

2016 New Features





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Australian GST – and again in .40	
Balance Sheet (Classic) Export	
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AP

Purchase Orders

Part Tab

Vendor Part code and Vendor Description have been added as columns to the parts tab of purchase orders. Printed POs will show these columns instead of the internal code and description. – added version .34

S Purchase Order 26	99												- 🗆 ×
Vendor Tri-Ed	Category Cool	2	ſ									☐ Print ☑ Direc	: Now ct Expense
Purchase Order													
Tri-Ed P.O. Box 4	02433	PO Number 2699	Branc	b I									
Phone: (80 Fax:	0) 366-4472	Tracking #	Order 5/11	/2016	Acknowledged								
Ship To: SedonaSec Edit 416 Forest	Ship To: SedonaSecurity Edit 416 Forest rd		Ship t	Ship Method									
Drop Ship	4 40170	Parts Dye Da	te Costi	na									
Parts 70.76 Expe	nse 0.00 Documents				Select from Al Par	ts							_
					Parts List								<u>^</u>
Part	Description		Vendor Part	Vendor Desc		Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO	
Ø 5800PIR	This is the internal	descriptoin	escriptoin 5800PIR		This is the vendor's description		1	70.76	70.76	0	70.76		
*			1			2						Г	
									1.				

Expense Tab

The expenses tab on Purchase Orders now includes a rate and quantity field – added version .31

🗟 Purchase Order 2345								_ 🗆 🗙
Vendor Category J&M Security Inc. Category Jobs Res							1	Print Now
Purchase Order								
J&M Security Inc.	PO <u>N</u> umber	Branch						
27 Stonewall Court Cleveland, Ohio 44110	2345	ОН	×					
Phone: (440) 878-6971	Tracking #	Order <u>D</u> ate	Acknowle	dged				
Fax:		2/15/2016	100					
Ship To: SedonaSecurity	Ship Date	Ship Method						
, Chagrin Falls, OH 48022			_					
Drop Ship	Parts Due Date	Job Number						
		1042	1					
		Johnson Life/Gandara	e Ctr					
Parts 0.00 Expense 7500.00 Documents								
		General Ledger				Job	Costing	-
GL Account Description	Qty	Rate	Amount	Revd	Cost Category	Job	Туре	
▶ 510004 ▼ COS - Jobs-Su	bcontract 100	75.00	7500.00	0	0.00 Jobs Com	1042	0	



Partial receipt of expense only POs may now be made either by quantity or amount.

Parts Receipt									
Vendor J&M Security Inc.	Category Jobs Res			☐ Close - No E ☐ Create <u>B</u> ill F	Bill Expected From Receipt				
PO# 2345 J&M Security Inc. 27 Stonewall Court	Reference #	Branch OH	<u> </u>						
Cleveland, OH 44110	Receive Date 2/15/2016	Received B	<u>y</u>						
Oirect Expense Receive Receive & Issue Immediately	1042 Johnson Life/Gand	520001 ara Ctr							
Parts 0.00 Expense 1875.	0 Documents		5how Branches						
	14		General Ledger		18			Job Cost	
GL Account	Description	Qty	Rate	Amount	Branch	Category	Job	Туре	
∮ 510004	COS - Jobs-Subcontractors	25	75.00	1875.00	он	Jobs Com	1042	0	

Partial receipt of the expense does not automatically close the PO:

Close Pure	chase Order	\times
?	You have selected a PO with no parts ordered. Do you wish to close this PO now?	
	Yes No	

The open Purchase Order List now reflects the received quantity of expense only items, and Purchase Orders now display quantities and costs received for expense lines.

😫 Purchase Order List														
Yendor 38M Security Inc.	*													
BELG	PO Number	Vendor	Order Date	Due Date	Туре	Number	A	mount	Received	Memo	Ack	Ack By	Ack Date	Ck
Belgium BR MI	2345	38M Security Inc.	2/15/2016	71	JOB	1042	75	500.00	1875.00		N			N

🗟 Purchase Order 2345									_ C ×
Vendor	Category								Print Now
38M Security Inc.	Jobs Res	<u> </u>							Pirect Expense
Purchase Order									
J&M Security Inc.		PO Number	Branch						
Cleveland, Ohio 44110		2345	ОН	·					
Phone: (440) 878-6971		Tracking #	Order Date	E Ack	nowledged				
Pax:			2/15/2016	144					
Ship To: SedonaSecurity		Ship Date	Ship Method						
, Chagrin Falls, OH 48022				·					
Drop Ship		Parts Dye Date	Job Number						
			1042	1					
			Johnson Life/G	andara Ctr					
Parts 0.00 Expense 7500.00	Documents								
			Coperal La	daar				Jah Costing	1 1
G Arrant	Description	0	v Rate	Amount	Boyd	Cost Category	10h	Type	
\$ 510004	COS - Jobs-Subcontr	act 10	0 75.00	7500.00	25	1875.00 Jobs Com	1042	0	
						× 1	1.5.795	11.5	
									×
Memo		A A A A	reated By dministrator 2/15/201 lited By dministrator 2/15/201	5 8:50:40 AM 5 8:50:40 AM				Total Cost Received Cost	7500.00 1875.00
[Closed								Ōk	⊆ancel

Bills can now be entered with a quantity and rate in the expense tab as well.

S Bills	ecurity Inc.	C <u>a</u> te	gory s Res ▼				z][
Ver Vend Addr	rts 0.00 Exp	PO# 2345 rity Inc. vall Court , DH 44110	Reference # [2468] Ierms Net 10 Bill Date [2/15/2016 Eligible for D	iscount Amt	Branch MI Amount 1875.00 Payment 2/25/20: Job Numl 1042 anches	Due 16 er er V Show Job (GST [0.00 Posting Date [2/15/2016 Johnson Life/Ga Cost	ndara Ctr		
	1		Genera	Ledger					Job Cost	
	GL Account	Description	Qty	Rate	Amount	Branch	Category	Job	Туре	Pass Item
► *	510004	COS - Jobs-Sub	contr 25	75.00	1875.00	он	Jobs Com	1042	0	

Direct Expense All Jobs and Tickets

When Direct Expense All Jobs and Tickets is checked in the SedonaSetup AP - Setup Processing table, all receipts must be direct expensed. If users attempt to change a receipt from direct expense they will be presented with an error message.

🕼 Sedona Office Setup (SedonaSecuri	ty)				
File Find Find Next View Tools Help					
Sedona Setup		_	AP Setup Processing		
Description	Area				
Custom Fields Setup (Vendor)	AP		Setup Other		
Custom Fields Table1 (Vendor)	AP				
Custom Fields Table2 (Vendor)	AP		Purchase Order Setup		
Custom Fields Table3 (Vendor)	AP				
GL Account Defaults	AP		Auto Create PO Numbers	l v	
Setup Processing	AP		Next PO Number	2576	
Shipping Methods	AP		Direct Expense All John & Tickets		
Tax Agency	AP		Direct Expense All Jobs & Tickets		
Terms	AP		PPV All Standard Cost Adjustments		
Vendor Types	AP		Special Message on PO Print		
Vendors	AP				
Aging Buckets	AR		AP Setup Processing - Special Message or	PO Print.	



Vendor	Category			Close - No Bill Expect	ed
ADI	SVC T&M	*		Create Bill From Rece	eipt
PO# 2571 231 West 42nd St New York, NY 10024 C Direct Expense Receive & Issue Immediately	Reference # Receive Date 4/13/2016 Job Number 1228 Surelock Homes		ranch MI 💌 eceived By OgS Acct 520001 💌		
Parts 0.00 Expense 0.00	Documents Description		Vendor Part	Pkg_Qty	Parts List Quantit
▶ 0L-41090205I	METAL END CAP, NO	DSE	0L-41090205I	1	

Single Line Expense

If the "Single Expense Line" box is checked, the first expense line entered on a bill will default to the total "Amount" of the bill.

🚯 Bills									
Vendor	Category			10071					Hold Payment
Anthem Blue Cross And Blue Shie	id Admin G & A	<u> </u>		12					I Recruing sill
Vendor Bill									
Vendor Anthem Blue From	ss And Blue Shield	Reference #	Branch						
Address: P.O. Box 3655		BCB5 092216	MI	-					
Detroit, MI 4820	1	Terms	Amount						
		Due On Receipt	250.00						
		Bill Date	Percent						
		9/22/2016	1918 201	20					
		Eligible for Discoupto mit	Cos g	-					
		250.00							
					121				
Parts 0.00 Expense 25	0.00 Documents	Show Branches	Show Job Cor	t M Single Expensi	se Line				
		Ge	neral Ledger				Job Cost		
GL Account	Descript	Qty	Rate	Amount Branch	Category	Job	Type	Pass Item	100
0 620414	Vee - Insurance	e ()- 1	250.00	250.00 MI	Admin G & A		0		
* GL Account	Description	Тур	Amount Expen	se Type					
620414	Employee - Insuranc	e (Health) EX	\$1,000.00 0	-					
									<u></u>
100 C									
Memo			4					Total	350.00
			-					Balance Due	250.00
								- Lunce Dut	1 200.00
								I.	
							Lopy Expenses	Bbbia	Zave Glose



Bills (International Customers Using GST or HST)

When creating a vendor bill, instead of entering the amount of the bill before tax, users must now enter the total amount of the bill inclusive of all taxes in the Amount field. The Amount field should then match the calculated total at the bottom of the bill.

Bills											
indor	Category			1001							Hold Paym
ntario Power Generation	Admin G & A	<u></u>		125							Recurring
Vendor Bill											
		Reference #	Branch								
endor Ontario Power Generati ddress: 700 University Avenue	ion	[987458r	M	191							
Toronto, ON M56 1X6		101100	1								
Canada		Teuro	Announe	usi							
		Due Un Recept	339.00	[39.00							
		Bill Date	Payment Due		~ /						
		6/17/2016	6/17/2016			Enter the amo	ount of the bill				
		Eligible for Discount Amt	Costing			inclusive of a	II GST/HST				
		330.00		1		tax	es)			
	Income of the local division of the local di	C Show Br	aches 🗖	Show Job Cost							
Parts 0.00 Expense 300.00	Documents	E anor b	and the second	210/1/200/0021		1					
		Gen	eral Ledger						Job Cost		
GL Account	Description		Qty	Rate	Amount Cate	pory	3ob	Tyj	XE	Pass Item	GST
@ 620750	Facilities - Utili	tes.	1	300.00	300.00 Admir	GBA		0		1	• •
											E
											Contract of the second

Pay Bills

A new column has been added to the Vendor Bills section for Invoice Date.

