

# SedonaOffice

## **13<sup>TH</sup> ANNUAL USERS CONFERENCE**

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## SedonaOffice 101 Job Management II

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## Job Management II Overview

Job Management II will focus on post-installation processes. Topics included during this session:

- Change Orders
  - Regular Change Order (positive)
  - Reversal Change Order (negative)
- Job Invoicing
  - One invoice for Job
  - Progress Invoicing
- Activating Recurring
  - Through Invoicing
  - Activate with a Future Start Date
- Job Closing
  - Review Job Costing Results
  - System Equipment List (on Customer Explorer)

Notes

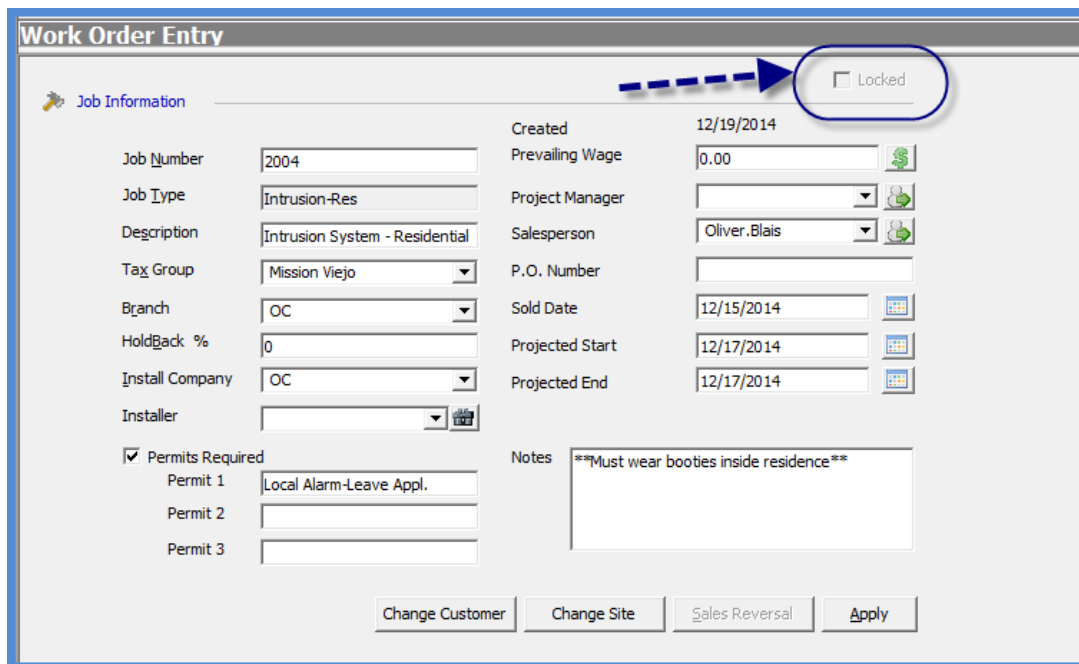
## Change Orders

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; Regular Change Orders and Reversal Change Orders. A Regular Change Order is used when adding amounts to a Job where a Reversal Change Order is used when removing or decreasing amounts on a Job. Positive and negative amounts cannot be combined on the same change order.

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

- A User can force a Job to become locked by flagging (or adding) a Job Task line for locking and approving the task.
- The Job will become naturally locked if the Job has not been invoiced but all Job Tasks have been approved.

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



The screenshot shows the 'Work Order Entry' form. A dashed blue arrow points to a 'Locked' checkbox in the top right corner, which is circled in blue. The form contains the following fields:

Job Information	
Job Number	2004
Job Type	Intrusion-Res
Description	Intrusion System - Residential
Tax Group	Mission Viejo
Branch	OC
HoldBack %	0
Install Company	OC
Installer	
Created	12/19/2014
Prevailing Wage	0.00
Project Manager	
Salesperson	Oliver.Blais
P.O. Number	
Sold Date	12/15/2014
Projected Start	12/17/2014
Projected End	12/17/2014
Permits Required	<input checked="" type="checkbox"/>
Permit 1	Local Alarm-Leave Appl.
Permit 2	
Permit 3	
Notes	***Must wear booties inside residence***

Buttons at the bottom: Change Customer, Change Site, Sales Reversal, Apply.

Notes

### Adding a Job Task to Lock the Job

The screenshot shows the 'Tasks' window in SedonaOffice. It contains a table with columns: #, Phase, Task, Job Status, Invoice, Approved, Approve..., Comments, Schedule, Last Tech, and Last Dispatch. Row 3 is highlighted in yellow and circled in blue. Below the table is a form for adding a new task. The 'Job Task' dropdown is set to 'Lock for CO'. The 'Job Status' dropdown is set to 'CO Approval'. The 'Phase Code' dropdown is set to 'Inst'. The 'Comments' field contains the text 'customer adding additional outdoor keypad.' and is circled in blue. The 'Sequence Locks Job' checkbox is checked. There are 'Save', 'New', and 'Remove' buttons, and an 'Apply' button at the bottom right.

#	Phase	Task	Job Status	Invoice	Approved	Approve...	Comments	Schedule	Last Tech	Last Dispatch
1	Inst	1 Order Parts	Parts	N	N	12/19/2014 8:35:43 AM	Administ...			
2	Inst	2 Sch Install	Scheduling	N	N	12/19/2014 8:35:45 AM	Administ...			
3	Inst	Lock for CO	CO Approval	N	Y		customer ...			
4	Inst	3 Install	Install Equipment	Y	N				Oscar.Martin	12/17/2014 8:00:00
5	Inst	4 CS Activate	CS Activation	N	N					
6	Inst	5 RMR Activate	CS Activation	Y	N					
7	Inst	6 Jobcost	Jobcost	N	N					

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

Job Task: Lock for CO  
Job Status: CO Approval  
Phase Code: Inst  
Labor Days: 0  
Schedule Date:   
 Invoice

Comments:  Sequence Locks Job  
customer adding additional outdoor keypad.

