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SedonaOffice® USERS CONFERENCE

MARCO ISLAND, FLORIDA
JANUARY 27 - 29, 2014



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Job Processing 4 Invoicing/Credits/Re-Invoicing

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Job Invoicing & Credits

Jobs Invoices are created exclusively from the Job Queue for any and all billable charges on Jobs. Job Install Charges/Parts may be invoice progressively or all on one invoice. Recurring Charges may be invoiced on the same invoice with Install Charges or may be invoiced separately.



Any Job Invoices that need to be credited off must be initiated from the Job; Job Tools/Invoices – highlight the Invoice and select the appropriate right-click option.

Notes

Invoicing - Job Tasks & Job Phases

Your company determines when a Job may be invoiced; this is controlled by two elements on the Job:

- A Job Task being approved which is flagged for Invoicing
- Install Charges/Parts match the Job Phase on the Job Task which was approved [for invoicing].

The only exception to the above rule is at the end of the Job; once all Job Tasks have been approved, if amounts remain to be billed, the Job is automatically placed into the Billing Queue.

The screenshot displays three windows from the SedonaOffice software:

- Job - 147 (Carter, Kathy):** Shows job details for Customer 104. The 'Tasks' table is as follows:

#	Phase	Task	Job Status	Parts	Invoiced	Approved	Approved By	Comments
1	Phase 01	Order Parts	Parts	N	N	2/20/2013 4:02:51 PM	Administrator	
2	Phase 01	Sch Install	Scheduling	Y	N	2/23/2013 8:19:33 PM	Administrator	
3	Phase 01	Install	Install Equipment	Y	N			
4	Phase 01	Jobcost	Jobcost	N	N			
5	Phase 02	Install	Install Equipment	N	N			
- CO 147 - 1 - Installs:** Shows a table with one item:

Item	Description	Phase	QTY	Unit Price	Extended Price	Tax	Units
Job Misc Res	Job Misc Items	Phase 01	1	1005.00	1005.00	70.35	0
- Open Job List:** A window showing a list of jobs. Job 147 is highlighted with a red circle.

Job #	Phase	Customer #	Site Name	Address	City	Bill Type	Status	Open Install	Open RMR	Adv Dep
129	Phase 01	13353	Chagrin Falls Memorial Hosp	71 Haynes Street	Chagrin Falls	Partial	Progress Invoice	123412.00	661.67	0.00
136	Phase 01	11283	Allison Woods	24 Ironwood Road	Novi	Partial	Jobcost	2397.90	0.00	0.00
136	Phase 01	11283	Allison Woods	24 Ironwood Road	Novi	Partial	Jobcost	2397.90	0.00	0.00
140	Phase 01	16158	Lily Taylor	22 North Lane	Novi	Partial	Jobcost	1916.47	0.00	0.00
143	Phase 01	102	ABC Blinds	4572 Walker Road	Plymouth	Full	Job Complete	1310.00	0.00	0.00
147	Phase 01	104	Carter, Kathy	44625 Joy Road	Plymouth	Partial	Install Equipm...	1005.00	0.00	0.00
151	Phase 01	111	Davis, Roger	6516 Joy Road	Plymouth	Partial	Scheduling	\$136.03	40.95	0.00

Jobs Ready to Invoice List

The Jobs Ready to Invoice List displays any Jobs with amounts available to be billed where a Job Task which is flagged for Invoicing is approved. This does not necessarily indicate you make create an Invoice. If there are no matching Phases for the Job Task and Install Charges/Parts, when attempting to create the Invoice, no charges will be listed.

In the example Ready to Invoice List below, Job Number 136 appears twice in the list; this indicates that two Job Tasks flagged for invoicing have been approved.

Also in the List below, notice that Job Number 143 does not list a Phase Code; this is because all Job Tasks have been signed off – the application has automatically placed this Job in the list.

Open Job List

Select Job Number: 136 Total Jobs to Invoice: 7

Job #	Phase	Customer #	Site Name	Address	City	Bill Type	Status	Open Install	Open RMR	Adv Dep
129	Phase 01	13353	Chagrin Falls Memorial Hosp	71 Haynes Street	Chagrin Falls	Partial	Progress Invoice	123412.00	661.67	0.00
136	Phase 01	11283	Allison Woods	24 Ironwood Road	Novi	Partial	Jobcost	2397.90	0.00	0.00
136	Phase 01	11283	Allison Woods	24 Ironwood Road	Novi	Partial	Jobcost	2397.90	0.00	0.00
140	Phase 01	16158	Lilly Taylor	22 North Lane	Novi	Partial	Jobcost	1916.47	0.00	0.00
143		102	ABC Blinds	4572 Walker Road	Plymouth	Full	Job Complete	1310.00	0.00	0.00
147	Phase 01	104	Carter, Kathy	44625 Joy Road	Plymouth	Partial	Install Equipm...	1005.00	0.00	0.00
151	Phase 01	111	Davis, Roger	6516 Joy Road	Plymouth	Partial	Scheduling	5136.03	40.95	0.00