Selectio	n Information -		- Payment Information	1-	
Branch Vendor As Qf Dur	Amazon.Com	, Lk 	Branch Payment Date € Bank Account € Credit Card	MI 5/31/2016 100200	
To apply credit yo	Open Credits, select ou would like to use.	the Vendor whose		Cash - Operating*	
To apply credit yo Vendor <u>B</u> i	y Open Credits, select ou would like to use.	All Vendor Credits		Cash - Operating*	Bills
To apply credit yo Vendor <u>B</u> i Pay	P 2100 Ven r Open Credits, select ou would like to use. Is Vendor Gredits Invoice Date	All Vendor Whose All Vendor Credits	Disc Date	Cash - Operating*	Bils Refe
To apply credit yo Vendor <u>B</u> i Pay	Vendor <u>C</u> redits, select ou would like to use. Vendor <u>C</u> redits Invoice Date S/11/2016	All Vendor Credits Due Date 6/10/2016	Disc Date	Cash - Operating*	Bills Refe AB23



Standard Cost

The standard cost of a part will now display 4 decimal places on the Purchase Order and PO Receipt:

ew Purchase Orde											_
dor Ed	Category D-G8A	2	0								Erint Now
urchase Order											
Tri-Ed		PO Number	Branc	h Warehouse							
P.O. Box 40 Atlanta, Ger	2433 raia 30384	3007	IM	Main-MI	- B						
Phone: (800) 366-4472	Tracking #	Order	Date Cknowledged							
Fax:			9/23	2016							
Ship To: Sedona Sec	rity	Ship Date	Ship (tethod							
Edit 45185 JOV F Plymouth, M	oad I 48170 - 1721										
		Parts Due D	ate Job N	umber							
				<u>a</u>							
Barts 123.40 Expe	nse 0.00 Documents	No Speci	al Order Parts Al	lowed 🔽 Select from All F	arts						
				Parts Lis	t						
			and an and a second	Vander Darc	Pkg Oty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
Part	Description		Vendor Part	Verdur Desc							
Part 18/45TR	Description 18/4 STRAND WIRE1	8/4 STRANDED	18/4STR	18/4 STRAND WIRE18/4 STRANDED	1	1000	0.1234	123.40		0.1234	

Parts Receipt									
endor ta Ed	Category	6	F Clo	se - No Bill Expected					
in-cu			1.00	ane Burrouttoeribe					
PO# 3007 Tri-Ed P.O. Box 402433	Reference #	Branch	Warehouse						
Atlanta, GA 30384	Receive Date 9/23/2016	Received By	_						
C Direct Expense Receive to Warehouse	Other Costing	2							
Parts 123.40 Expense	0.00 Documents								
				Parts List					
Part Code	Description	Vendor Part	Pkg_Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
18/4STR	18/4 STRAND WIRE18/4 STR	18/45TR	1	1000	0.1234	123.40			0.1234
- minut									

Comdata

Version 5.7.40 contains the interface to Comdata. Comdata is a third party electronic Accounts Payable processor. The interface is an add-on product to SedonaOffice which must be purchased separately. Existing Comdata customers interested in this add-on product should contact SedonaOffice Sales at 440-247-5602 x207.

AR

Credit Requests – Amount Verification

Credit requests will now notify users when the amount of the credit template does not equal the amount of the credit request. Credit templates are required when the entire amount of a specific invoice is not being credited off or if the credit is not tied to a specific invoice



Custome	388	100				
Invoice -	+					
Theorem and	Wagging Tails I	Pet Spa				
	458 Canton Ce Canton, MI 48	nter Road 3187				
General Ir	fo Sign Offs			r.		
	Requested Amount	38.44				
	Reason	0.00				
		Saler Tax Correction				
	New Tax Group	Zales Tax Correction				
	New Invoice Date	1	_			
	Memo A g	jeneral credit is being given to the cusotr	mer for equipment			
		r was not used on bob 1458.	<u>*</u>			
	Assigned To Ca	arolyn 💌				
			Create Credit <u>T</u> emplate			
			I			
Closed			<u>Save</u>	e		
istomer ID	C +4	egory Cred	dit Account Tax Group	-		
68		ol 🗾 240.	and the second sec	_		
08 Credit M	emo	ol 🗾 1240.		_		Credit Date
Credit M	emo Wagging Tails Pet Spa	od 1 [240		_		Credit <u>D</u> ate 9/22/2016
Credit M	emo Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	oi ⊻ [240 d		_		Credit <u>D</u> ate 9/22/2016 Branch MI
Credit M	Car emo Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa	oi <u> </u>		_		Credit <u>Date</u> 9/22/2016 Branch ML Warehouse
Site	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	oi <u> </u>				Credit Date 9/22/2016 Branch Mt Warehouse
Site	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	∞i <u> </u>				Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous
Site	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	oi <u>∑</u> [240 d				Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous
Credit M n Site Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	oi <u> </u>				Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous
Credit M Site Address: (tems \$38.	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	ed d	10	em List	ty Rate	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous
Site Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	d Description Installation Services	lo Ib	em List	ty Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Mscellaneous
Site Address: Rems \$38. Rem Install	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	d Description Installation Services	P	em List	ty Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous
Site Address: Items \$38.	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 0 Parts 40.00	d Description Installation Services	ID X	em List	Ey Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous
Site Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 20 Parts \$0.00 Sector	id Description Installation Services naOffice	B	em List	5y Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous
Site Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	ed e	It to the credit request total	em List	ty Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Lype Miscellaneous Ar
Site Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	ed d Description Installation Services The template total must be equal	It to the credit request total!	em List	ty Rate 1 38.00	Credit Date 9/22/2016 Branch MI Warehouse Credit Type Miscellaneous Ar
Site Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	Image: solution of the second seco	Ito the credit request total	em List	ty Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Mscellaneous Ar
Site Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	ed Description Installation Services Description The template total must be equal	i to the credit request total	em List	ty Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Mscellaneous Ar
Site Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	Image: solution of the second seco	i to the credit request total	em List	By Rate 1 39.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Mscellaneous Ar
Site Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	ed Description Installation Services na0(ffice The template total must be equal	i to the credit request total	em List	ty Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous
Site Address: Items \$38.	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	Installation Services	It to the credit request total	em List	Ey Rate 1 39.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous
Site Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	Installation Services	It to the credit request total!	em List	5y Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous Ar
Ste Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	Installation Services The template total must be equal	It to the credit request total!	em List	ty Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous Ar
Site Address:	Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187	Installation Services	It to the credit request total!	em List	ty Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Lype Mscellaneous Ar
Site Address:	Wagging Tails Pet Spa Cat V38 Canton Center Roa Canton, MI 48187 Wagging Tails Pet Spa 458 Canton Center Roa Canton, MI 48187 Sector V0 Perts 40:00	Image: solution of the second seco	It to the credit request total (to the credit request total)	em List	ty Rate 1 38.00	Credit Date 9/22/2016 Branch MI Warehouse Credit Type Mscellaneous Ar
Site Address: Items \$38.	Wagging Tails Pet Spa ca Vagging Tails Pet Spa for Vagging Tails Pet Sp	Image: solution of the second seco	i to the credit request totali	em List	Ey Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Mscellaneous An
Site Address: Items \$38. Items \$38. Items \$38.	Image: Carrier of the second secon	Image: solution of the second seco	i to the credit request totali	em List	ty Rate 1 38.00	Credit Date 9/22/2016 Branch Mt Warehouse Credit Type Miscellaneous An

_ 🗆 ×

38.00 0.00 38.00 38.00 →

⊈lose

Save

Credit Number 366872 E.O. Number

20b #

Posting Date 9/22/2016

Salesperson Devan Clements



Credit Request Template – Job Number

Job numbers can no longer be entered on credit requests. This has been locked down to prevent credits created outside the job from throwing off the job Sales Summary. Credits created from within the job under Tools – Invoices will automatically fill in the job number.

Lockbox – Other – Ucash

When this lockbox format is selected, a payment that goes to unapplied cash will no longer have the Future Auto-Apply button automatically checked.

Custom Invoice Form CS06 SL

This custom invoice format has been modified to print an OCR line 1/8 of an inch higher than was previously set.

RMR Escalation Message

A correction was made in 5.7.40 which blanked out the RMR Escalation message. To re-enter this message print an invoice and in the Printing Preferences window navigate to the Custom tab. Highlight RMR Escalation Message and enter the message in the box provided. Once re-entered the message will auto populate again as normal. Customers that do not use RMR Escalations will not be affected.

					00000
m: pridgescone scandard	ms				Custor
	31735 Fire System				Salesp
HP LaserJet 5 on PRINTSERVER (redirected 9)	Central Station Tracking				Last Pa
eer Eormat Item Detail Statement Detail Late Fees Qustom					_ 🗆 ×
	Invoice List (8129 invoices)		Custo	mers	•
Service Email This invoice includes a 4% increase per	Invoice # Inv Date Due	Amount Balance	Branch Name	Address	Zip Code
service Website your contracted escalation schedule.	358674 10/1/2016 10/1/201	6 \$415.12 \$415.12	MI Pentecost Delivere	r 31 & 41 Mather St.	48201
illing Website	358675 10/1/2016 10/1/201	6 \$667.01 \$667.01	MI S.H. Smith Company	20 Church Street	48201
nvoice Message	358676 10/1/2016 10/1/201	6 \$218.16 \$218.16	MI Novi Transitional Le	38250 W 10 Mile Rd	48375
RMR Escalation Message	358677 10/1/2016 10/1/201	6 \$272.71 \$272.71	MI Infinity Music Hall &	20 Greenwoods Roac	48901
	358678 10/1/2016 10/1/201	6 \$113.47 \$113.47	MI Elite Karate	40 Main St.	48188
	358680 10/1/2016 10/1/201	6 \$239.37 \$239.37	MI Daniel R. Kaufman	871 Newfield St. Ste.1	48901
	358681 10/1/2016 10/1/201	6 \$227.26 \$227.26	MI St.Isaac Joques Ch	1 Community Street	48188
	358682 10/1/2016 10/1/201	6 \$285.58 \$285.58	MI Hoffman - Audi	700 Connecticut Blvd	48188
	358683 10/1/2016 10/1/201	6 \$143.93 \$143.93	MI Hoffman - Lexus	750 Connecticut Blvd	48188
	358684 10/1/2016 10/1/201	6 \$203.02 \$203.02	MI New York Jewelry	1171 Main St.	48188
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	358689 10/1/2016 10/1/201	6 \$174.23 \$174.23	MI Uncle Bobs Self Ste	90 Main St.	48201
	358690 10/1/2016 10/1/201	6 \$637.82 \$637.82	MI Town Fair Tire - Se	r 974 New Britain Aven	48170
	358691 10/1/2016 10/1/201	6 \$350.17 \$350.17	MI Bicron Electronics 0	50 Barlow St.	48188
	358692 10/1/2016 10/1/201	6 \$221.19 \$221.19	MI Bicron Electronics (50 Barlow St.	48188
	358693 10/1/2016 10/1/201	6 \$499.95 \$499.95	MI City Cellars	304 Farmington Aven	48201
	358694 10/1/2016 10/1/201	6 \$156.05 \$156.05	MI Raymour & Flanigar	PO BOX 279	48901
	358695 10/1/2016 10/1/201	6 \$113.47 \$113.47	MI MI Childrens Medic	¿ 60 Hartland St.	48201
	358696 10/1/2016 10/1/201	6 \$189.88 \$189.88	MI Beneson Capital Pa	a 76 New Britain Ave.	48201
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Australian Business number

For our Australian users, Custom Invoice Form CS 44 and Custom Master Invoice Form CM46 will now display the customer's ABN number when that number is listed in the ABN field under customer information.



CM

Customer Information

A new field has been added to customer information that will be based on the county selected in SedonaSetup. For US customers the field will read EIN for Employer Identification Number. The field will show as BN (Business Number) for Canadian customers and ABN (Australian Business Number) for Australian customers. For *Australian customers only* this field will print on invoices.

You can select the country for your company in SedonaSetup in the Sedona Modules setup table. For more information on this new company selection please see the SedonaSetup section of enhancements.

Customer Inf	ormation Site Setup System RMR	New field	Create New Job Show Explorer Create New System
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<u>A</u> ddress		EIN	
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Master Accounts –Customer Information

A new checkbox titled "Default New Sub-Accounts to Bill To Master Account" has been added to the Master Account Customer Information screen. When this box is checked all newly created subaccounts will automatically have a checkmark placed in the "All Sub Account Invoices Billed to Primary Master" box. This new default box on the Master Account will only affect new subaccounts created. It will not change the settings on existing subaccounts.

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Bill To

The Email Invoice field now displays in the Bill To summary grid.