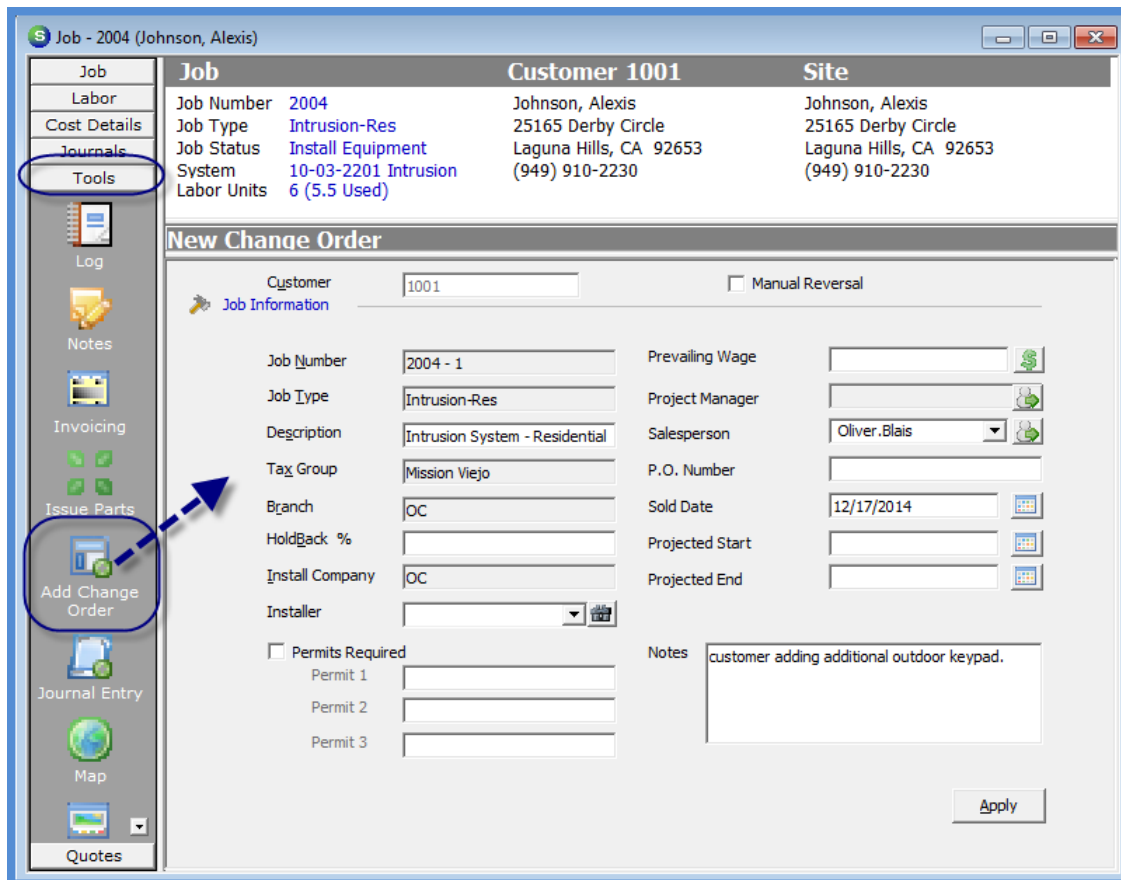
Buttons: Save, New, Remove, Apply

### Notes

### Regular Change Order

Once a Job has become locked, a new button displayed on the Job Tools Toolbar; Add Change Order.

The only required field on the New Change Order form is the Sold Date.



### Notes



### Change Orders

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 you 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 additional Invoice Item and/or Part lines within the Job Invoice.

The screenshot displays the 'Job - 2004 (Johnson, Alexis)' window. A sidebar on the left contains a 'Change Order' button, which is highlighted with a blue circle. Below this sidebar are buttons for 'Installs \$0.00', 'Recurring \$0.00', 'Materials \$0.00', and 'Commissions'. The main window shows job details for 'Customer 1001' and 'Site Johnson, Alexis'. The 'Change Order 2004 - 1' form includes fields for Job Number (2004 - 1), Job Type (Intrusion-Res), Description (Intrusion System - Residential), Tax Group (Mission Viejo), Branch (OC), HoldBack % (0), Install Company (OC), and Installer. It also has fields for Prevailing Wage (0.00), Project Manager, Salesperson (Oliver.Blais), P.O. Number, Sold Date (12/17/2014), Projected Start, and Projected End. A 'Permits Required' section is checked, with Permit 1 set to 'Local Alarm-Leave Appl.'. A 'Notes' field contains the text 'customer adding additional outdoor keypad.'. At the bottom, there are buttons for 'Installs', 'Recurring', 'Materials', 'Commissions', 'Sales Reversal', and 'Apply'.

### Notes

Change Orders

Adding Parts to CO Materials

**Job - 2004 (Johnson, Alexis)**

Job	Customer	1001	Site
Job Number: 2004	Johnson, Alexis	Johnson, Alexis	Johnson, Alexis
Job Type: Intrusion-Res	25165 Derby Circle	25165 Derby Circle	25165 Derby Circle
Job Status: Install Equipment	Laguna Hills, CA 92653	Laguna Hills, CA 92653	Laguna Hills, CA 92653
System: 10-03-2201 Intrusion	(949) 910-2230	(949) 910-2230	(949) 910-2230
Labor Units: 6.5 (5.5 Used)			

**CO 2004 - 1 - Materials**

Working Part List | Original Part List | Show Phases

Phase	Part	Description	Vendor	Qty	scabo	Unit	Ext	Tax	LU	Issued	Stock	PO	PO
Inst	H4-EN1400	ENCLOSURE FOR PART # 1096694	ADI	1		0.00	0.00	0.00	0.25	0	<input type="checkbox"/>	0.00	
Inst	6150 RF	WIRELESS KEYPAD 6150 RF	ADI	1		0.00	0.00	0.00	0.25	0	<input type="checkbox"/>	0.00	
*											<input type="checkbox"/>		