7 PO's Received Since: 1/3/2014 View List

Total Open Install: \$137,575.30
Total Open RMR: \$702.62

Open Invoice Cancel

Notes

Progress Invoicing

Progress Invoices may be created for a percentage or a specific amount of Install Charges. Utilizing the Invoice Comment field on Job Tasks is a way to communicate to the person responsible for invoicing what and how to bill the Job Invoice.

#	Phase	Task	Job Status	Invoice	Approved	Approved By	Comments	
1	Phase 01	Order Parts	Parts	Y	N	3/26/2013 2:16:05 PM	Administrator	50% Progress Invoice
2	Phase 01	Sch Install	Scheduling	N	N			
3	Phase 01	Install	Install Equipment	Y	N			
4	Phase 01	Jobcost	Jobcost	N	N			Final Invoice.

These comments will automatically display in the Invoice Memo field when creating the Job Invoice.

Job Task: [Dropdown]
Job Status: [Dropdown]
Phase Code: [Dropdown]
Comments: [Text Area]
 Invoice
Sequence Locks Job:
Buttons: Save, New, Remove, Apply

Notes

Creating a Progress Invoice

In this example, we will be invoicing 50% of the Install Charges all of the Parts listed on the Parts tab.

The screenshot shows the 'Job Invoice' window with the following fields and values:

- Customer Number: 111
- Category: J-Res
- AR Account: 110110
- Tax Group: MI-Wayne County
- Site Address: Plymouth, MI 48170
- Bill RMR: (Callout: Un-check the Bill RMR option to remove the Recurring Lines from the Invoice.)
- RMR Reason: New RMR
- Activation Date: 1/3/2014
- Next Cycle Date: 01-Oct-13
- Prorate RMR thru Billing Cycle Range:
- Aging Date: 1/3/2014
- Invoice Date: 1/3/2014
- Invoice #: 119986
- P.O. Number: WO PO#
- Job Number: 151
- Term: Due On Receipt
- Salesperson: Miller George
- Customer System Will be Created

Summary: Items \$1,295.00 | Parts \$3,841.03 | WIP MLOC

Item	Description	Qty	Rate	Amount	Bill Cycle
▶ Install Intr Res	Install Intrusion System	1	1295	1295.00	
MON	Monitoring	0	35.00	0.00	M
SVC CONT	Service Contract	0	5.95	0.00	

Summary Totals:

- Sub Total: 5136.03
- Tax: 359.52
- Total: 5495.55

Additional fields:

- Description: Installation Services
- Contact: [Dropdown]
- Memo: 50% Progress Invoice (Callout: Invoicing Instructions from the Job Task Invoice Memo field.)

Buttons: Save, Close

Notes

Next we will modify the Qty field for the Install Charge on the Invoice Line and enter more details in the Invoice Memo field.

Job Invoice

Customer Number: 111 | Category: J-Res | AR Account: 110110 | Tax Group: MI-Wayne County

Job Invoice

Davis, Roger
6516 Joy Road
Plymouth, MI 48170

Site Address: Davis, Roger
6516 Joy Road
Plymouth, MI 48170

Bill RMR: **RMR Reason**: New RMR | **Activation Date**: 1/3/2014 | **Next Cycle Date**: 01-Oct-13 | Prorate RMR thru Billing Cycle Range

Aging Date: 1/3/2014 | **Invoice Date**: 1/3/2014 | **Invoice #**: 119986 | **P.O. Number**: WO PO# | **Job Number**: 151 | **Term**: Due On Receipt | **Salesperson**: Miller George

Items \$647.50 | Parts \$3,841.03 | WIP MLOC

Item	Description	Qty	Rate	Amount	Bill Cycle
Install Intr Res	Install Intrusion System	0.5	1295.00	647.50	

Description: Installation Services | Sub Total: 4488.53
Contact: | Tax: 314.20
Memo: 50% Progress Invoice on Installation Fee and Job Parts. | Total: 4802.73

Add to Print Queue | Save | Close

Notes

Creating the 2nd Progress Invoice.