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🔁 🛄 Bill To	(273) 455-5121		🧿 Customer #	47726	
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- 🛃 Recurring History	Email	amy@surelockhome			
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Group Tickets	Primary	Y			
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Inspections

You can now double click a terminated inspection to open and review it.

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stail Equi	ipment Inspection Ite	ms Reports				
Inspecti	ion					
	Description	Inspection-Fire-Sprinklers		Service Tech	[•
	Frequency	Annual	-	Group Number	1	
	Service Problem Code	Insp-Sprinkler-MO	-	Estimated Hours	4	
	Service Level	INSP Cont-Res	-	High Frequency		
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	Next Inspection	3/15/2016				
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Inspection Record

If an inspection ticket is resolved using the resolution code 'Void' the last inspection date field on an inspection record will not be updated.

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Customer Query Builder

The following fields have been added to the Customer Query Builder:

- Customer BillTo Bill_Country
- Site Site_Country
- Sales_Prospect Prospect_Source_Code_2
- EFT-
 - Bank_Max_Amount
 - o CC_Max_Amount
- Inspection
 - o Inspection_Description
 - Inspection_Last_Tkt
 - Inspection_Last_Tech
 - Inspection_Job
 - Inspection_Group_Number
 - Inspection_High_Freq_Omit
 - Inspection_Exclude_In_Freq_Omit
- Credit_Request-
 - Cr_Req_Requested_By
 - Cr_Req_Requested_Date
 - Cr_Req_Reason_Code
 - o Cr_Req_Reason_Desc
 - Cr_Req_Memo
 - Cr_Req_Requested_Amt
 - Cr_Req_Approved_Amt
 - Cr_Req_Credit_Number
 - Cr_Req_Assigned_To
 - Cr_Req_Assigned_Date
 - o Cr Req Sign Off Name 1
 - o Cr_Req_Sign_Off_Date_1
 - o Cr_Req_Sign_Off_Amt_1
 - Cr_Req_Sign_Off_Notes_1
 - Cr_Req_Sign_Off_Name_2
 - Cr_Req_Sign_Off_Date_2
 - Cr_Req_Sign_Off_Amt_2
 - Cr_Req_Sign_Off_Notes_2
 - Cr_Req_Sign_Off_Name_3
 - Cr_Req_Sign_Off_Date_3
 - Cr_Req_Sign_Off_Amt_3
 - Cr_Req_Sign_Off_Notes_3
 - o Cr_Req_Edit_User
 - Cr_Req_Edit_Date
 - Cr_Req_Closed



- o Cr_Req_Invoice_Number
- o Cr_Req_Re-Inv_Cust_Number
- Cr_Req_Re-Inv_Cust_Name
- o Cr_Req_Re-Inv_Number
- Cr_Req_Tax_Correction
- o Cr_Req_New_Tax_Code
- o Cr_Req_New_Tax_Desc
- Cr_Req_from_Jobs



GL

New Part Kits Effect on GL

Inventory Labor COGS Account

A new part kit enhancement has been added to Sedona (see details under Inventory section). To track the labor from building these part kits two new GL accounts must be created, an Inventory Labor Accrued account (liability account) and an Inventory Labor COGS account (COGS account). The Labor COGS account will display a reference to the specific part kit that was built.

If your company posts labor to the GL the accrued labor account will need to be journaled out at the end of each month. A debit should be made to the Inventory Labor Accrual account and a credit made to the Inventory Labor COGS account to zero out this account. Amounts posted to the accrual account are for reporting purposes only. Actual wages are posted through your Payroll Journal Entry.

Purchase Price Varience

For customers who use standard costing, in addition to recording the difference between the price paid for a part and its standard cost, the PPV account will now also track the difference between the standard cost of all components in a parts kit built and the standard cost assigned to the parts kit. For details on building your own part kits see Inventory enhancements section.

IN

Build your own Parts Kit

It is now possible to "Build Your Own Parts Kit" in SedonaOffice if your company values its inventory using standard costing. Building your own parts kit combines several parts from your internal inventory into a single part or "kit" which can subsequently be sold as one part with its own unique part number and standard cost associated with it. When a kit is built, the individual parts components of the kit are reduced in your warehouse and the total number of part kits is increased in the same warehouse. The standard cost that will be assigned to the parts kit is the sum of the standard costs assigned to each of the parts comprising the kit. Any variation in this will automatically be written into your purchase price variance (PPV) account at the time that the kit is built. Part kits can be built to "break out" their components individually on the customer equipment list or marked to not break out on the customer equipment list (in which case only the name of the parts kit would be listed on the equipment list). At present, building your own part must be done manually. In a future release, the Auto Build option will be enabled. Please review each of the sections below for creating the parts kit as some screens will require different information than is usually entered when creating a parts kit that will be ordered from a vendor.



Usergroup Permissions - Any user that will be building a parts kit must be given the permission to "Edit Parts" in the Inventory section of the Usergroup table within SedonaSetup.

Creating the Part – Part Detail Tab

Begin creating the part kit by creating a new part in inventory the same as you normally would. On the Parts Detail Tab check the box for Part Kit on the right. Enter information for the kit as you normally would a new part. Pay particular attention to the following fields as the entries may be different for part kits versus regular parts:

- Manufacturer The manufacturer of the part is the name of your company. You can add your company's name to the manufacturer list by pressing the + button next to the drop-down list.
- Manuf Part Code Re-enter the part code that you have assigned to the part kit
- Manuf Warranty- Your company is the manufacturer of the part kit. As such no warranty is provided to your company for a part kit that it creates.
- U.P.C Since your company manufacturers the part, a Universal Part Code number has not been assigned to it. Leave this field blank.
- Costing Method This must be listed as standard costing.
- Direct Expense Account Enter the General Ledger number assigned to the Cost of Goods Sold account that should be used when this part is sold over the counter on a miscellaneous invoice. (This field is no longer used for definition of a Direct Expense account).
- Income Account- This is a customized field whose entries are recognized by only one SedonaOffice customer through a special database script. Please enter N/A in this field.
- Special Order Since your company will be building this part and not ordering it from a vendor leave this box unchecked.
- Freeze All Purchasing- Check this box. Because your company is building the part, it will never be ordered from a vendor.
- Ship Weight Since your company is building the part and not ordering it shipped to you a shipping weight is not required.
- Labor Units **- This field records the total number of labor units required to install one of these parts kits on a job. The Build Your Own Part Kit feature has a separate labor setting which records the labor dollar amount to actually build the part. Enter information into this field only if the parts kit will be used in conjunction with the Job Materials List to estimate the amount of labor units which will be required to install the parts kit.



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Creating the Part – Vendor Tab

Vendor – Your company is the vendor for this part. Your company will need to be setup as a vendor and then added to the vendor tab of each part kit. Since every part must have a primary vendor, when you add your company to a part kit make sure to check the "Primary Vendor" box.

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Creating the Part - Warehouses Tab

Define the warehouses in which these kits will be built. The standard cost assigned to the part must be the sum of the standard cost of all parts components in the kit. In the example below, we are stating that the sum of the standard costs for parts in this kit comes to \$500.00. That dollar amount is the standard cost of this parts kit.

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Warehouse 1ain-MI		0 0	Max , 0	Row	Shelf	Bin	Stanc 500	I Cost .0000		
Varehouse	Main-MI						Row	<u>[</u>		
Varehouse Min Max	Main-MI 0 0					Standar	Row Shelf Bin d Cost	500.00	000 : <u>A</u> ll Wareho	Duses



Creating the Part – Parts In Kit

A part kit is created by adding the individual parts to the kit list, selecting how many of that part is used in the kit, and showing the breakout allocation percentage of that part against the standard cost assigned to the entire parts kit. (Standard cost of the part/standard cost of the kit=breakout allocation percentage).

- Part, Description Select a part using the lookup button to the right of the field. The user may also manually type in the part number if the exact part number is known. Once a part is selected, the description field will automatically be filled in.
- Quantity- Enter the quantity of the part that will be contained in this parts kit.
- Breakout Allocation Enter the percentage of the kit's standard cost allowed to this part. If the quantity in the kit is greater than one, the percentage would include all of the quantities of this single part. Once all parts have been entered, click on the Save button. The total of all allocations must equal 100% of the standard cost. The kit will not save until 100% is allocated.

In the example below, we have assigned a standard cost of \$500.00 for the parts kit. The breakout allocation assigned to each of the parts is the percentage that each part contributes to the \$500.00 standard cost. The equation is standard cost of the part / standard cost of the parts kit. The following parts are being used and their standard cost is listed as the following to easily identify the breakout allocation:

Part – Number – Quantity - Standard Cost - Breakout Allocation

- CSW9057 1 \$274.00 54.8%
- DPT16OU 1 \$150.00 30.0%
- KF4939 1 \$22.00 4.4%
- DC4945 3 \$51.00 (\$17/ea.) 10.2%
- BAT1270 1 \$3.00 0.6%
- Total \$500.00 100%

If, at any point, the standard cost of one of the kit components changes, the standard cost of the kit should also be updated so that a Purchase Price Variance (PPV) entry is not created.



art WSAS954 Kit			🕅 Ina	active
]Kit Information 🛒 Vendor	s 📔 🔜 Warehouses 🚺 Parts In Kit 💧	Custom Fields	Documents ()))
Part Number	Description	Quantity	Allocation %	
25W9057 DPT1620U (F4939 DC4945 BAT1270	CSW9057 Wireless Communicator DPT1620U Transformer KF4939 Wireless Key Fob DC4945 Door Contact ULTRATECH 12V	1 1 3 1	54.8000 30.0000 4.4000 10.2000 0.6000	
2art	Quantity			
2art Description	Quantity Breakou	/		



Building the Parts Kit – Handling Negative Inventory

Build Your Own Parts Kit will honor the rule in the Inventory Setup table regarding handling negative inventory. If you do not have enough of the component parts in stock and you try to build a kit, if your setup tables states "Allow" negative inventory, the kit will be built. If the rule states "Warning Message", the system will present a warning message that not enough parts are in stock and will identify the specific part in question. If the rule states "Do Not Allow" the parts kit will not be built. Parts may need to be transferred into the warehouse in which the kit will be built to ensure on-hand stock availability.

Building the Parts Kit - Warehouse

To build a parts kit, bring up the inventory part defining the parts kit. Highlight the warehouse in which the kit will be built and right-click. Select the option "Build Parts Kit."



The Build Part Kit form will be displayed. Any part kit component that does not have enough stock on hand will have an arrow displayed next to it. This lets the user know which parts need to be transferred to the warehouse in order to build the kit.