Total Material LU: 0 | Sub Total: 0.00 | 0.00

Override Parts Capture | Documents | Apply

Notes

Change Orders

Adding Items to CO Install Charges

**Job - 2004 (Johnson, Alexis)**

Job	Customer 1001	Site
Job Number 2004	Johnson, Alexis	Johnson, Alexis
Job Type Intrusion-Res	25165 Derby Circle	25165 Derby Circle
Job Status Install Equipment	Laguna Hills, CA 92653	Laguna Hills, CA 92653
System 10-03-2201 Intrusion	(949) 910-2230	(949) 910-2230
Labor Units 6.5 (5.5 Used)		

**CO 2004 - 1 - Installs**

Item	Description	Phase	QTY	Unit Price	Extended Price	Tax	Units	Cost Type
Part-Job	Change Order #1 - Outdoo...	Inst	1	185.00	185.00	14.80	0	O

Total Install Labor Units  Installation Totals

Item:  Qty:   
 Description:  Unit Price:   
 Phase Code:  Labor Units:   
 Install Devices:   
 Cost Type:   
 Cost:

Buttons: Save, New, Delete, Apply

Notes

Change Orders

Adding to CO Commissions

**Job - 2004 (Johnson, Alexis)**

Job	Customer 1001	Site
Job Number 2004	Johnson, Alexis	Johnson, Alexis
Job Type Intrusion-Res	25165 Derby Circle	25165 Derby Circle
Job Status Install Equipment	Laguna Hills, CA 92653	Laguna Hills, CA 92653
System 10-03-2201 Intrusion	(949) 910-2230	(949) 910-2230
Labor Units 6.5 (5.5 Used)		

**CO 2004 - 1 - Commissions**

Commissionable / Splits

Install Total 185.00 Salesperson 1 Oliver.Blais 100.00 %  
 Commissionable % 100.00 Salesperson 2 0.00 %  
 Commissionable 185.00  
 Recurring 0.00

Salesperson	Commission Type	Post Date	Commissionable	Rate	Commission
Oliver.Blais	Add-On	12/15/2014	27.75	100.00	27.75

Total Commission 0.00

Salesperson **Oliver.Blais** Commissionable 27.75  
 Commission Type Add-On Rate 100.00  
 Posting Date (GL) 12/15/2014 Commission 27.75  
 Select from all other Salespeople

Notes

Notes

### Reversal Change Order

A Reversal Change Order is used when reducing or removing charges from a Job; Parts, Labor, Install Charges or Commissions. This is commonly referred to as a Negative Change Order.

Selecting the Manual Reversal option at the upper right of the Change Order form is what differentiates a Regular Change Order from a Reversal Change Order.

Job	Customer 1001	Site
CO 2004 - 1	Johnson, Alexis	Johnson, Alexis
Labor	25165 Derby Circle	25165 Derby Circle
Cost Details	Laguna Hills, CA 92653	Laguna Hills, CA 92653
Journals	(949) 910-2230	(949) 910-2230
Tools		

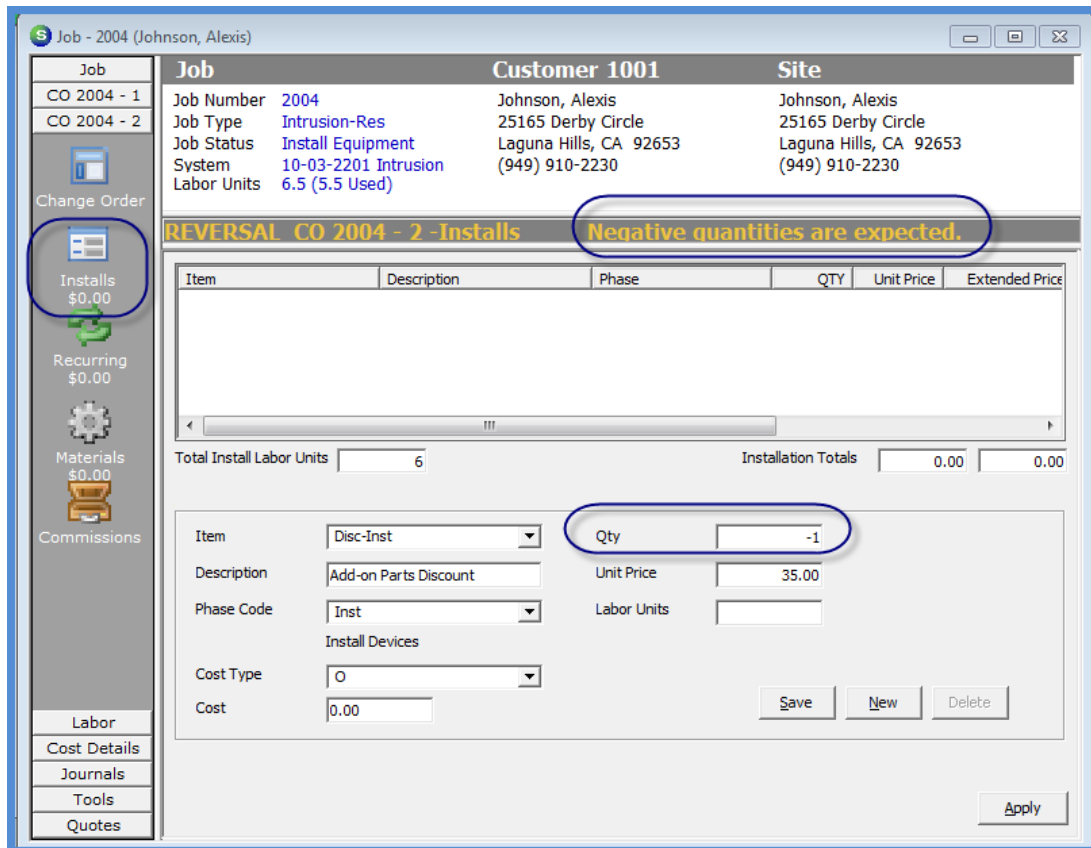
  

New Change Order	
Customer	1001
<input checked="" type="checkbox"/> Manual Reversal	
<b>Job Information</b>	
Job Number	2004 - 2
Job Type	Intrusion-Res
Description	Intrusion System - Residential
Tax Group	Mission Viejo
Branch	OC
HoldBack %	
Install Company	OC
Installer	
<input type="checkbox"/> Permits Required	
Permit 1	
Permit 2	
Permit 3	
Prevailing Wage	
Project Manager	
Salesperson	Oliver.Blais
P.O. Number	
Sold Date	12/17/2014
Projected Start	
Projected End	
Notes	Price reduction for add-on outdoor keypad. Credit for 35.00 per sales manager.
<input type="button" value="Apply"/>	