The screenshot shows the 'Job Invoice' window with the following details:

- Customer Number:** 111
- Category:** J-Res
- AR Account:** 110110
- Tax Group:** MI-Wayne County
- Job Invoice:** Davis, Roger, 6516 Joy Road, Plymouth, MI 48170
- Site Address:** Davis, Roger, 6516 Joy Road, Plymouth, MI 48170
- Bill RMR:** (unchecked)
- RMR Reason:** New RMR
- Activation Date:** 1/3/2014
- Next Cycle Date:** 01-Oct-13
- Prorate RMR thru Billing Cycle Range:** (unchecked)
- Aging Date:** 1/3/2014
- Invoice Date:** 1/3/2014
- Invoice #:** 119987
- P.O. Number:** WO PO#
- Job Number:** 151
- Term:** Due On Receipt
- Salesperson:** Miller George

Summary: Items \$647.50 | Parts \$0.00 | WIP MLOC

Item	Description	Qty	Rate	Amount	Bill Cycle
Install Intr Res	Install Intrusion System	0.5	1295	647.50	

Summary Table:

Sub Total	647.50
Tax	45.33
Total	692.83

Memo: Final Installation Fees.

Add to Print Queue

Buttons: Save, Close

Notes

Invoicing Recurring Charges

If recurring services have been sold on the Job, you may invoice for these charges along with the Install/Part Charges or on the same invoice or on a separate invoice.

Synchronizing Recurring

If there is existing Recurring being billed on the Site, you may synchronize the new Job recurring by setting the Next Cycle Date to the existing Recurring line(s).

The screenshot displays the 'Job Invoice' window in SedonaOffice. The window is titled 'Job Invoice' and shows customer information for 'Martin, Sam' (3344 Wilson Road, Plymouth, MI 48170). The 'AR Account' is 110110 and the 'Tax Group' is MI-Wayne County. The 'Job Invoice' section includes fields for 'Bill RMR' (checked), 'RMR Reason' (New RMR), 'Activation Date' (1/3/2014), and 'Next Cycle Date' (01-Feb-14). The 'Aging Date' is 1/3/2014, 'Invoice Date' is 1/3/2014, and 'Invoice #' is 119990. The 'Job Number' is 175 and the 'Term' is 'Due On Receipt'. The 'Salesperson' is Miller George. The 'Customer System Exists' checkbox is checked.

The 'Items' section shows a total of \$44.38 for items, \$0.00 for parts, and WIP MLOC. The 'Item List' table is as follows:

Item	Description	Qty	Rate	Amount	Bill Cycle
MON	Monitoring	0.97	37.95	36.69	Q
SVC CONT	Service Contract	0.97	7.95	7.69	Q
*					

The 'Description' is 'Installation Services', 'Contact' is 'Martin, Sam', and the 'Memo' is 'Prorated first Quarter for Monitoring Services. Your first full quarter will be billed for the period of 02/01/2014 - 04/30/2014.'. The 'Sub Total' is 44.38, 'Tax' is 2.65, and 'Total' is 47.03. The 'Add to Print Queue' checkbox is checked. The 'Save' and 'Close' buttons are at the bottom right.