					_
Kit Code	WSAS954 Kit				
Descripti	on Wireless Alarm System Kit				
Buil	d Kit Settings				
<u>W</u> arehouse	Main-MI				
Build Date	9/23/2016				
Succession and the second					
Zuancicy to Build	1				
	Build Components	1	Inv	entory Qty	
Part Code	Build Components Description	Kit Qty	Inv Build	entory Qty On Hand	
Part Code CSW9057	Build Components Description CSW9057 Wireless Communicator	Kit Qty 1	Inv Build 1	entory Qty On Hand 2	
Part Code CSW9057 DPT1620U	Build Components Description CSW9057 Wireless Communicator DPT1620U Transformer	Kit Qty 1	Inv Build 1	entory Qty On Hand 2 3	
Part Code CSW9057 DPT1620U KF4939	Build Components Description CSW9057 Wireless Communicator DPT1620U Transformer KF4939 Wireless Key Fob	Kit Qty 1 1 1	Inv Build 1 1	entory Qty On Hand 2 3 0	<==
Part Code CSW9057 DPT1620U KF4939 DC4945	Build Components Description CSW9057 Wireless Communicator DPT1620U Transformer KF4939 Wireless Key Fob DC4945 Door Contact	Kit Qty 1 1 1 3	Inv Build 1 1 3	entory Qty On Hand 2 3 0 9	<==
Part Code CSW9057 DPT1620U KF4939 DC4945 BAT1270	Build Components Description CSW9057 Wireless Communicator DPT1620U Transformer KF4939 Wireless Key Fob DC4945 Door Contact ULTRATECH 12V	Kit Qty 1 1 1 3 1	Inv Build 1 1 3 3	entory Qty On Hand 2 3 0 9 7	<==
Part Code CSW9057 DPT1620U KF4939 DC4945 BAT1270	Build Components Description CSW9057 Wireless Communicator DPT1620U Transformer KF4939 Wireless Key Fob DC4945 Door Contact ULTRATECH 12V	Kit Qty 1 1 1 3 1	Inv Build 1 1 3 1	entory Qty On Hand 2 3 0 9 7	<===
Part Code CSW9057 DPT1620U KF4939 DC4945 BAT1270	Build Components Description CSW9057 Wireless Communicator DPT1620U Transformer KF4939 Wireless Key Fob DC4945 Door Contact ULTRATECH 12V	Kit Qty 1 1 1 3 1	Inv Build 1 1 3 1	entory Qty On Hand 2 3 0 9 7	<==



Click on the Settings tab. The settings page will be displayed

The Auto Build feature is still under development and not available for use at this time. Please do not place a checkmark in this box

On a customer's equipment list the default is to have a part kit breakout into its individual components unless a checkmark is specifically placed in the box "No Breakout." If No Breakout is selected, the name of the parts kit alone will appear on the customer's equipment list.

Once all information has been entered, place a checkmark in the box to Save As Default settings. Press the Save button

🖷 Build Part Kit			
🦉 Kit Code 🛛	WSA5954 Kit		
Description	Wireless Alarm System Kit		
Build Kit	Settings		
Labor COGS Account	522000	T Auto	Build
Account Desc	COGS Labor Kit Build	🗖 No E	Breakout
Labor Category	Installation G & A		
Labor Cost	\$50.00		
Labor Accrual Account	290000		
Account Desc	Accrued Parts Build Labor		
		Save as Default Settings	Save
		Build	⊆lose

Return to the Build Kit tab and enter the quantity of kits to build. Press the Build button.

Build Part Kit				_ 🗆 ×
Kit Code	WSA5954 Kit			
Description	Wireless Alarm System Kit			
Build	Kit Settings			
<u>W</u> arehouse	Main-MI			
Build <u>D</u> ate	9/23/2016			
Quantity to Build	D dd Grannarh	T		
Dark Cada	Build Components	Kit Ohu	Invenco	
CSW9057	CSW9057 Wireless Communicator		BUIIO	
DPT1620U	DPT1620U Transformer	1	1	3
KF4939	KF4939 Wireless Key Fob	1	1	4
DC4945	DC4945 Door Contact	3	3	9
BAT1270	ULTRATECH 12V	1	1	7
L			<u>B</u> u	ild <u>C</u> lose

The system will respond:

Buil	d Kit	Settings
<u>W</u> arehouse	Main-MI	<u> </u>
Build <u>D</u> ate	9/23/201	art Kit Build
Quantity to Build	1	Successfully built (1) part kits.
	Bu	
Part Code	Descrip	.
CSW9057	CSW9C	ОК
DDT1(00U	DOTICOT	



Building the Parts Kit – Inventory Stock

Once the kit is built, the inventory stock for the kit will increase by the number of kits built, and the journal for the warehouse in which it was built will note the number of kits built.

Antencory AL TESTESSOT AL (THICK										
WSAS954 Kit Kitted Parts Warehouses Warehouses Warehouses Open Purchase Orders Closed Purchase Orders Purchase Credits Receipts Repair Order Sales Invoice Sales Invoice Transfers - Open Transfers - Closed In Holding Committed Inactive Warehouses Alternate Parts Disk	Part Code: Description Detail: Costing Me Product Lir Manuf Parl Manuf War Item Code Income Ac Direct Exp Freeze Pur List Price: UPC: Special Orc Sales Price Service Pri Service Pri Service Pri Total Qty: Total Value	n: thod: re: c Code: ranty: c Code: ranty: ct: Acct: cc: ccases: der: ription: scription: cc 1: cce 2: cce 2:	WSAS954 Kit Wireless Alarn wireless comm Standard Kit SedonaSecuri WSAS954 No Warranty SVC Part-TX N/A Y 0.00 N Wireless Alarn \$600.00 \$600.00 0 0	n System Kit nunicator, keb f ty n System Kit n System Kit		Warehouse Branch Account Minimum Qty Maximum Qty Committed Qty Pending XTR In Pending XTR In Pending XTR In Pending XTR In Pending XTR In Pending XTR In Pending Qty Out For Repair In Holding Qty Value On Hand Row Shelf Bin Inactive	Main-MI MI 120000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			
Direct Expense PO	Date	Warehouse	Reference	Memo	De	scription	Quantity	Cost	Extended Cost	Time/Stamp
- Purchase Credits - In Purchase Price Variances	9/23/2016	Main-MI		Build 1 Part Warehou	Kit 1	Action	1	500.0000 \$500.00	\$500.00	9/23/2016 3:02:51 PM
Journal	-									

The individual parts components of the kit will be reduced as a result of the kit build, and the journal for the warehouse will note the kit action:

S Inventory Part - DPT1620U (DPT162	20U Transfor	mer)									
	Part Code: Descriptio Detail: Costing Mr Product Lii Manufactu Manuf Par Manuf Par Manuf Wa Item Code Income Ac Direct Exp Freeze Pur List Price: UPC: Special Or Sales Desc Sales Price Service Pr Service Pr Service Pr Total Qty: Total Value	n: ethod: ne: irer: t Code: rranty: : cranty: cct: Acct: rchases: der: cription: es: scription: ice 1: ice 2: e:	DPT1620U DPT1620U Transformer Standard Kit Componen N/A No Warranty SVC Part-TX N/A N DPT1620U Tra \$200.00 DPT1620U Tra \$200.00 \$200.00 \$200.00	ansformer ts For Docume ansformer ansformer		Warehouse Branch Account Minimum Qty Maximum Qty Committed Qty Pending XTFR In Pending XTFR Out On Hand New On Order Qty Out For Repair In Holding Qty Value On Hand Row Shelf Bin Inactive	Main-MI MI 120000 0 0 2 0 2 0 0 0 \$300.00				
- 🣴 Purchase Credits	Date	Warehouse	Reference	Memo	Des	cription	Quantity	Cost	Extended Cost	Time/Stamp	
Purchase Price Variances	9/23/2016	Main-MI		Build 1 WS	Kit /	Action	-1	150,0000	(\$150.00)	9/23/2016 3:02:51 PM	
Journal	9/19/2016	Main-MI		Warebou	Phy 2	sical	3	150.0000 \$300.00	\$450.00	9/23/2016 2:26:43 PM	



Building the Parts Kit – General Ledger Labor Accounts

If labor is being tracked as part of the parts kit build, an entry will be made to the Accrued Parts Build Labor account and the COGS account noting the date of the parts build, which part was built, and the labor charge for building the part:

Accrued Labor account:

S Accoun	t Register								
	Account Cod	te 2900	00	- 🛄 B	anch		-		
		Accrue	nd Parts Build Labo	r					
	Erom Date	9/1/20	16	R	eg Type		-		
	<u>T</u> hru Date	9/23/2	016				6		
							10000		
Reg No.	Date	Туре	Reference	Name		Branch	Amount	Balance	
	9/1/2016			** Beginning Balance	iek -			-3,095.00	
634640	9/8/2016	COGS	Vista128-Ki			MI	-300.00	-3,395.00	
634647	9/8/2016	COGS	Vista128-Ki			MI	-300.00	-3,695.00	
643192	9/23/2016	COGS	WSAS954 Kit			MI	-50.00	-3,745.00	

This account should be journaled out at the end of each month to clear out any amounts posted to the Accrued Labor account. The JE is to debit the accrued labor account and debit the COGS labor kit build account. Actual wages are posted through your payroll journal entry.

COGS Labor Kit Build account:

Account	t Register								
	Account Code	522000		Erar	nch		•		
		COGS Lab	bor Kit Build	C <u>a</u> tr	egory		-		
	Erom Date	9/1/2016		Reg	Type		•		
	<u>I</u> hru Date	9/23/2016							
		Astronomendeses		2			1		
Deally	[p.).		Defenses	***	[2			Palaase	
Reg No.	Date T	Туре	Reference	Name	Branch	Category	Amount	Balance	
Reg No.	Date T 9/1/2016	Гуре	Reference	Name ** Beginning Balance **	Branch	Category	Amount	Balance 2,435.00	
Reg No.	Date T 9/1/2016 9/8/2016 C	Type	Reference Vista128-Ki	Name ** Beginning Balance ** Parts Kit Build	Branch	Category Installation	Amount 300.00	Balance 2,435.00 2,735.00	
Reg No. 634640 634647	Date T 9/1/2016 9/8/2016 C 9/8/2016 C	Type	Reference Vista128-Ki Vista128-Ki	Name ** Beginning Balance ** Parts Kit Build Parts Kit Build	Branch MI MI	Category Installation Installation	Amount 300.00	Balance 2,435.00 2,735.00 3,035.00	
Reg No. 634640 634647 643192	Date T 9/1/2016 9/8/2016 C 9/8/2016 C 9/23/2016 C	Type COGS TOGS TOGS	Reference Vista128-Ki Vista128-Ki W5A5954 Kit	Name ** Beginning Balance ** Parts Kit Build Parts Kit Build Parts Kit Build	Branch MI MI MI MI	Category Installation Installation Installation	Amount 300.00 300.00 50.00	Balance 2,435.00 2,735.00 3,035.00 3,085.00	

Building the Parts Kit – Purchase Price Variance In the event that the standard cost is changed on one or more of the parts kit components, and the sum of the parts in the kit no longer equals the standard cost of the parts kit, an entry will be made to the purchase price variance account. The register will note for which part kit the variance occurred and the specific part(s) in the kit that caused the variance.

S Account	t Register								
	<u>A</u> ccount Co	de 120900	1		Branch	[•	
	Erom Date Ihru Date	Purchas 9/23/20 9/23/20	e Price Variance ¹ 16]]	Reg Typ <u>e</u>	[
Reg No.	Date	Туре	Reference	Name			Branch	Amount	Balance
	9/23/2016			** Beginning Bala	nce **				0.00
643186	9/23/2016	PPV		BAT1270			MI	36.40	06.40
640107	o loo loo r c								36.40
043107	9/23/2016	PPV		BA112/U			OH	-20.80	35.40
643193	9/23/2016	PPV	WSAS954 Kit	DC4945			OH MI	-20.80	36.40 15.60 -26.40
643193 643194	9/23/2016 9/23/2016 9/23/2016	PPV PPV PPV	WSAS954 Kit WSAS954 Kit	BAT1270 DC4945 BAT1270			OH MI MI	-20.80 -42.00 -1.00	36.40 15.60 -26.40 -27.40
643193 643194 643196	9/23/2016 9/23/2016 9/23/2016 9/23/2016	PPV PPV PPV PPV	WSAS954 Kit WSAS954 Kit WSAS954 Kit	BAT1270 DC4945 BAT1270 DC4945			OH MI MI MI	-20.80 -42.00 -1.00 -42.00	36.40 15.60 -26.40 -27.40 -69.40





Standard Cost

The standard cost of a part now displays 4 decimal points instead of 2.