Notes

### Change Orders

Once the 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 you may enter reductions to Install Charges, RMR, Materials or Commissions. When the Job is invoiced, any negative quantities entered on the Change Order will appear as additional Invoice Item and/or Part lines within the Job Invoice.



### Notes

## Job Invoicing

The ability to invoice a Job is controlled by the Job Task List and the Phase Code assigned to the Invoice Item on the Install Charge lines and/or the Phase Code assigned to Parts on the Job Materials list.

To be able to generate a Job invoice, a Job Task line must be approved that is flagged for invoicing and the Phase Code on the Install Lines and/or the Part Lines must match the Phase Code on the Job Task line approved for invoicing.

Recurring Charges may be invoiced without having to match to a Phase Code as long as a Job Task flagged for invoicing has been approved.

The image displays three overlapping screenshots of the SedonaOffice software interface, illustrating the process of job invoicing for Job 2004 (Johnson, Alexis).

**Top Screenshot: Job Summary and Tasks**

Job	Customer 1001	Site
Job Number: 2004	Johnson, Alexis	Johnson, Alexis
Job Type: Intrusion-Res	25165 Derby Circle	25165 Derby Circle
Job Status: Install Equipment	Laguna Hills, CA 92653	Laguna Hills, CA 92653
System: 10-03-2201 Intrusion	(949) 910-2230	(949) 910-2230
Labor Units: 6.5 (5.5 Used)		

#	Phase	Task	Job Status	Invoice	Approved	Approve...	Comments
1	Inst	1 Order Parts	Parts	N	N	12/19/2014 8:35:43 AM	Adminst...
2	Inst	2 Sch Install	Scheduling	N	N	12/19/2014 8:35:45 AM	Adminst...
3	Inst	3 Lock for CO	CO Approval	Y	Y	12/19/2014 9:04:28 AM	Adminst... customer ...
4	Inst	3 Install	Install Equipment	Y	N		
5	Inst	4 CS Activate	CS Activation	N	N		
6	Inst	5 RMR Activate	CS Activation	Y	N		
7	Inst	6 Jobcost	Jobcost	N	N		

**Middle Screenshot: Installs**

Item	Description	Phase	QTY	Unit Price	Extended Price	Tax	Units	Cost Type	Cost
INST Int Res	Install Intrusion System	Inst	1	2100.00	2100.00	157.50	6 L		0.00
Dec-Inst	Discount - Installation	Inst	1	-210.00	-210.00	0.00	0 O		0.00

**Bottom Screenshot: Materials**

Phase	Part	Description	Vendor	Qty	Location	Unit	Ext Price
Inst	V128BP	COMMUNICATOR	ADI	1		0.00	0.00
Inst	6150	KEYPAD 6150 LCD	ADI	1		0.00	0.00
Inst	S894	WIRELESS MOTIO	ADI	0	Halfway	0.00	0.00
Inst	S894	WIRELESS MOTIO	ADI	1	Family Room	0.00	0.00
Inst	WAVE2	SIREN WAVE2	ADI	1		0.00	0.00



Notes

Invoicing

All Charges – One Invoice

Open Job List (SOUC 2015)

<All Job Statuses> <All Job Types> <All Companies> <All Installers> <All Project Mgrs>

Select Job Number: 2004 Total Jobs to Invoice: 1

Job #	Description	Phase	Customer #	Site Name	Address	City	Bill Type	Status	Open Install	Open RMR	Adv Dep
2004	Intrusion System - Residential	Inst	1001	Johnson, Alexis	25165 Derby Circle	Laguna Hills	Partial	CS Activation	2040.00	60.00	0.00

Ready to Invoice

0 PO's Received Since  
 12/20/2014

Total Open Install: \$2,040.00  
 Total Open RMR: \$60.00

Open Invoice Cancel

Job Invoice (SOUC 2015)

Customer Number: 1001 Category: Install/Sales AR Account: 110000 Tax Group: Mission Viejo

**Job Invoice**

Johnson, Alexis  
 25165 Derby Circle  
 Laguna Hills, CA 92653

Site Address: Johnson, Alexis  
 25165 Derby Circle  
 Laguna Hills, CA 92653

Bill RMR  
 RMR Reason: New RMR  
 Aging Date: 12/20/2014  
 Invoice Date: 12/20/2014  
 Invoice #: 1069  
 P.O. Number:   
 Job Number: 2004  
 Term: Due On Receipt  
 Salesperson: Blais Oliver

Customer System Exists

Items \$2,064.00 Parts \$0.00 WIP MLOC

Item	Description	Qty	Rate	Amount	Bill Cycle
▶ INST Int Res	Install Intrusion System	1	2100	2100.00	
Disc-Inst	Discount - Installation	1	-210	-210.00	
Part-Job	Change Order #1 - Outdoor Keypad w/Er	1	185	185.00	
Disc-Inst	Add-on Parts Discount	-1	35	-35.00	
MON	Monitoring	0.4	39.00	15.60	Q
RAD	Radio/Cellular Backup	0.4	12.00	4.80	Q
WEB	Web Access	0.4	15.00	6.00	Q
RMR Bundle Disc	RMR Bundle Discount	0.4	-6.00	-2.40	Q

Description: Installation Services Sub Total: 2064.00  
 Contact: Tax: 172.30  
 Memo: Total: 2236.30

Add to Print Queue Save Close

*Invoicing*

**Progress Invoicing**

When creating a progress invoice, you determine what and how to invoice to the customer. As you build the invoice, you may choose:

- only certain Items
- a percentage of all or certain Items \*
- a flat amount of all or certain Items

Once a progress invoice has been saved, the next time the Job is ready to invoice, only the balance of charges not yet invoiced will appear as line items on the invoice form.

