order	Added Job 163 - 1	Administrator
7/8/2013 1:28:08 PM	N	Added Job Task	Lock For CO	Administrator
7/8/2013 1:27:33 PM	N	Deleted Commissions	Matt.Miller-Add On Parts	Administrator
7/8/2013 1:27:28 PM	N	Added Commissions	Matt.Miller-Install	Administrator
7/8/2013 1:27:28 PM	N	Added Commissions	Matt.Miller-RMR	Administrator
7/8/2013 1:27:28 PM	N	Added Commissions	Matt.Miller-Add On Parts	Administrator
7/8/2013 1:27:25 PM	N	Deleted Commissions	Matt.Miller-Install	Administrator
7/8/2013 1:27:20 PM	N	Added RMR	MON	Administrator
7/8/2013 1:27:01 PM	N	Added Parts	DSC-W54939	Administrator
7/8/2013 1:27:01 PM	N	Added Parts	EVDW4917	Administrator
7/8/2013 1:27:01 PM	N	Added Parts	KIT49512CP01	Administrator
7/8/2013 1:27:01 PM	N	Added Parts	WLS-904-433	Administrator
7/8/2013 1:27:01 PM	N	Added Parts	WLS-906-433	Administrator
7/8/2013 1:27:01 PM	N	Added Parts	WLS-912L-433	Administrator
7/8/2013 1:27:01 PM	N	Added Parts	WLS907	Administrator
7/8/2013 1:26:12 PM	N	Deleted Commissions	Matt.Miller-Add On Parts	Administrator
7/8/2013 1:26:03 PM	N	Added Commissions	Matt.Miller-Install	Administrator
7/8/2013 1:26:03 PM	N	Added Commissions	Matt.Miller-Add On Parts	Administrator
7/8/2013 1:26:00 PM	N	Added Install Charge	Install Intr RSC	Administrator

Notes

### Change Order Work Order Form

The only required field on this form is the Sold Date. Typically this is the date the Change Order is being processed. It is a good idea to enter a brief description into the Notes field indicating the purpose of the Change Order. After clicking on the *Apply* button to save, you will be able to add the additional items to the original job.

**Job - 163 (Denise Gordon)**

Job	Job	Customer 35075	Site
CO 163 - 1	Job Number 163	Gordon, Denise	Denise Gordon
	Job Type R-Intrusion	166 Gulf Rd	166 Gulf Rd
	Job Status Parts	Plymouth, MI 48170	Plymouth, MI 48170
	System 6691377 Intrusion	(734) 992-1404	(734) 992-1404
	Labor Units 8 (0 Used)		

#### Change Order 163 - 1

Customer: 35075  Manual Reversal

**Job Information**

Job Number	163 - 1	Prevailing Wage	0.00
Job Type	R-Intrusion	Project Manager	
Description	Intrusion - Residential/Small Co	Salesperson	Matt.Miller
Tax Group	MI-Wayne County	P.O. Number	
Branch	MI	Sold Date	1/2/2014
Holdback %	0	Projected Start	1/3/2014
Install Company	MI	Projected End	
Installer			

Permits Required

Permit 1	
Permit 2	
Permit 3	

Notes: Add (1) DSC-WS4939 Keyfob per customer request and signed authorization. \$65.00 sales price.

Sales Reversal Apply

Installs Recurring Materials Commissions

Labor Cost Details

Notes



### Install Charges

Install Charges are entered on a Change Order in the same manner as the original Job. Be as descriptive as needed in the Item Description field; this is the information that will print on the customer's invoice.



If you are adding additional Parts to the Job and your Job Type does not allow you to invoice for individual parts, the additional Parts Charges are entered on the Install Charges form.

Make certain to also enter the additional parts on the Change Order Materials form so that the inventory can be reconciled.

Job - 163 (Denise Gordon)

Job: CO 163 - 1

Customer: 35075 (Gordon, Denise, 166 Gulf Rd, Plymouth, MI 48170, (734) 992-1404)

Site: Denise Gordon (166 Gulf Rd, Plymouth, MI 48170, (734) 992-1404)

Job Number: 163  
Job Type: R-Intrusion  
Job Status: Parts  
System: 6691377 Intrusion  
Labor Units: 8 (0 Used)

#### CO 163 - 1 - Installs

Item	Description	Phase	QTY	Unit Price	Extended Price	Tax	Units	Cost Ty
Job Part Res	Additional Keyfob - Change...	Phase 01	1	65.00	65.00	4.55	0	O

Total Install Labor Units: 8      Installation Totals: 65.00, 4.55

Item: Job Part Res      Qty: 1  
Description: Additional Keyfob - Change Orde      Unit Price: 65.00  
Phase Code: Phase 01      Labor Units: 0  
Cost Type: O  
Cost: 0.00

Buttons: Save, New, Delete, Apply

Notes

## Recurring Charges

Recurring Charges are entered on a Change Order in the same manner as the original Job.