Warehouse	Min	. Max	Row	Shelf	Bin	Stand Cost	
123	0	0	1			0.1234	
4354564	0	0				0.1234	
ABC Service Co	0	0				0.1234	
Alarmists	0	0				0.1234	
Alpha	0	0				0.1234	
Andrea's Warehouse	0	0				0.1234	
Belgium	0	0				0.1234	
Borque Fire	0	0				0.1234	
BR	0	0				0.1234	
Coolest warehouse	0	0				0.1234	
Fred's Truck	0	0				0.1234	
Jenine's Truck	0	0				0.1234	
M100	0	0				0.1234	
M101	0	0				0.1234	
M103	0	0				0.1234	
M104	0	0				0.1234	
Main-MI	0	0				0.1234	
Main-OH	0	0				0.1234	
Meeka	0	0				0.1234	
Mellissa	0	0				0.1234	
MI999	0	0				0.1234	
MI-Cust Repair	0	0				0.1234	

Parts Query Builder

The following fields have been added to the Parts Query Builder:

- Transfers -
- Trans_Part_Qty_Requested
- Trans_Part_Serial_Number
- Trans_Part_Lot_Number
- Trans_Part_Qty_Received
- Trans_Part_Memo
- Trans_Request_Number
- Trans_Request_Date
- Trans_Requested_By
- Trans_In_Process_Date
- Trans_In_Process_User
- Trans_Shipped_Date
- Trans_Shipped_User
- Trans_Received_On
- Trans_Received_By
- Trans_Whse_From_Code
- Trans_Whse_From_Desc
- Trans_Whse_To_Code



- Trans_Whse_To_Desc
- Trans_Memo
- Trans_For_Job
- Trans_For_Service
- Journal Journal_Id



Jobs

Jobs

Jobs will now automatically open to the Job Costing screen. For users who do not have permission to view job costing, jobs will continue to open to the Sales Summary screen.

Sales Reversal

The sales reversal button on all work orders (original and change orders) will reverse the entire job. The job will automatically close from the screen and be locked down. Reversed jobs cannot have work continued in them and every field will be blocked from data entry. Please use the sales reversal button with extreme caution. SedonaOffice Support staff will not be able to "unreverse" a job from behind the scenes if this is pressed in error.

Cystomer Job Information	47655-1	T Manu	al Reversal		
Job Number	1133 - 1	Prevailing Wage	0.00	18	
Job <u>Type</u>	Fire Power	Project Manager		6	
Description	Fire - Large Commercial	5alesperson	Laurie Saîm	- 🛃	
Ta <u>x</u> Group	MI	P.O. Number	454		
Branch	Americas Best	Sold Date	12/3/2015		
HoldBack %	0	Projected Start	1		
Install Company	MI	Projected End	[
Installer					
Permits Regula Permit 1	ed	Notes			
Permit 2					Pressing this button will reverse
Permit 3					change order

Bill To

A new button has been added which enables users to select which Bill To address should be used on job invoices. The default entry is the Bill To address marked as the primary Bill To for jobs. When this default is changed all invoices for the job will use the updated Bill To. However, the Bill To address in the job heading will remain the primary Bill To address assigned for jobs.





Commissions

The default posting date for commissions has been changed to "today's date" instead of the date that the job was sold.

Commissionabl	e / Splits				
Install Tota		3000.00	G Salesperson 1	Madison.Morrison	▼ 16 100.00 %
Commission	nable %	100.00	C Salesperson 2		
Commission	able	3000.00	F Split Sales		()
Recurring		0.00		_	Remove All Apply
esperson	Commission Type	Post Date	Commissionable	Rate	Commission
dison.Marrison	GP	4/14/2016	0.00	2.00	0.00
Salesperson Commission Type	Madison.Mor	rison	Commission Rate	nable	0.00
Salesperson Commission Typ Posting Date (G	Madison.Morr	rison	Commission Bate Commission		0.00

Costing

A new variance column has been added to the Costing tab. This will show the dollar variance between the estimated and actual costs.



🜀 Job - 1208 (B	akers Best Pie Co.)					
Job	Job	Cu	stomer 5365	Site		
Sales Summary	Job Number 1208 Job Type Fire-Com Job Status Scheduling System 5365 Fire Labor Units 0 (9 Used)	Bak 375 Car (73	ers Best Pie Co. i Park Ave iton, MI 48188 4) 289-6701	Bakers Be: 375 Park / Canton, M (734) 289	st Pie Co. Ave I 48188 -6701	
	Costing					
Work Order	Gosting		A			
	Estimated		Actual	🥔 Variance	WIP	
Joh System	Income				Material 1	\$0.00
Job System	Install Charge	\$2,000.00	\$2,000.00	\$0.00	Material 2	\$0.00
	Change Orders	\$0.00 Hold I	Back \$0.00		Labor	\$0.00
Bill To	Costs				Permits Fees	\$0.00
1 .	Parts	\$1,000.00	\$898.51	\$101.49	Freight	\$0.00
Approvale	Labor	\$500.00 🔡 📿	\$450.00	\$50.00	Equipment Rental	\$0.00
Approvais	O <u>v</u> erhead	\$0.00	\$0.00	\$0.00	Overhead	\$0.00
\sim	Permits Fees	\$30.00	\$25.00	\$5.00	Commissions	\$0.00
Tasks	Freight	\$15.00	\$14.00	\$1.00	Other	\$0.00
	Equipment Rental	\$0.00	\$0.00	\$0.00	Total WIP	\$0.00
Installs	<u>O</u> ther	\$0.00	\$0.00	\$0.00		, ,,,,,,,
\$2,000.00	Sub Total	\$1.545.00	\$1 387 51	\$157.49	Recurrings	
2.	Sub Profit/Loss	\$455 00 23%	\$612.49	31% (\$157.49)	Est	
Desurring	Commissions	\$200.00	\$200.00	(213717)	JOD RMR	\$25.00
\$25.00		\$200.00		, <u>, , , , , , , , , , , , , , , , , , </u>		
340	Total	\$1,745.00	\$1,587.51	\$157.49	Act	
2.5	Profit/Loss	\$255.00 13%	\$412.49	21% (\$157.49)	Activated RMR	\$25.00
\$0.00 \$ Job Costing		Apply	🔲 Include WIP A	Amounts		

Purchase Orders

When more than one phase exists on a job, a new box entitled "Select Phase For Part Selection" will appear when creating a PO within the job.

Select Phase for Pa	rt Selection	×
Phase Code	Start Date	
Phase 01	12:00:00 AM	
Phase 02	12:00:00 AM	

This enables additional quantities of the same parts ordered within the main job to be reordered again under a different phase code. Using a different phase code prevents users from receiving an error indicating that all parts had previously been ordered from the vendor.



Notes

The user will now be presented with a warning message when attempting to delete a note within a job.



Prevailing Wages

It is now possible to assign a different prevailing wage to each technician when entering their timesheets manually on a job. The Prevailing Wage table within Sedona Setup must be updated to show each type of prevailing wage that could be applied to a technician's timesheet.

🖻 Sedona Office Setup (SedonaSecuri	ty)			
File Find Find Next View Tools Help				
Sedona Setup			Drevailing Wage	
Description	Area		Frevannig wage	
Tax Groups	AR			
Tax Agency	AP			
System Types	CM		Prevailing Wage	
Status	SM			
Statement Rules	AR		Description	Wage
Signal Types	CS		2012 Q2 Wayne County	46.50
Shipping Methods	AP		2013 Wayne County	75.00
Setup Processing	AP		2016 Wayne - Electrical	50.00
Setup Processing	AR		2016 Wayne - Install	45.00
Setup Processing	зм		2010 Wayne - Prewire	33.00
Setup Defaults	sv			
Service Ticket Message	sv			
Service Levels	sv			
Service Companies	SV	-		
Sedona Modules	OP			
Scheduling and Appointments	sv			
Sales Resolution Codes	SM			
Sales Managers	SM			
Sales Items	SM			
Sales Departments	SM			
Sales Department Maintenance	SM			
Routes	SV			
RMR Reasons	CM			
BMB Escalations	CM			
Resolution Codes	SV			
Ouote Types	SM			
Product Line	IN			
Problem Codes	SV			
Printer Setup	OP		Prevailing Wage Edit	
Prevailing Wages	JM			
Payroll Setun	PR			
Payment Methods	CM		Description 2016 Wayne - Prewire	
Part Labor Unit Desc	IN		Wage 35.00	
Panel Types	sv			
Open Current Accounting Period	GL			Apply New Delete
Note Type	OP	in the second		



When timesheet information is entered, it is possible to select a specific prevailing wage rate to apply to an employee's time based on the type of work performed. To select which prevailing wage to apply to a timesheet, press the button adjacent to the Pay Rate field. This will open the Prevailing Wage table from which the appropriate rate may be selected.

S Job - 1167 (Majors Rv)			
Job	Job	Customer 38083	Site	
Labor Schedule	Job Number 1167 Job Type ACC-Res Job Status Parts System 38083 Fire Labor Units 0 (9 Used)	Majors Rv 150 Macarthur Boulevard Detroit, MI 48201 (586) 759-2833	Majors Rv 150 Macarthur Boulevard Detroit, MI 46201 (586) 759-2833	
	Time Sheets			
Appointments	Work Date Installer	Job Task Description	Labor Task Units	Pay Rate Amount
· 🕑 _	2/10/2016 Mack Knife	Sch Prewire 2016 Electrical	PW 8.00	50.00 400.00
Time Shee	Prevailing Wage		×	25.00 25.00
Payroli Timesheet	Description 2012 Q2 Wayne County 2013 Wayne - County 2016 Wayne - Electrical 2016 Wayne - Prewire 2016 Wayne - Prewire 2016 Wayne - Prewire 2016 Wayne - Prewire 2016 Wayne - Prewire 2017 Wayne - Prewire 2018 Wa	Wage 145.50 75.00 50.00 45.00 35.00 35.00 100	Save Close	
	Installer Mike Walker	I Units	1	
	Job Task Prewire	Pay Rate	46.50	
	Description	Amount	46.50	
Cost Details			Add Glear Delete	

Job Query Builder

The following fields have been added to the Jobs Query Builder:

- Labor_Task
- Labor_Task_Est_Units
- Labor_Task_Est_Cost
- Labor_Task_Phase_Code
- Labor_Task_Phase_Desc



RP

International Date Formats

The following reports have been updated to support international date formats:

- Blanket PO Expiration
- Contract Expiration
- Customer Cancellations
- Cycle PO Expiration
- Monitored By
- Warranty Expiration

Inactive Systems

The Following reports have been updated to exclude inactive systems from their results:

- Contract Expiration
- Warranty Expiration

Australian GST – and again in .40

This report was written for a specific customer according to their specifications. The report now selects records based on the invoice/credit date instead of the posting date. The example below assumes GST calculations at 10%. Users may select the GST tax rate at the time the report is run. This report uses user defined vendor checkbox 1 which has been defined as "International". When a checkmark is not in placed in the International box, the following groupings apply:

- C1 is taxable line items to a Fixed Asset account type.
- C2 is non-taxable line items to a Fixed Asset account type.
- P1 is all taxable line items that are to an account type other than Fixed Asset.
- P2 is all non-taxable line items that are to an account type other than Fixed Asset

When a checkmark is placed in the International box, all transactions for that vendor go into a P1 grouping which is not taxable regardless of the GST flag at the line item level.