Note: When performing percentage invoicing, line items where the quantity is a negative value, you may not modify the quantity. Items with a negative quantity are a result of a Reversal Change Order.

Progress Invoice for a Percentage of Items (before modifying Items)

The screenshot shows the 'Job Invoice' window in a software application. At the top, there are fields for Customer Number (1001), Category (Install/Sales), AR Account (110000), and Tax Group (Mission Viejo). Below this, the 'Job Invoice' section displays customer information for Alexis Johnson at 25165 Derby Circle, Laguna Hills, CA 92653. A 'Bill RMR' section is active, showing 'New RMR' as the reason, an activation date of 12/20/2014, and a next cycle date of 01-Jan-15. Other fields include Aging Date (12/20/2014), Invoice Date (12/20/2014), Invoice # (1072), P.O. Number, Job Number (2004), Term (Due On Receipt), and Salesperson (Blais Oliver). A summary bar shows 'Items \$2,040.00', 'Parts \$0.00', and 'WIP MLOC'. The 'Item List' table is as follows:

Item	Description	Qty	Rate	Amount	Bill Cycle
▶ INST Int Res	Install Intrusion System	1	2100	2100.00	
Disc-Inst	Discount - Installation	1	-210	-210.00	
Part-Job	Change Order #1 - Outdoor Keypad w/Er	1	185	185.00	
Disc-Inst	Add-on Parts Discount	-1	35	-35.00	

Below the table, there are fields for Description (Installation Services), Contact, and Memo. A summary box on the right shows Sub Total (2040.00), Tax (172.30), and Total (2212.30). At the bottom, there is a checkbox for 'Add to Print Queue' and 'Save' and 'Close' buttons.

*Invoicing*

Percentage Progress Invoice - After modifying the Item quantities

**Job Invoice**

Customer Number: 1001 | Category: Install/Sales | AR Account: 110000 | Tax Group: Mission Viejo

**Job Invoice**  
 Johnson, Alexis  
 25165 Derby Circle  
 Laguna Hills, CA 92653  
 Site Address: Johnson, Alexis  
 25165 Derby Circle  
 Laguna Hills, CA 92653

Bill RMR  
 RMR Reason: New RMR  
 Activation Date: 12/20/2014  
 Next Cycle Date: 01-Jan-15

Aging Date: 12/20/2014  
 Invoice Date: 12/20/2014  
 Invoice #: 1072  
 P.O. Number:   
 Job Number: 2004  
 Term: Due On Receipt  
 Salesperson: Blais Oliver

Customer System Exists

Items \$1,037.50 | Parts \$0.00 | WIP MLOC

Item	Description	Qty	Rate	Amount	Bill Cycle
INST Int Res	Install Intrusion System	0.5	2100.00	1050.00	
Disc-Inst	Discount - Installation	0.5	-210.00	-105.00	
Part-Job	Change Order #1 - Outdoor Keypad w/Er	0.5	185.00	92.50	

Description: Installation Services | Sub Total: 1037.50  
 Contact: | Tax: 86.15  
 Memo: 50% Progress Invoice. | Total: 1123.65

Add to Print Queue | Save | Close

Notes

Invoicing

The next time the Job is ready to invoice, only the charges that have not yet been invoiced will automatically fill into the invoice form.

**Job Invoice**

Customer Number: 1001 | Category: Install/Sales | AR Account: 110000 | Tax Group: Mission Viejo

**Job Invoice**

Johnson, Alexis  
 25165 Derby Circle  
 Laguna Hills, CA 92653

Site: Johnson, Alexis  
 Address: 25165 Derby Circle  
 Laguna Hills, CA 92653

Bill RMR:    
 RMR Reason: New RMR   
 Activation Date: 12/20/2014   
 Next Cycle Date: 01-Jan-15

Aging Date: 12/20/2014   
 Invoice Date: 12/20/2014   
 Invoice #: 1073   
 P.O. Number:   
 Job Number: 2004   
 Term: Due On Receipt   
 Salesperson: Blais Oliver

Items \$1,002.50 | Parts \$0.00 | WIP MLOC

Item	Description	Qty	Rate	Amount	Bill Cycle
▶ INST Int Res	Install Intrusion System	0.5	2100	1050.00	
Disc-Inst	Discount - Installation	0.5	-210	-105.00	
Part-Job	Change Order #1 - Outdoor Keypad w/Er	0.5	185	92.50	
Disc-Inst	Add-on Parts Discount	-1	35	-35.00	
*					

Description: Installation Services | Sub Total: 1002.50  
 Contact: | Tax: 86.15  
 Memo: Final Invoice for installation of security system per contract and any change orders | Total: 1088.65

Add to Print Queue | Save | Close

Notes

Invoicing

Job Sales Summary after Invoicing is complete

**Job - 2004 (Johnson, Alexis)**

Job	Customer	1001	Site
Job Number	2004	Johnson, Alexis	Johnson, Alexis
Job Type	Intrusion-Res	25165 Derby Circle	25165 Derby Circle
Job Status	Jobcost	Laguna Hills, CA 92653	Laguna Hills, CA 92653
System	10-03-2201 Intrusion	(949) 910-2230	(949) 910-2230
Labor Units	6.5 (5.5 Used)		

**Sales Summary**

Installs	Description	Quantity	Amount
Disc-Inst	Discount - Installation	0	-245.00
INST Int Res	Install Intrusion System	1	2100.00
Part-Job	Job Part	1	185.00
<b>Total</b>			<b>\$2,040.00</b>

