12TH ANNUAL

SedonaOffice® USERS CONFERENCE

MARCO ISLAND, FLORIDA
JANUARY 27 - 29, 2014

LEARN   NETWORK   ACHIEVE

Job Processing 5
Pre-Closing Job Review

Presented By:
Carolyn Johnson

Table of Contents

Pre-Closing Job Review

Prior to closing a Job, an internal review should be performed to insure that all invoicing has been finished and all expenses have been entered. The SedonaOffice application has some built-in mechanisms to prevent a Job from being closed too early:

- If all invoicing has not been completed – a warning message is presented to the User
- If all parts have not been issued or direct expensed the User will be stopped
- If open purchase orders exist, the User will be stopped

The Job record has multiple options that can be used to assist in the Job Review:

- *Job Costing Form* – Compare Estimates to Actuals
- *Job Costing Details* – Review the individual components which contribute to the total expenses posted to the Job
- *Parts Reconciliation Form* – A summary of all parts required on the Job (including Change Orders), how many are required and how many have been issued to the Job
- *Parts Journal* – Listing of all parts issued or returned on the Job along with the cost
- *Job G/L Journal* - Listing of all financial transactions posted to the Job

You may want to create a Job Closing Checklist to assist in the closing process.

Notes

Job Closing Checklist

Below is a sample Job Closing Checklist form. This form is setup as a MailMerge template.

Job Closing Checklist – Page 1

Job Closing Checklist

Job Number: 152
Customer Name: Kerry Fisher
Site Name & Address: Fisher, Kerry
                     222651 Joy
                     Plymouth, MI 48170
Salesperson: Oliver Blais
Job Reviewer: Carolyn Johnson
Review Date: 01/08/2014

Project			
Type of Project			Residential Intrusion System
Invoicing			
Review Job Sales Summary	Yes	No	Comments
Have all Invoices been generated including RMR and Retentions?	X	☐	[Replace this text with your comments.]
Parts			
Review Parts Reconciliation	Yes	No	Comments
All Parts Issued to Job	X	☐	[Replace this text with your comments.]
Un-used Parts Returned to Stockroom	☐	☐	N/A
Labor			
Review Job Timesheets	Yes	No	Comments
Have all Job Appointments been completely dispatched?	☐	☐	[Replace this text with your comments.]
Are the times and amounts entered correct?	☐	☐	[Replace this text with your comments.]
Purchase Orders			
	Yes	No	Comments
Have all Parts Purchase Orders been received completely?	☐	☐	[Replace this text with your comments.]
Have all Services Purchase Orders been received completely (Subcontractors, Equipment Rentals etc.)?	☐	☐	[Replace this text with your comments.]

Job Closing Checklist – Page 2

Accounts Payable			
	Yes	No	Comments
Have all A/P Bills been entered including freight, miscellaneous expenses?	☐	☐	[Replace this text with your comments.]
Commissions			
Review Job Commissions Form	Yes	No	Comments
Have all commissions been entered?	☐	☐	[Replace this text with your comments.]
Were there add-on commissions for this Job?	☐	☐	[Replace this text with your comments.]
Were there any negative commissions for this Job?	☐	☐	[Replace this text with your comments.]
Job Costing Review			
Compare Estimates to Actuals	Yes	No	Comments
Parts – Actuals are equal to or less than Estimate?	☐	☐	[Replace this text with your comments.]
Parts – Actuals are greater than Estimate?	☐	☐	[Replace this text with your comments.]
Labor – Actuals are equal to or less than Estimate?	☐	☐	[Replace this text with your comments.]
Labor – Actuals are greater than Estimate?	☐	☐	[Replace this text with your comments.]
Miscellaneous – Actuals are equal to or less than Estimate?	☐	☐	[Replace this text with your comments.]
Miscellaneous – Actuals are greater than Estimate?	☐	☐	[Replace this text with your comments.]
Commissions – Actuals are equal to or less than Estimate?	☐	☐	[Replace this text with your comments.]
Commissions – Actuals are greater than Estimate?	☐	☐	[Replace this text with your comments.]
Document Review			
Have all Necessary Documents been received/scanned?	Yes	No	Comments
Zone List	☐	☐	[Replace this text with your comments.]
Emergency Call List	☐	☐	[Replace this text with your comments.]
Contract (Final & Addendums)	☐	☐	[Replace this text with your comments.]
Insurance Certificate	☐	☐	[Replace this text with your comments.]
Customer Acceptance	☐	☐	[Replace this text with your comments.]
	☐	☐	[Replace this text with your comments.]
	☐	☐	[Replace this text with your comments.]

Job Closing Checklist – Page 3

Job Margin

Estimated %	Actual %	Estimated $	Actual $

Comments

[Replace this text with pertinent information regarding the performance of this project].