11/5/20	/5/2016 Australian GST Report SedonaSecurity						
			May	2016			
Group	Register Number	Posting Dt	Vendor	Doc Dt	Doc Number	Base Amt	Tax Amt
C1	608882	5/11/2016	American Profit Recovery	5/11/2016	7245	0.00	0.00
C1	AU	Capital Purchase -	GST Liable			0.00	0.00
C2	608884	5/11/2016	Staples Inc.	5/11/2016	2345	2,250.00	0.00
C2	AU	Capital Purchase -	GST Exempt/GLS Free			2,250.00	0.00
P1	608881	5/11/2016	Amazon.Com, Lic	5/11/2016	AB238	650.00	65.00
P1	AU	Purchase - GST Li	able			650.00	65.00
P2	607231	5/1/2016	Staples Inc.	5/1/2016	9854	6.25	0.00
P2	607206	5/1/2016	Liberty Power	5/1/2016	Super Bill	10.00	0.00
P2	608882	5/11/2016	American Profit Recovery	5/11/2016	7245	50.00	0.00
P2	607275	5/13/2016	A+ Cleaning Services	5/13/2016	prepaid	70.00	0.00
P2	AU	Purchase - GST E	kempt/GLS Free			136.25	0.00
PI	608800	5/9/2016	Supermedia, Llc	5/9/2016	PS1264	275.00	0.00
PI	608801	5/9/2016	Supermedia, Llc	5/9/2016	PS9845	375.00	0.00
PI	608880	5/11/2016	Supermedia, Llc	5/11/2016	A0467	395.00	0.00
PI	AU	Purchase - Import				1,045.00	0.00



Balance Sheet (Classic) Export

The Balance Sheet (Classic) Report will export to Excel with a separate column for the account number and a separate column for the account description. The standard Balance Sheet report when exported combines the account number and description into the same column.

Deferred Income Summary Audit

The amounts on this report will now be based on the posting dates of invoices and credits rather than the dates of invoices and credits. This modification is being made for those customers that use posting dates other than the date of the invoice or credit.

GL Register Entries Report

The GL Register Entries report now has an export button enabling data to go out to a .csv file without page headers.

Closed Service Ticket Cost

This is a custom report written for a specific customer according to their specifications. Modifications to this report have been made at the report owner's request. When this report is grouped by technician, the name of the service company will now be included next to the technician's name. This separates the technicians when there are tickets handled by third party service providers. The "hide inactive routes" box should not be checked when running this report .This report may now be exported to Excel.

Closed Service Ticket Cost – Not Invoiced*

This is a custom report written for a specific customer according to their specifications. Modifications to this report have been made at the report owner's request. When this report is grouped by technician, the name of the service company will now be included next to the technician's name. This separates the technicians when there are tickets handled by third party service providers. The "hide inactive routes" box should not be checked when running this report. This report may now be exported to Excel.

Open Service Tcket Cost

This is a custom report written for a specific customer according to their specifications. Modifications to this report have been made at the report owner's request. When this report is grouped by technician, the name of the service company will now be included next to the technician's name. This separates the technicians when there are tickets handled by third party service providers. This report may now be exported to Excel.

Service Sales History

This is a custom report written for a specific customer according to their specifications. Modifications to this report have been made at the report owner's request. This invoice item column will now display the part code when applicable. The formatting on the page header has also been modified.



Service Audit Export

This is a custom report for a specific customer that does not have a printable report. All information is exported to Excel. This report now has the ability to include non-inspection tickets. In addition, the fields Scheduled For and Last Technician were added to the export and when the existing ticket option is selected, the report now makes selections based on the Secheduled For field instead of the Created Date.

🜀 Service Ticket Audit		
General	C Dates	Options Future Inspections Existing Tickets Options Include Non-Inspection Tickets Sort By
Info		Export <u>C</u> ancel

Service Commissions Report

This is a custom report designed for a specific customer's commission policy and is unlikely to fit the needs of customers other than the one it was written for. It does not have a printable version and exports to Excel. This report now includes a notes field as well as the usercode of the individual that created the invoice. Credit will show only for the technicians selected.

Service Ticket Costs By Contract

This is a customized report that was commissioned by a specific customer according to their specifications. The report provides invoice and expense analysis broken out by Materials, Labor, and Other for service tickets created within the period covered by the contract at the system level. Tax is not included in the amounts.

Options	Options Show only Service Tickets Show only Inspection Tickets Show all of the above
Print Resolution Note Info	Export <u>D</u> k Cancel

Contract Number – Enter the contract number you would like to review. You can only enter one contract number. If you leave this field blank, the report will run for all contracts. The report will not display service tickets on a system if the system does not have a contract number entered.



For a ticket to be included, it must have a created date on or after the contact start date but prior to the contract end date (Contract end date = Contract Start Date + Number of Months).

Ticket Type – The options section on the right of the screen allow you to select to Show only service tickets (tickets which are not inspection tickets), Show only inspection tickets, or both.

Printing Options –The Options section on the left of the screen, below Contract Number, are Printing Options. If you choose to print a summary only version, this report will not list each service ticket but will still provide subtotals based Contract Number and Site. If Print Resolution Note is selected the resolution note will display as a third line for each ticket. This option is not available if you have Summary Only selected.

The report is grouped by Contract Number and Site. Within this grouping in the detail section, tickets are sorted by System Account and Ticket Number.

Contract Service Ticket Report	rt							Sedo	naSec	urity
	Totals	9			Materi	als	Labo	nr -	Othe	w
Ticket Number Problem Code Creation Dt Closed Dt Res Code Customer Number Site Name	Invoiced Site Addre	Expenses ss	PCT	Hours	Invoiced	Expenses	Invoiced	Expenses	Invoiced	Expenses
13004 - 19492 - Kelly Ferguson - 8 Livingston Road, Plymou	th MI, 48170									
Site Total Tickets: 1	255.00	59.00	76.86%	3.68	0.00	0.00	195.00	59.00	60.00	0.00
13005 - 19493 - Darren Jacobs - 33 Juniper Rd, Solon OH, 4	4139									
Site Total Tickets:	655.00	173.42	73.52%	5.30	168.75	75.00	431.25	98.42	55.00	0.00
13900 - 2907 - Jason Harris - 220 Somerset Street, Novi MI,	48375									
Site Total Tickets:	0.00	(27.50)	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	(27.50)
14646 - 14847 - Danielle Gordon - 67 Northbrook Dr., Novi M	I, 48375									
Site Total Tickets:	227.00	132.94	41.44%	2.50	32.00	9,19	135.00	123.75	60.00	0.00
15387 - 18123 - Deanna Jones - 33 Old Meadow Rd. Chagrir	Falls OH. 440	22								
Site Total Ticketer 1	387.60	188 93	51 26%	2.00	222.60	98.93	105.00	90.00	60.00	0.00
15971 - 948 - Jessica Frank - 72 Grist Mill Rd., Nmi ML 4837	5	100.55	51.2074	200	222.00	30.33	103.00	30.00	00.00	0.00
	405.00	24.70	00 749/	2.00	20.00	44 70	407.00	20.00	CO 00	0.00
Site Total Tickets 2 16307 7200 Down Founder 32 South Loo Ed Claveland O		31.70	03.14%	200	30.00	11.70	105.00	20.00	60.00	0.00
10397 - 7209 - Bryan Powiel - 32 South Lee Ru, Cleveland O	n, 44110	10.1010.07	122721221	12121271		12.21.21.21.21	1000000	1000000		
Site Total Tickets: 1	406.96	200.87	50.64%	2.25	226.96	100.87	120.00	100.00	60.00	0.00
16445 - 7269 - Michael Bryan - 10 Bethal Lane, Novi MI, 483	75 									
Site Total Tickets: 1	186.53	283.66	-52.07%	6.22	74.03	5.00	112.50	278.66	0.00	0.00
16660 - 13565 - Clayton Johnson - 25 Terrys Plain Rd, Chag	rin Falls OH, 4	4022								
Site Total Tickets: 1	445.00	138.00	68.99%	3.07	0.00	0.00	330.00	138.00	115.00	0.00
16675 - 13579 - Leila Mills - 66 North Parker Road, Novi MI, 4	18375									
Site Total Tickets: 4	710.50	118.75	83.29%	7.25	53.00	8.75	472.50	110.00	185.00	0.00
16678 - 13582 - Luke Allison - 353 Geraldine Dr., Solon OH,	44139									
Site Total Tickets: 1	266.65	10.66	96.00%	0.00	26.65	10.66	180.00	0.00	60.00	0.00
Page 89 of 95	Report selec	tion criteria d	lisplayed or	the last	page.			Septern	ber 26,2016	3:34:26 PM

The summary section at the end of the report will subtotal by Contract Number and Site.



SV

Service Ticket Custom Form 13

This service ticket format now displays a PO for labor on vendor service tickets. The notes on this ticket format now print in ascending order.

Schedule Board

The month and day now display below each technician's name for US installations

Show/Hide Calendar Bar Nevigation	Day Week Month	Ticket (Queue T	iroup Inspection Inspection Arrangement	 Removed Parts Miscellaneous Open Jobs 	s Appointments	U Warning Count = 1 Warning List * Sedona	0 Tickets On Site Tickets List * Monitor	MI Techs Display Group	• 💭 p Technicians • 3 Calen	 Show Unassi Group Day W Goom Goom Good Good Good 	ned O /ithin Owner O	Open Open Refres Ticket	Customer h Schedule Tools	8
📰 Calendar			(Unas:	igned]	M	lack Knife	Mark Tay	lor	Dave S	mith	Mitche	il Malioy		Mike Walker
February 2016	March 2016		2/15		2/15		2/15		2/15		2/15		2/15	
1 2 3 4 5 6 7 8 91011 12 13	1 2 3 4 5 6 7 8 9 10 11 12	12 am												
14 15 16 17 18 19 20 21 22 23 24 25 26 27	13 14 15 16 17 18 19 20 21 22 23 24 25 26	1:00												
28 29	27 28 29 30 31	2:00											ļ	

Unscheduled Ticket Grid

A ticket creation column has been added to the Unscheduled Ticket Grid.

🛛 Caler	ıdar			[Unassigned]	Mack Knife
Feb	numy 2016	March 2016		-	-
SMT	WTFS	SMTWTFS		2/16	2/16
7 8 9	2 3 4 5 6 1011 12 13	1 2 3 4 5 6 7 8 9 10 11 12	12 ani		
14 15 11 21 22 2	17 18 19 20 3 24 25 26 27	13 14 15 16 17 18 19 20 21 22 23 24 25 26	1:00		
28 29		27 28 29 30 31	2:00		
View 🗔		7	3:00		
14		Retresh	+:00		
City 🗸	Proble V Type		5:00		
anton	Camera INSP	12/01/2015			
oncord	Add Equi. INSP	12/01/2015	6:00		
leveland	Insp-Fire INSP	12/04/2015			
etroit	Insp-Fire INSP	12/15/2015	7:00		
anton	Insp-Fire INSP	12/15/2015			
etroit	Insp-CC_ INSP	12/15/2015	.8:00		
lymouth	Camera TKT	12/18/2015	0.00		
anton	Add Equi. TKT	12/23/2015	9100		
oncord	Camera TKT	12/24/2015	10:00		
oncord	AC POW_ TKT	12/24/2015			
anton	AC POW_ TKT	01/07/2016	11:00		
anton	Can't Set., TKT	01/07/2016			
leveland	Can't Set., TKT	01/12/2016	12 pm		
lymouth	AC POW_ TKT	01/19/2016			
leveland	Camera TKT	01/25/2016	1:00		
ansing	Add Equi. TKT	02/01/2016			
ansing	Camera TKT	02/01/2016	2:00.		
ansing	Download TKT	02/01/2016	1.5		
ansing	Camera TKT	02/01/2016	3:00		
leveland	Insp-Acc_ INSP	02/02/2016	400		
leveland	Insp-Acc_ INSP	02/02/2016	4100		
ovi	Can't Set_ TKT	02/03/2016	5:00		
hagrin F_	Add Equi., TKT	02/03/2016			
anton	PM TKT	02/03/2016	6:00		
anting	Add Equi. TKT	02/03/2016			
lymouth	Add Equi., TKT	02/11/2016	7:00		
etroit	Add Equi. VEN	02/13/2016			
etroit	Camera TKT	02/13/2016	8:00		
ovi	Add Equi. VEN	02/13/2016			
leveland	Add Equi. TKT	02/13/2016	9:00		
anton	Add Equi. VEN	02/15/2016	10:00		
•			11:00		
	Unschedu	fed [145] O Detail			



Service Ticket Queue Field Chooser

The following fields have been added to the Field Chooser:

Created By, User Table 4, User Table 5, User Table 6, User Table 7, and User Table 8

Part Descriptions

It is now possible to overwrite the description of a part on a service ticket and have that new description appear on an invoice.