Parts	Description	Quantity	Amount
5894	WIRELESS MOTION 5894	1	0.00
6150	KEYPAD 6150 LCD	1	0.00
6150 RF	WIRELESS KEYPAD 6150 RF	1	0.00
H4-EN1400	ENCLOSURE FOR PART # 1096694	1	0.00
V128BP	COMMUNICATOR VISTA 128BP	1	0.00
WAVE2	SIREN WAVE2	1	0.00
<b>Total</b>			<b>\$0.00</b>

<b>Total Non Recurring</b>	<b>\$2,040.00</b>
<b>Total Non Recurring Billed</b>	<b>\$2,040.00</b>
<b>Total Credits</b>	<b>\$0.00</b>
<b>Balance to Bill</b>	<b>\$0.00</b>

Recurring	Description	Monthly Amt
MON	Monitoring	39.00
RAD	Radio/Cellular Backup	12.00
RMR Bundle Disc	RMR Bundle Discount	-6.00
WEB	Web Access	15.00
<b>Total Recurring</b>		<b>\$60.00</b>
<b>Total Recurring Billed</b>		<b>\$60.00</b>

Notes

Invoicing

Progress Invoice for a Partial Amount of Items (before modifying Items)

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

- Customer Number:** 1001
- Category:** Install/Sales
- AR Account:** 110000
- Tax Group:** Mission Viejo
- Job Invoice:** Johnson, Alexis, 25165 Derby Circle, Laguna Hills, CA 92653
- Site Address:** Johnson, Alexis, 25165 Derby Circle, Laguna Hills, CA 92653
- Bill RMR:**  Bill RMR, RMR Reason: New RMR, Activation Date: 12/20/2014, Next Cycle Date: 01-Jan-15
- Invoice Dates:** Aging Date: 12/20/2014, Invoice Date: 12/20/2014
- Invoice #:** 1072
- Job Number:** 2004
- Term:** Due On Receipt
- Salesperson:** Blais Oliver
- Summary:** Items \$2,040.00 | Parts \$0.00 | WIP MLOC
- Item List Table:**

Item	Description	Qty	Rate	Amount	Bill Cycle
▶ INST Int Res	Install Intrusion System	1	2100	2100.00	
Disc-Inst	Discount - Installation	1	-210	-210.00	
Part-Job	Change Order #1 - Outdoor Keypad w/Er	1	185	185.00	
Disc-Inst	Add-on Parts Discount	-1	35	-35.00	
- Summary Totals:** Sub Total: 2040.00, Tax: 172.30, Total: 2212.30
- Description:** Installation Services
- Contact:** (empty)
- Memo:** (empty)
- Buttons:** Save, Close, Add to Print Queue (checked)

Notes

Invoicing

Partial Amount Progress Invoice - After modifying the Item amounts

**Job Invoice**

Customer Number: 1001 | Category: Install/Sales | AR Account: 110000 | Tax Group: Mission Viejo

**Job Invoice**

Johnson, Alexis  
 25165 Derby Circle  
 Laguna Hills, CA 92653

Site: Johnson, Alexis  
 Address: 25165 Derby Circle  
 Laguna Hills, CA 92653

Bill RMR:  RMR Reason: New RMR  
 Activation Date: 12/20/2014  
 Next Cycle Date: 01-Jan-15

Aging Date: 12/20/2014  
 Invoice Date: 12/20/2014  
 Invoice #: 1073  
 P.O. Number:   
 Job Number: 2004  
 Term: Due On Receipt  
 Salesperson: Blais Oliver

Customer System Exists

Items \$980.00 | Parts \$0.00 | WIP MLOC

Item	Description	Qty	Rate	Amount	Bill Cycle
INST Int Res	Install Intrusion System	1	1000.00	1000.00	
Disc-Inst	Discount - Installation	1	-100.00	-100.00	
Part-Job	Change Order #1 - Outdoor Keypad w/Er	1	80.00	80.00	

Description: Installation Services | Sub Total: 980.00  
 Contact: | Tax: 81.40  
 Memo: Progress Invoice. | Total: 1061.40

Add to Print Queue | Save | Close

Notes



## Activating Recurring

### Activate RMR - Through Job Invoice

Recurring charges may be invoiced separately. If the Install charges have not yet been invoiced, remove the Install charge lines and set the Activation Date and the Next Cycle Date to determine how many months will be included on the invoice.

Once the Job Recurring has been invoiced, the Recurring Lines will automatically be setup on the Customer's account for the next and future cycles.