After the additional recurring has been invoiced through Job Invoicing, future cycle invoices for this new recurring line will invoice separately unless the Sub Item field is utilized.

Job - 163 (Denise Gordon)

Job	Customer 35075	Site
CO 163 - 1		
Job Number 163	Gordon, Denise	Denise Gordon
Job Type R-Intrusion	166 Gulf Rd	166 Gulf Rd
Job Status Parts	Plymouth, MI 48170	Plymouth, MI 48170
System 6691377 Intrusion	(734) 992-1404	(734) 992-1404
Labor Units 8 (0 Used)		

### CO 163 - 1 -Recurrings

Item Code	Description	Sub Item Of	Bill Cycle	Cycle Start	RMR Amount	Cycle Amt	Tax	Mas
-----------	-------------	-------------	------------	-------------	------------	-----------	-----	-----

Total Monthly Amount 0.00 0.00

Recurring Item [Dropdown]  
Description [Text]  
Sub Item Of [Dropdown]  
Bill Cycle [Dropdown]  
Cycle Start [Calendar]

RMR Amount [Text]  
Cycle Amount [Text]

Enter as Monthly Amt Only

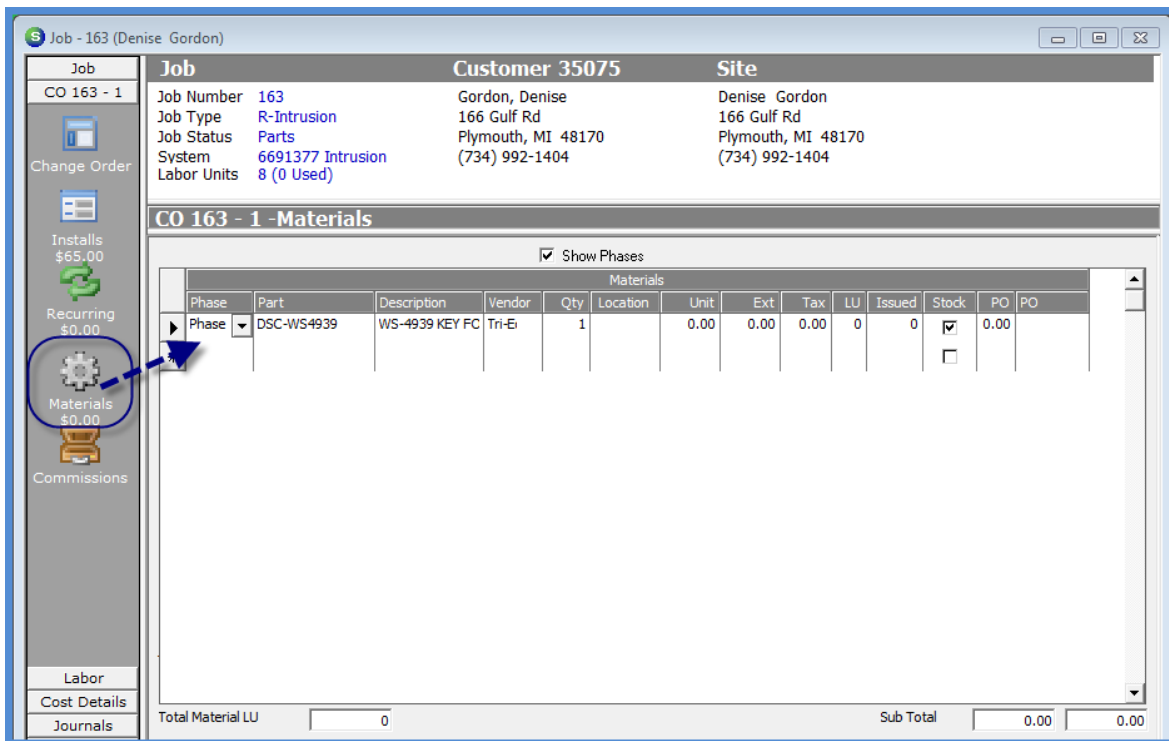
Save New Delete Apply

Notes

## Materials

Additional Parts are added to the Materials form. If the Job Type allows for the invoicing of individual parts, the Sales Price will default from the Part setup, but may be overridden if necessary.

If your Job Type does not allow you to invoice for individual parts, and you need to invoice the customer for the additional Parts Charges, these are entered on the Install Charges form.