Invoice					
Customer ID	Category A/R Acco	unt Ta <u>x</u> Group			
12769	3 SVC Cont 110110	🗾 🔛 🛛 OH-Cuyahoga County 🗾			
Invoice	# 334219			Invoice Date	Aging Date
	Our Lady Of Victories			Branch	P.O. Number
_	148 Spring Street Cleveland, OH 48105			OH V	E.O. Wander
				Warehouse	Ierm
Site	Our Lady Of Victories				Due On Receipt 💌
Address:	Cleveland, OH 48105			Invoice Type	Ticket #
10				Service	3773 💌
				Salesperson	
Items \$	65.00 Parts \$281.01				1
			Part List		
Part	100/000	Description	Qty	Unit Rate	Amount
* 016	105/320	Custom Description Por This Part	1	281.01	281.01
	<u> </u>				
Description	Service Call			Sub Total	346.01
Contact				Total	372.83
Memo				Balance Due	372.83
P Complete					
TT titles D				Invoice List EFT	Save Close

Printed Service Tickets

The following service ticket forms have been updated to support the new service ticket part description override:

S01, C06, C08, C09, C11, C12, C13, C14, and C15

Batch Billing

Service and inspection tickets which are not part of Group Tickets are now eligible to be automatically billed in bulk through batch billing. All resolved tickets that have an amount to be billed greater than \$0.00 will be displayed in the batch billing queue. Tickets may not be opened in the batch billing queue to view their contents. The review process prior to billing (including selection of a credit card if the customer designated one to be used) must be accomplished in the service or inspection queues. Only one user may batch bill at any one time. Users working outside of batch billing will be prevented from viewing any tickets in which there is a checkmark indicating that the ticket is ready to be billed.

Usergroup Permissions Users that will be utilizing batch billing must be given the permission "Batch Billing" in their usergroup.

Batch Billing Queue The batch billing queue may be accessed by pressing the Batch Billing button within SedonaSchedule under the View tab.



	3	*	Service Ticket Queue Op					
Yew Serv	ce Options SageQuest	Jobs Options	Queue					
🕑 🌌			 Removed Parts Misc Appointments 	Batch Billing	Warning Count = 0 Warning List •	Tickets On Site Tickets List •	Open Customer Refresh Schedule	
Show/Hide Today Calendar Bat	Day Week Month	Ticket Group I	Open Jobs				Ticket	68
Navigation		An	angement		SedonaMo	nitor	Tools	
Calendar		Drad a column	header here to drown by that col	ume				
September 2016	October 2016	the second secon						_
SMTWTFS	SMTWTFS	E Teket V C	eated On 🐨 Technician	▼ 5	T T Custo	mer Name		
123	1	2352 02	/19/2014	F	S Johns	on, Michael		
4 5 6 7 8 910	2345678	2964 02	/26/2014	F	S Gil-M	ontaque Reg High Si	choo	
11 12 13 14 15 16 17	9 10 11 12 13 14 15	Strate -				Non-Menopola MANAGARA		

A list of all resolved tickets that will have invoices created greater than \$0.00 will be displayed in the Batch Billing Queue.

The format of the Batch Billing queue is the same as the general Service Ticket queue. The field chooser can be selected at left to select which columns show, and the tickets can be grouped by a specific column just as in the Service Ticket queue. The viewing selections you make in the general Service Ticket queue will not carry over to the Batch Billing queue. You must select which fields you want to display separately for these two queues.

Note: Although you can still re-organize fields in the Batch Billing queue, unlike the general Service Ticket queue, re-organization of the columns in the Batch Billing queue will not save as part of user preferences. The fields will remain re-arranged for the current session only.

(p) + - 0	3	1							5	edona5chedule 5.7.39	.10565 - SedonaSe	curity	
View Service	options SageQuest	30	bs Options	13									
🔁 🛃			Jeff.	0	Removed Parts Misc Appointments	Batch Billing	 Open Custome Refresh Sched 	r					
Show/Hide Today Calendar Bar	Day Week Month	Ticket	Group	Inspection Creation	>> Open Jobs		Tidoet	8					
Navigation			4	Arrangement			Tools						
Calendar		Invoio	e Date	9/27/2016	Include Resolution	Note On Invoice	Close Tick	et Alter Invoicing					
September 2016 S M T W T F S 1 2 3 4 5 6 7 8 910	0ctober 2016 F SMTWTFS 1 2 3 4 5 5 7 8		Create I Selectr	nvoices for ed Tickets	Carcel Greater Invoices	a 🧲	Showing 15 tic	kets for invoicing.					
11 12 13 14 15 16 17	9 10 11 12 13 14 15	Drap	a colum	n header hen	e to group by that colum	n							
18 19 20 21 22 23 24 25 26 27 28 29 30	16 17 18 19 20 21 22 23 24 25 26 27 28 29	37	<i>T</i>	TKT # V	Estimated Amount 🛛	Created On T	Created By V	Comment 🔽	Resolved On 🐨	Fiesdution Code	7 Problem V	Inspection V	7 Service Level ▼
	30 31	20		3413	\$134.71	02/12/2015	Administrator	test	03/13/2015	2 Clean	Code Changes	No	T & M-WIP Co
Pa		1	Г	3521	\$1,725.50	08/20/2015	Administrator		08/20/2015	No Show	Can't Set B/A	No	T&M Resi-MI
œ		0		3641	\$105.60	12/04/2015	Administrator		12/04/2015	Intp Decl. Billable	Insp-Fire-MD	Yes	Fire Com
Site		0	Г	3652	\$1,336.25	12/15/2015	Administrator	Annual Fire Insp.	02/15/2016	1 Add	Insp-Fire-AN	Yes	Fire Com
		0	Г	3659	\$881.87	12/15/2015	Administrator		08/09/2016	2 Clean	Insp-CCTV	Yes	Fire Inspection
		0	Г	3750	\$388.91	02/15/2016	Administrator	Burglar alarm pa.	02/15/2016	3 Repair	Can't Set B/A	No	T&M-Res
System		0	Г	3752	\$202.69	02/17/2016	Devan	testing stuff	05/05/2016	1 Add	Can't Set 8/A	No	1 Min Increments
Contact		0	Г	3800	\$345.58	04/08/2016	Administrator		05/02/2016	2 Clean	Camera	No	T&M-Res
		0		3883	\$219.87	06/10/2016	Administrator		06/10/2016	Code Changes-B	AC Power Failure	No	T&M-Res
Problem		0	Г	3888	\$265.85	06/10/2016	Administrator		06/10/2016	3 Repair	Camera	No	T&M-Res
Technician	-	0		3908	\$320.18	06/15/2016	Administrator		08/09/2016	2 Clean	Insp-Fire-MO	Yes	Fire Com
a second s		0	Г	3950	\$51.81	07/14/2016	Administrator		07/14/2016	3 Repair	Can't Set B/A	No	SVC Cont-Com
Scheduled		0	Г	3954	\$236.90	07/18/2016	Administrator	Add Equipment	07/18/2016	1 Add	Camera	No	T&M-Res

Refresh Button – This is the circling green arrows button, and it helps ensure all tickets are brought into the queue for billing. If a ticket has just been marked for billing, but is not appearing in the queue, press the Refresh button to include the ticket in this set of batch bills.

Select what Invoice date should be used for all the invoices you are about to create using the date selection field at the top. At the top also select whether the resolution note on the ticket should be included on the memo of the invoice, and whether the ticket should be closed after billing takes place by placing check marks in the appropriate boxes.



To select which tickets should be billed place a check mark in the box to the left of each desired ticket. This will lock out the ticket from viewing by all users until billing has been completed

	3								S	edonaSchedule S.	7.39.10565 - See	IonaSecurity
View Servic	e Options SageQuest	30	bs Options									
Show/Hide Calendar Bar Navigation	Day Week Month	Ticket Queue	Group Tickets	Inspection Creation Greatent	Removed Parts Misc Appointmen Open Jobs	Batch Billing	Open Cust Refresh S Ticket	tomer chedule main pols				
Calendar		Invoi	ce Date	09/27/2016	- 🔽 Include Re	solution Note On Invoi	ce 🔽 Closs	Ticket After Invoicir	0			
September 2016 SMTWTFS 123	October 2016 × SMTWTFS 1		Create Selec	Invoices for ed Tickots	Canacion de la composición de	Creating proces	Showing	13 tickets for invoicir	9			
11 12 13 14 15 16 17	9 10 11 12 13 14 15	Dra	g a colun	nn header hen	e to group by that	column						
25 2627 28 29 30	23 24 25 26 27 28 29	2	2	TKT # 🗸	Created On 🛛 🖓	Created By 🛛 🗸	Comment 🗸	Resolved On 🖓	Resolution Code 🛛	Problem V	Inspection	Service Level
	30 31			3521	08/20/2015	Administrator		08/20/2015	No Show	Can't Set B/A	No	T&M Resi-MI
		1	Г	3652	12/15/2015	Administrator	Annual Fire Insp.,	02/15/2016	1 Add	Insp-Fire-AN	Yes	Fire Com
			1	3659	12/15/2015	Administrator		08/09/2016	2 Clean	Insp-DCTV	Yes	Fire Inspection
lite		1	Г	3752	02/17/2016	Devan	testing stuff	05/05/2016	1 Add	Can't Set B/A	No	1 Min Increments
			1	3883	06/10/2016	Administrator		06/10/2016	Code Changes-B	AC Power Failure	No	T&M-Res
		0	Г	3908	06/15/2016	Administrator		08/09/2016	2 Clean	Insp-Fire-MO	Yes	Fire Com
lystem			1	3950	07/14/2016	Administrator		07/14/2016	3 Repair	Can't Set B/A	No	SVC Cont-Com
Iontact		0	Г	3954	07/18/2016	Administrator	Add Equipment	07/18/2016	1 Add	Camera	No	T&M-Res
and the second se		-	1	3641	12/04/2015	Administrator		12/04/2015	Insp DeclBillable	Insp-Fire-MO	Yes	Fire Com
roblem		8	Г	3750	02/15/2016	Administrator	Burglar alarm pa	02/15/2016	3 Repair	Can't Set B/A	No	T&M-Res
echnician	~	-	12	3800	04/08/2016	Administrator		05/02/2016	2 Clean	Camera	No	T&M-Res
		8	-	3888	06/10/2016	Administrator		06/10/2016	3 Bepar	Camera	No	TIM Bes

When the correct invoice selections have been made, press the button to "Create Invoices for Selected Tickets".