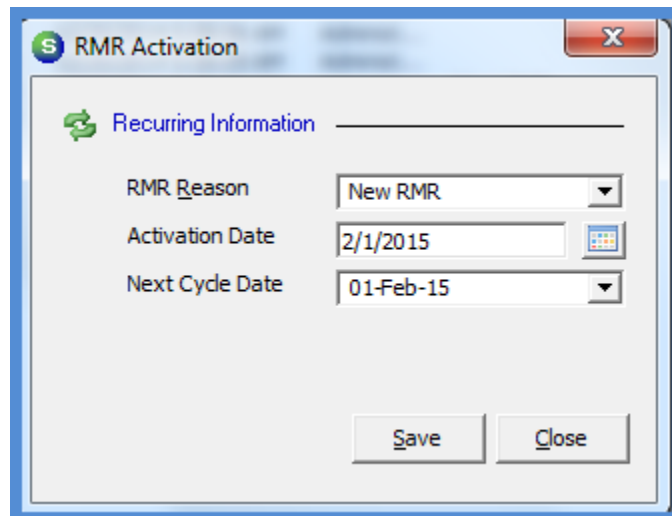
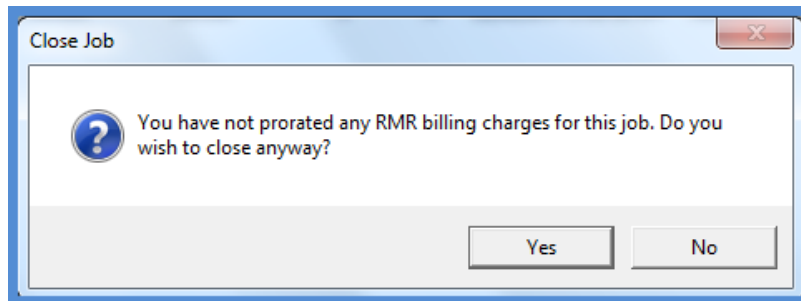
The screenshot shows the 'Job Invoice (SOUC 2015)' window. At the top, there are fields for Customer Number (1001), Category (Install/Sales), AR Account (110000), and Tax Group (Mission Viejo). The main section is titled 'Job Invoice' and contains customer information for 'Johnson, Alexis' at '25165 Derby Circle, Laguna Hills, CA 92653'. A 'Bill RMR' section is highlighted with a blue box and a red arrow pointing to the 'Activation Date' field, which is set to '12/17/2014'. The 'Next Cycle Date' is set to '01-Mar-15'. Other fields include 'RMR Reason' (New RMR), 'Aging Date' (12/20/2014), 'Invoice Date' (12/20/2014), 'Invoice #' (1070), 'P.O. Number', 'Job Number' (2004), 'Term' (Due On Receipt), and 'Salesperson' (Blais Oliver). Below this is a table with columns 'Item', 'Description', 'Qty', 'Rate', 'Amount', and 'Bill Cycle'. The table contains four rows: 'MON' (Monitoring, 2.5, 39.00, 97.50, Q), 'RAD' (Radio/Cellular Backup, 2.5, 12.00, 30.00, Q), 'WEB' (Web Access, 2.5, 15.00, 37.50, Q), and 'RMR Bundle Disc' (RMR Bundle Discount, 2.5, -6.00, -15.00, Q). At the bottom, there are fields for 'Description' (Recurring), 'Contact', and 'Memo' (Pro-rated first quarter of monitoring services. First full quarter will be billed in March 2015.). A summary table shows 'Sub Total' (150.00), 'Tax' (0.00), and 'Total' (150.00). The window has 'Save' and 'Close' buttons at the bottom right.

Item	Description	Qty	Rate	Amount	Bill Cycle
MON	Monitoring	2.5	39.00	97.50	Q
RAD	Radio/Cellular Backup	2.5	12.00	30.00	Q
WEB	Web Access	2.5	15.00	37.50	Q
RMR Bundle Disc	RMR Bundle Discount	2.5	-6.00	-15.00	Q

Notes

### Activate RMR – Future Start Date

If you do not want to invoice the Recurring Charges through the Job, but start on a date in the future, this may be done when closing the Job. When closing a Job, the software checks to make certain all charges have been invoiced. If some or none of the Recurring charges have not been invoiced, the User will be prompted to enter a start date for the services.



Notes

## Job Closing

### Review Job Costing Results

**Job - 2002 (Johnson Furniture #13)**

Job	Customer 100-13	Site
Job Number: 2002	Johnson Furniture #13	Johnson Furniture #13
Job Type: Intrusion-Com	26522 La Alameda	26522 La Alameda
Job Status: Closed	Mission Viejo, CA 92691	Mission Viejo, CA 92691
System: 20-1300 Intrusion	(949) 910-1300	(949) 910-1300
Labor Units: 12 (13 Used)		

Estimated Costs		Actual Costs		WIP	
<b>Income</b>		<b>Income</b>		Material 1	\$0.00
Install Charge	\$3,950.00	Install Charge	\$3,950.00	Material 2	\$0.00
Change Orders	\$0.00			Labor	\$0.00
<b>Costs</b>		<b>Costs</b>		Overhead	\$0.00
Parts	\$2,405.63	Parts	\$2,405.63	Commissions	\$0.00
Labor	\$480.00	Labor	\$520.00	Misc Other	\$0.00
Overhead	\$0.00	Overhead	\$0.00	<b>Total WIP</b>	<b>\$0.00</b>
Other	\$0.00	Other	\$585.00		
Sub Total	\$2,885.63	Sub Total	\$3,510.63		
Sub Profit/Loss	\$1,064.37 27%	Sub Profit/Loss	\$439.37 11%		
Commissions	\$0.00	Commissions	\$0.00		
Total	\$2,885.63	Total	\$3,510.63		
Profit/Loss	\$1,064.37 27%	Profit/Loss	\$439.37 11%		
Recurring	\$49.00	Recurring	\$0.00		
Hold Back	\$0.00				

Include WIP Amounts

Notes

Job Journal – Income and Expense Transactions

Job	Job	Customer 100-13	Site
Labor	Job Number 2002	Johnson Furniture #13	Johnson Furniture #13
Cost Details	Job Type Intrusion-Com	26522 La Alameda	26522 La Alameda
Journals	Job Status Closed	Mission Viejo, CA 92691	Mission Viejo, CA 92691
GL Journal	System 20-1300 Intrusion	(949) 910-1300	(949) 910-1300
Part Journal	Labor Units 12 (13 Used)		

Reg No.	Type	Date	Reference	Acct	Exp Type	Description	Amt
113919	RCPT	11/25/2014	30184	200100		Open Inventory Receipts*	\$0.00
113920	RCPT	11/25/2014	3005	200100		Open Inventory Receipts*	(\$435.00)
				510006	ER	<b>COS - Jobs-Equipment Rental</b>	<b>\$435.00</b>
113921	RCPT	11/25/2014	3005	200100		Open Inventory Receipts*	(\$150.00)
				510006	ER	<b>COS - Jobs-Equipment Rental</b>	<b>\$150.00</b>
113961	RCPT	12/20/2014	3007	200100		Open Inventory Receipts*	(\$2,405.63)
				510001	M	<b>COS - Jobs-Parts</b>	<b>\$2,405.63</b>
113962	INV	12/20/2014	1075	110000		Accounts Receivable*	\$4,246.26
				410000		<b>Revenue - Installation</b>	<b>(\$3,950.00)</b>
				250110		Sales Tax Payable*	(\$296.26)
113963	LABOR	12/19/...	2002	510002	L	<b>COS - Jobs-Direct Labor</b>	<b>\$240.00</b>
				258100		Deferred Labor - Jobs	(\$240.00)
113965	LABOR	12/19/...	2002	510002	L	<b>COS - Jobs-Direct Labor</b>	<b>\$280.00</b>
				258100		Deferred Labor - Jobs	(\$280.00)