Job - 163 (Denise Gordon)

Job: CO 163 - 1

Customer: 35075 (Gordon, Denise)

Site: Denise Gordon (166 Gulf Rd, Plymouth, MI 48170)

Job Number: 163  
Job Type: R-Intrusion  
Job Status: Parts  
System: 6691377 Intrusion  
Labor Units: 8 (0 Used)

CO 163 - 1 - Materials

Materials Table:

Phase	Part	Description	Vendor	Qty	Location	Unit	Ext	Tax	LU	Issued	Stock	PO	PO
Phase	DSC-WS4939	WS-4939 KEY FC	Tri-E	1		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	0.00	

Total Material LU: 0

Sub Total: 0.00

Notes

### Commissions

Additional Commissions may be added to the Job Change Order if necessary. The Commission amounts may be automatically calculated and added to the Change Order based upon the commission setup or manually added for one or more commission lines.

**Job - 163 (Denise Gordon)**

Job	Customer 35075	Site
CO 163 - 1	Gordon, Denise 166 Gulf Rd Plymouth, MI 48170 (734) 992-1404	Denise Gordon 166 Gulf Rd Plymouth, MI 48170 (734) 992-1404

**CO 163 - 1 - Commissions**

Commissionable / Splits

Install Total: 65.00    Salesperson 1: Matt.Miller    100.00 %  
 Commissionable %: 100.00    Salesperson 2:    0.00 %  
 Commissionable: 65.00     Split Sales Production  
 Recurring: 0.00

Remove All    Apply

Salesperson	Commission Type	Post Date	Commissionable	Rate	Commission
Matt.Miller	Add On Parts	7/8/2013	65.00	25.00	16.25

Total Commission: 16.25

Salesperson: **Matt.Miller**    Commissionable: 0  
 Commission Type:    Rate: 0  
 Posting Date (GL): 7/8/2013    Cgmission: 0  
 Select from all other Salespeople    Apply    New    Delete

Notes

## Negative Change Orders (Manual Reversal)

A Negative Change Order will allow you to reduce or remove Install Charges, Recurring Charges, Parts or Commissions. Once the Job is "Locked", navigate to the Tools button on the Job Toolbar and click on the *Add Change Order* button.

### Change Order Work Order Form

At the top of the Change Order Work Order form, check the "Manual Reversal" checkbox and enter the required Sold Date. Typically this is the date the Change Order is being processed. It is a good idea to enter a brief description into the Notes field indicating the purpose of the Change Order. After clicking on the *Apply* button to save, you will be able to remove or reduce items to the original job.

The screenshot displays the 'New Change Order' form in the SedonaOffice application. The interface includes a left-hand sidebar with navigation options: Job, Labor, Cost Details, Journals, Tools, Log, Notes, Invoicing, Issue Parts, Add Change Order (circled in blue), Journal Entry, Map, and Quotes. The main form area is titled 'New Change Order' and shows the following details:

Job	Customer 35075	Site
Job Number: 163	Gordon, Denise	Denise Gordon
Job Type: R-Intrusion	166 Gulf Rd	166 Gulf Rd
Job Status: Parts	Plymouth, MI 48170	Plymouth, MI 48170
System: 6691377 Intrusion	(734) 992-1404	(734) 992-1404
Labor Units: 8 (0 Used)		

Below the header, the 'Manual Reversal' checkbox is checked and highlighted with a red circle and a blue dashed arrow. The form includes fields for Job Number (163 - 2), Job Type (R-Intrusion), Description (Intrusion - Residential/Small Cc), Tag Group (MI-Wayne County), Branch (MI), HoldBack %, Install Company (MI), and Installer. A 'Notes' field contains the text: "CO#2 - Remove (1) WLS907 Low-temp sensor. Customer decided it was not needed. Credit of \$64.00 to Job charges." An 'Apply' button is located at the bottom right of the form.

Notes

### Install Charges

Install Charges are entered on a Change Order in the same manner as the original Job with one exception – the quantity entered will always be a negative value. Be as descriptive as needed in the Item Description field; this is the information that will print on the customer’s invoice.



If you are removing Parts from the Job and your Job Type does not allow you to invoice for individual parts, any credit for Parts Charges are entered on the Install Charges form.

Make certain to also change the part quantities on the Change Order Materials form so that the inventory can be reconciled.

If Parts were already issued to the Job, make certain they are returned to stock.

Job - 163 (Denise Gordon)

Job	Customer 35075	Site
CO 163 - 1	Gordon, Denise	Denise Gordon
CO 163 - 2	166 Gulf Rd	166 Gulf Rd
Job Number 163	Plymouth, MI 48170	Plymouth, MI 48170
Job Type R-Intrusion	(734) 992-1404	(734) 992-1404
Job Status Parts		
System 6691377 Intrusion		
Labor Units 8 (0 Used)		

**REVERSAL CO 163 - 2 - Installs** Negative quantities are expected.

Item	Description	Phase	QTY	Unit Price	Extended Price	Tax	Units

Total Install Labor Units  Installation Totals

Item: Job Part Res Qty: -1  
Description: CO# 2 - Credit for (1) Low temp Unit Price: 65.00  
Phase Code: Labor Units: 0.0  
Cost Type: 0 Cost: 0.00

Buttons: Save, New, Delete, Apply

### Notes

## Recurring Charges

Recurring Charges are entered on a Change Order in the same manner as the original Job with the exception of the Amount field – this will be a negative value.