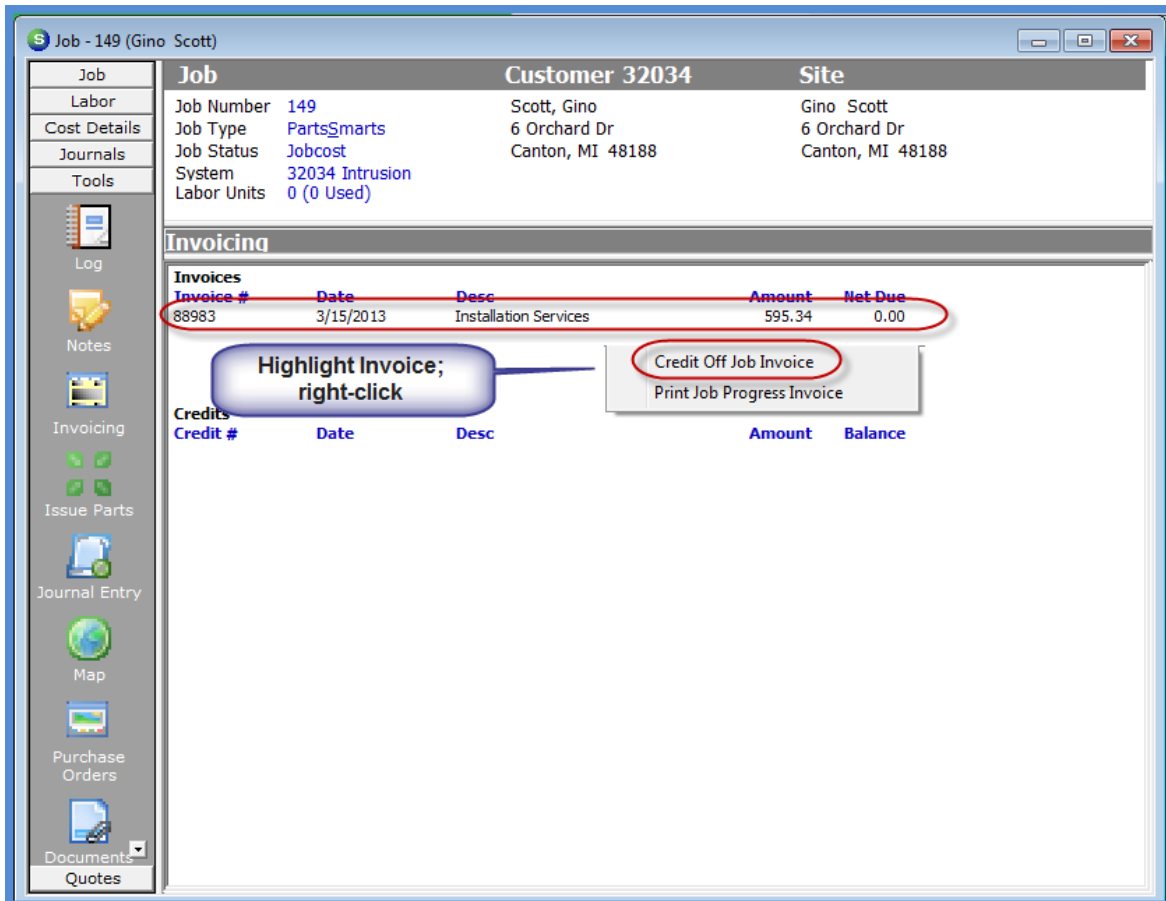
Red circles highlight the 'Next Cycle Date' field in the 'Job Invoice' window and the 'Next Cycle' field in the 'Recurring' table above. A red arrow points from the 'Next Cycle Date' field to the 'Next Cycle' field.

Item Code	Cycle	RMR	Cycle Amt	Next Cycle	Cycle Start	Cycle End
INSP Cont	Q	\$26.00	\$78.00	2/1/2014	11/1/2013	
		\$26.00				

Crediting-Off Job Invoices

If any Job Invoice needs to be credited-off, this must be initiated from the Job Invoice List. If only a portion of the Invoice was incorrect, you still must credit off the entire invoice and re-invoice after credit has been completed.

The Job Management module keeps track of what amounts remain to be invoice for the Job by using the Job Billing Queue and creating credits from within the Job. Any Invoices or Credits performed outside of the Job are not properly tracked within Job Management.



Notes

Re-Invoice Job

To be able to Re-Invoice a Job, you must have a Job Task approved with the same Phase as the Install/Part Charges to be re-invoiced. Most likely you will need to add a new Task to the Job's Task List for this purpose.

The screenshot displays the 'Job - 149 (Gino Scott)' window. The top section shows job details: Job Number 149, Job Type PartsSmarts, Job Status Jobcost, System 32034 Intrusion, and Labor Units 0 (0 Used). The Customer is 32034 and the Site is Gino Scott, 6 Orchard Dr, Canton, MI 48188.

The 'Tasks' section contains a table with the following data:

#	Phase	Task	Job Status	Invoice	Approved	Approved By	Comments
1	Prewire	Order Parts	Parts	N	N	3/15/2013 3:28:38 PM	Administrator
2	Prewire	Sch Install	Scheduling	N	N	3/15/2013 3:28:39 PM	Administrator
3	Prewire	Install	Prewire	Y	N	3/15/2013 3:28:41 PM	Administrator
4	Trim-Out	Order Parts	Parts	N	N	3/15/2013 3:28:42 PM	Administrator
5	Trim-Out	Sch Install	Scheduling	N	N	3/15/2013 3:28:44 PM	Administrator
6	Trim-Out	Install	Install Equipment	Y	N	3/15/2013 3:28:45 PM	Administrator
7	Trim-Out	Re-Invoice	Re-Invoice	Y	N	1/7/2014 9:32:02 AM	Administrator Invoice 50% of Parts.
8	Final	Jobcost	Jobcost	N	N		

Below the table, there is a note: '*The job will be locked and the status will be set to Job Complete when all tasks in the job are approved.' Below this is a form with fields for Job Task, Job Status, Phase Code, and a Comments box. There are also checkboxes for 'Trim-Out' and 'Invoice', and buttons for 'Save', 'New', 'Remove', and 'Apply'.

Notes