Cost Details

Job	Job	Customer 100-13	Site
Labor	Job Number 2002	Johnson Furniture #13	Johnson Furniture #13
Cost Details	Job Type Intrusion-Com	26522 La Alameda	26522 La Alameda
Check	Job Status Closed	Mission Viejo, CA 92691	Mission Viejo, CA 92691
Commission	System 20-1300 Intrusion	(949) 910-1300	(949) 910-1300
Credit	Labor Units 12 (13 Used)		

Cost - Issues/Returns									
Date	User	Warehouse	Part	Description	QTY	Cost	Amount	Location	
12/20/2014	Administrator	N/A	5894	WIRELESS MOTION 5894	12	105.56	1266.72		
12/20/2014	Administrator	N/A	AD12612	POWER SUPPLY AD12612	1	11.55	11.55		
12/20/2014	Administrator	N/A	AS-XF1640	TRANSFORMER 16VAC 40VA	1	4.28	4.28		
12/20/2014	Administrator	N/A	CA-2000BP	GLASS BREAK 2000BP AUDIO	12	23.25	279.00		
12/20/2014	Administrator	N/A	SR-1032	CONTACT 1032	8	2.55	20.40		
12/20/2014	Administrator	N/A	V128FBP-24	V128FBP-24 FIRE/BURG PANEL	1	582.50	582.50		
12/20/2014	Administrator	N/A	IM-1270	IM-1270 12V 7AMP BATTERY	2	9.20	18.40		
12/20/2014	Administrator	N/A	6150 RF	WIRELESS KEYPAD 6150 RF	3	74.26	222.78		
<b>Total</b>							<b>2405.63</b>		

Notes

### System Equipment List (on Customer Explorer)

**Johnson Furniture #13**  
 26522 La Alameda  
 Mission Viejo, CA 92691  
 (949) 910-1300

Balance Due: \$291.00  
 Last Statement Date: Never  
 Total Active RMR :  
 Total Active RAR :  
 Customer Type: Printed Invoice  
 Customer Since: 10/1/2014  
 Salesperson: George Miller  
 # of Disp Last 90 Days: 0

Part	Description	Install Date	Qty	Job	Serial #	Lot #	Location	Kit
5894	WIRELESS MOTION 5894	12/20/2014	1	2002				N
5894	WIRELESS MOTION 5894	12/20/2014	1	2002				N
5894	WIRELESS MOTION 5894	12/20/2014	1	2002				N
5894	WIRELESS MOTION 5894	12/20/2014	1	2002				N
5894	WIRELESS MOTION 5894	12/20/2014	1	2002				N
5894	WIRELESS MOTION 5894	12/20/2014	1	2002				N
5894	WIRELESS MOTION 5894	12/20/2014	1	2002				N
5894	WIRELESS MOTION 5894	12/20/2014	1	2002				N
5894	WIRELESS MOTION 5894	12/20/2014	1	2002				N
5894	WIRELESS MOTION 5894	12/20/2014	1	2002				N
6150 RF	WIRELESS KEYPAD 6150 RF	12/20/2014	1	2002				N
6150 RF	WIRELESS KEYPAD 6150 RF	12/20/2014	1	2002				N
6150 RF	WIRELESS KEYPAD 6150 RF	12/20/2014	1	2002				N
AD12612	POWER SUPPLY AD 12612	12/20/2014	1	2002				N
AS-XP 1640	TRANSFORMER, 16VAC, 40VA	12/20/2014	1	2002				N
CA-2000BP	GLASS BREAK 2000BP AUDIO	12/20/2014	1	2002				N
CA-2000BP	GLASS BREAK 2000BP AUDIO	12/20/2014	1	2002				N
CA-2000BP	GLASS BREAK 2000BP AUDIO	12/20/2014	1	2002				N
CA-2000BP	GLASS BREAK 2000BP AUDIO	12/20/2014	1	2002				N
CA-2000BP	GLASS BREAK 2000BP AUDIO	12/20/2014	1	2002				N
CA-2000BP	GLASS BREAK 2000BP AUDIO	12/20/2014	1	2002				N
CA-2000BP	GLASS BREAK 2000BP AUDIO	12/20/2014	1	2002				N
CA-2000BP	GLASS BREAK 2000BP AUDIO	12/20/2014	1	2002				N
CA-2000BP	GLASS BREAK 2000BP AUDIO	12/20/2014	1	2002				N
CA-2000BP	GLASS BREAK 2000BP AUDIO	12/20/2014	1	2002				N
CA-2000BP	GLASS BREAK 2000BP AUDIO	12/20/2014	1	2002				N
IM-1270	IM-1270 12V 7AMP BATTERY	12/20/2014	1	2002				N
IM-1270	IM-1270 12V 7AMP BATTERY	12/20/2014	1	2002				N
SR-1032	CONTACT 1032	12/20/2014	1	2002				N
SR-1032	CONTACT 1032	12/20/2014	1	2002				N
SR-1032	CONTACT 1032	12/20/2014	1	2002				N
SR-1032	CONTACT 1032	12/20/2014	1	2002				N
SR-1032	CONTACT 1032	12/20/2014	1	2002				N
SR-1032	CONTACT 1032	12/20/2014	1	2002				N
SR-1032	CONTACT 1032	12/20/2014	1	2002				N
V128FBP-24	V128FBP-24 FIRE/BURG PANEL	12/20/2014	1	2002				N

Notes