After the reduced recurring has been invoiced through Job Invoicing, future cycle invoices for this new recurring line will invoice separately unless the Sub Item field is utilized.

The screenshot shows the 'Job - 163 (Denise Gordon)' window. The 'Job' tab is active, displaying details for Job Number 163, Job Type R-Intrusion, Job Status Parts, System 6691377 Intrusion, and Labor Units 8 (0 Used). The 'Customer 35075' and 'Site' information is also visible. A warning message reads: 'REVERSAL CO 163 - 2 -Recurrings Negative quantities are expected.' Below this is a table with columns: Item Code, Description, Sub Item Of, Bill Cycle, Cycle Start, RMR Amount, Cycle Amt, Tax, Master, Active. A callout bubble points to the 'RMR Amount' field in the form below, stating: 'The amount entered is expected to be a Negative value.' The form includes fields for Recurring Item, Description, Sub Item Of, Bill Cycle, Cycle Start, RMR Amount, Cycle Amount, and a checkbox for 'Enter as Monthly Amt Only'. Buttons for Save, New, Delete, and Apply are present.

## Notes

### Materials

Parts quantities are reduced on the Materials form. In the Change Qty column enter the negative value for the part reduction. If the Job Type allows for the invoicing of individual parts, the Sales Price [negative] will default from the Part setup, but may be overridden if necessary.

If your Job Type does not allow you to invoice for individual parts, and you need to credit the customer for any removed Parts, these are entered on the Install Charges form.

**Job - 163 (Denise Gordon)**

**Job**      **Customer 35075**      **Site**

CO 163 - 1      Job Number 163      Gordon, Denise      Denise Gordon  
 CO 163 - 2      Job Type R-Intrusion      166 Gulf Rd      166 Gulf Rd  
 Job Status Parts      Plymouth, MI 48170      Plymouth, MI 48170  
 System 6691377 Intrusion      (734) 992-1404      (734) 992-1404  
 Labor Units 8 (0 Used)

**REVERSAL CO 163 - 2 -Materials**      Negative quantities are expected.

Show Phases

Part	Description	Qty	Job #/CO	Unit Price	LU	Change Qty	Change LU	Reversed	Stock	PO	PO
KIT-49512CP	ALEXOR WIRE	1	163	0	0	0	0	0	<input type="checkbox"/>		
WLS-904-43	WLS PET IMMU	1	163	0	0	0	0	0	<input type="checkbox"/>		
WLS-906-43	WLS-906-433	1	163	0	0	0	0	0	<input type="checkbox"/>		
WLS907	WLS 907 LOW	1	163	0	0	-1	0	0	<input type="checkbox"/>		
DSC-WS493	WS-4939 KEY F	1	163	0	0	0	0	0	<input type="checkbox"/>		
DSC-WS493	WS-4939 KEY F	1	163 - 1	0	0	0	0	0	<input type="checkbox"/>		
EVDW4917	Recessed Door	1	163	0	0	0	0	0	<input type="checkbox"/>		
WLS-912L-4	WLS-912L-433	1	163	0	0	0	0	0	<input type="checkbox"/>		
*									<input type="checkbox"/>		

Total Material LU      0      Sub Total      0.00      0.00

### Notes



### Commissions

Reductions to Commission may be entered to the Job Change Order if necessary. The Commission amounts may be automatically calculated and added to the Change Order based upon the commission setup or manually added for one or more commission lines.

**Job - 163 (Denise Gordon)**

Job	Customer 35075	Site
Job Number 163	Gordon, Denise	Denise Gordon
Job Type R-Intrusion	166 Gulf Rd	166 Gulf Rd
Job Status Parts	Plymouth, MI 48170	Plymouth, MI 48170
System 6691377 Intrusion	(734) 992-1404	(734) 992-1404
Labor Units 8 (0 Used)		

**CO 163 - 2 - Commissions**

Commissionable / Splits

Install Total: -65.00  
 Commissionable %: 100.00  
 Commissionable: -65.00  
 Recurring: 0.00

Salesperson	Commission Type	Post Date	Commissionable	Rate	Commission
Matt.Miller	Install	7/8/2013	-65.00	10.00	-6.50

Total Commission: -6.50

Salesperson: Matt.Miller  
 Commission Type: [Dropdown]  
 Posting Date (GL): 7/8/2013  
 Commissionable: 0  
 Rate: 0  
 Commission: 0

Notes