The system will confirm how many invoices have been slated to be created and ask:



Once the Yes button is selected the system will create the invoices and display a message next to each ticket. If any problems that were encountered during invoice creation it will be listed in the message. This list of tickets and messages cannot be printed so if problems did occur users should use either Snipit (provided by Microsoft on every Windows installation) or CTRL-Print Screen to capture the errors. Once the batch billing screen has been exited, it will not be possible to bring these messages back again.

()) + = » U	a	D •					SedonaSchedule 5.7.39,10565 - SedonaSecurity
View Service	Options SageQuest	Jobs Options					
Show/Hide Calendar Bar Nevigation	Day Week Month	Ticket Group Inspector Queue Tickets Creation Arrangeme	 Removed Parts Misc Appointme Misc Appointme Misc Appointme Misc Appointme Misc Appointme Misc Appointme 	Batch Billing	 Open Customer Refresh Schedule Ticket Tools 		
Calendar September 2016 SMTWTFS 1 2 3 4 5 6 7 8 910	0ctober 2015 SMTWTFS 1 2 3 4 5 6 7 8	Invoice Date 09/27/20	Include R	esolution Note On Invoice el Creating voices	Close Ticket Af	ter Invoicing 7 invoices	
11 12 13 14 15 16 17 18 19 20 21 22 23 24	9 10 11 12 13 14 15 16 17 18 19 20 21 22	Drag a column heade	r here to group by tha	t column	_		
25 26 27 28 29 30	23 24 25 26 27 28 29	🚝 Ticket Number 🐨	Invoice Number 😽				Moisage
0	30 31	3413 3521 3641	366989 366990 366991	Created; Ticket Closed Created; Error closing tick Created; Ticket Closed	et User cancelled while	e closing licket to remove equ	ipnent
Site		3659	366992 366993	Created; Ticket Closed Created; Error closing tick	et. User cancelled while	e closing ticket to remove equ	ipment.
System		3883	366994 366995	Created; Ticket Closed Created; Ticket Closed			



The invoices just created through batch billing will be visible in the Accounts Receivable print queue as well as on the customer record. Any customer whose service ticket was marked to bill to a credit card will have that invoice waiting in a batch to be submitted to Forte

SS

Alternate Company Addresses

The Alternate Company Addresses table will now accept international telephone numbers:

🔬 Alternate Com	ipany Information	Alternate R	emit To Information
Name	Ye Olde Security Company	Name	Ye Olde Security Company
Address <u>1</u>	7A Woolich Street	Address 1	7A Woolich Street
Address <u>2</u>		Address 2	
Address <u>3</u>	Sydney NSW 4670	Address 3	Sydney NSW 4670
Phone 1	02 42701234	Phone 1	02 42701234
Phone 2		Phone 2	
🗩 Overview Mes	sage		
<u>O</u> verview Message	「		
Label 1		Phone 1	
Label 2		Phone 2	
Label 3		Phone 3	
🗖 Use preforma	tted phone numbers		Apply <u>N</u> ew Delete

Sedona Modules

SedonaOffice will be migrating away from country codes assigned to licenses and instead will make country determinations based on the country selected in the Sedona Modules setup table in SedonaSetup. Some areas which will be controlled by this new country selection are AR tax wording for type of tax being charged to customers (e.g. Tax vs. GST/HST), customer identification numbers, and spellings within the program. This change will be happening over multiple releases.

To select your country, navigate to the "Region" section of the Sedona Modules setup table (this setup table is only accessibly under the user id "Administrator"). The default is US, so any customer not in the United States should have their SedonaOffice Administrator access this table and ensure that the Country Code is set to the appropriate country.

After the country is selected US customers will be prompted for an Employer Identification number (EIN), Canadian Customers will be prompted for a Business Number (BN), Australian Customers will be prompted for an Australian Business Number (ABN), etc.



- 🗆 X



🗟 Sedona Office Setup (SedonaSecurity)



Region	US United States	
EIN	12-3456789	
		Apply



User Groups Table

Three new permissions have been added to the Usergroups table: Access to Terminate Inspections, Batch Billing, and Comdata Interface.

Note: Unless the Comdata add-on module has been purchased and turned on by our staff, having this icon visible will not result in any AP bills being sent to Comdata.

Code	Description	
Administrator	Administrator	
Application Access	Report Access	
Access		Module
Site Items		CM
Site Transfer	n in an	CM
System Custom F	ields	CM
System Document	s	CM
Client Manageme	nt Reports	CM
Central Station Tr	acking Data	CM
Access to Comple	te Cancellations	CM
Access to Add/Ed	it Inspections	CM
Access to RMR Es	calations	CM
Access to Termina	ate Inspections	CM
Accounts Rece	ivable	AR

igde	Description	
Administrator	Administrator	
Application Access R	eport Access	
Access		Module
Change Ticket Catego	ry	SV
Close Tickets		SV
Able to Remove Parts	from Service Tickets	SV
Select Closed Service	Ticket for Costing	SV
Override Parts Recond	tile	SV
Export Ticket Queue		SV
Edit Customer Comme	nts	SV
Bill Ticket to Cycle		SV
Batch Billing		SV
General Document	s	DX
Allow Document Edit (All Decements)	DY

Code	Description
Administrator	Administrator
Application Access Rep	ort Access
Access	Module
Print Purchase Orders	AP
Purchase Orders	AP
Recurring Items	AP
Suggested PO List	AP
Vendors	AP
Write Checks	AP
AP Query Builder	AP
Comdata Interface	AP
Acknowledge PO	AP
Edit Existing Transaction:	s AP
ADI Integration	AP
Vendor Custom Fields	AP
Vendor Documents	AP



FSU

Startup

You now have greater control over what information updates when you refresh.

In Program Data Downloads all downloadable data types are listed. Select the switch to make green any data you want to update the next time you refresh. Or leave the switch off and instead enter how often you want that data type to refresh as a number of days. If you turn the switch green it will automatically reverts to Every _ days after it loads. This is to prevent startup items from downloading every time the app refreshes. The green check or red x on the left indicates if that item loaded properly the last time it was scheduled to.

Note: setup data no longer refreshes when you pull down on the schedule. To refresh setup data you must close and re-open the app.

Startup					
Program Data Dow	nloads				
Schedule Hags	Conuments	Setup	1		
< Back	Data Item Dow	nloads			
Download Local Data					
General Setup		Every	1	day(s)	i
Technician		Every	1	day(s)	i
Taxes		Every	30	day(s)	i
Resolutions		Every	30	day(s)	(i)
Panel Types		Every	30	day(s)	i
Alarm Companies		Every	30	day(s)	i
V Items		Every	30	day(s)	i
Parts		Every	1	day(s)	i
Vser Defines		Every	30	day(s)	(i)



Download Item Detail

A blue information icon now appears next to each startup item in Program Data Downloads: $^{(1)}$. If you select this it shows:

- 1. How many items there are to load and how many you have actually loaded
- 2. The last time that item was loaded
- 3. The Download Now option. This option allows you to re-load just that single item instead of the entire app. If selected a window will pop up and ask you to verify if you want to re-load the item. Select Yes and the load will begin.

K Back	Data Item Downloads	
Download Local Data		
General Setup	Required: 271	12
Technician	Parts Actual: 271 2 Last Download: 9/20/16, 1:54	2 PM (1)
Taxes	C Download Now 3	(j)
Resolutions		(i)
Panel Types		(i)
Alarm Companies		(1)
V Items		(i)
Parts		(j)
User Defines		(j)

1:58 F	РМ			a 51	3% 💼 >
K Back	Data Ite	m Downloads			
Download Local Data					
General Setup		Every	1	day(s)	(1)
Technician		Every	1	day(s)	(j)
Taxes		Every	30	day(s)	(i)
Resolutions		Every	30	day(s)	(1)
Panel Types		Every	30	day(s)	(1)
Al Download Co	nfirmation	Every	30	day(s)	í
Download servic	e part data?	Every	30	day(s)	(\mathbf{i})
Pa Yes	No.	Every	1	day(s)	(i)
User Defines		Every	30	day(s)	(j)



Download Later

If a startup item takes more than a few moments to load a 'Download Later' option appears. Select this option and the app will immediately stop loading that item and move to the next. If the load is stopped this way the app may not have all the information it needs, but it can still gather that info in real time as you need it. Remember that gathering info in real time may cause a small performance penalty as the app must go find the data that was skipped in the download.

	Login Successful.
States and the second s	Loading Setup Data
	Download Later
	Initializing Parts

Schedule

View Closed Tickets

There is a new permission in the Technician Management Tool that governs whether users can see closed tickets in their schedule. If this permission is checked users will see closed tickets and if it is not checked closed tickets will not show.







Service Tickets

Site Report

A new custom Site Report has been added which was made to work in tandem with the database of the customer who commissioned it. It cannot be generated by other customers.

Site Notes

Site notes can now be viewed on the FSU by selecting Site Notes in the top right of the ticket summary. If the customer on the ticket does not have site notes this option will not appear.

Site		^	(A) Oritical Manager
1	()	<u> </u>	(1) Critical Message
	•	Status	Scheduled
Miss Boo		Created	5/12/16
800 Iolly lane		Constant Dy	
a wonderful lane		Site Notes	
Canton, MI 48187			

	Ticket #260	142
here is a site note	Done Date: 4/18/16 By: JesslynnL Edited: 4/18/16 By: JesslynnL Access: General	(1) Critical Message Status Scheduled Created 5/12/16
804 81 dib		Created By JesslynnL Site Notes

Maps

New Maps

In addition to the old maps feature users can now click on the blue 'i' in the ticket summary to get directions to that ticket's site address. A map appears at right, and written directions appear at left. Selecting start at the bottom begins GPS navigation. Users can select 'Back to SedonaFSU' in the top left corner to return to the app.

1:02 PM	Ticket #26044	🗖 🕴 81% 🔳
Site 1	Collection2	
Goodman, Saul	Status Scheduled	
238 Forest Hill Dr.	Created 5/12/16 Created By JesslynnL	
Chagrin Falls, OH 44022		
(440)-247-8811		
Review	Lock	









Review Tab

Inactivate Contacts

The '-' symbol in the contacts section used to delete contacts. This is no longer the case. This sign now inactivates contacts only. The Technician Management Tool permission for this has been relabeled from 'Delete Contacts' to 'Inactivate Contacts'.

	ritte	
Miss Sara Parker Ho	meowner	
	Inactiva	ite confirmation.
	Are you sure Mis	e you want to inactivate is Sara Parker?

Appointment Tab

Resolution Button

When resolving an appointment the resolution button has been changed from the word "Done" to the arrow symbol below.

Appoi	ntment Resolutio	on
۲	Resolution	Resolves Ticket
	(i)	Billable Call Billable Call Billable
	☑	





Notes Tab

View Hyperlinks

To open hyperlinks within notes highlight the note, select edit, and then press and hold on the link. A window will pop up giving you the Open option.

Save	General	Internal
www.sedonaoffice.com		
www.sedonaoffice.com		
Open		
Add to Reading List		
Сору		
Share		

Parts Tab

Edit Description

The description on parts can now be edited. It can be edited both as the part is being added, and afterward.

Code	MFG Code	Description	Qty	Price	Location
GI-CB875BK (GI-CB875BK	edited description	1	0	Location

Other Tab

Negative Items

Negative items can now be entered on the Other tab, and will either show as negative on the Accept tab or reduce Other charges there.





History Tab

Date Order

Tickets on the history tab will now appear in reverse date order with the most recent on top.

Documents

Inspection Documents

A new feature has been added for inspection tickets only. If you add an inspection template to an inspection record in SedonaOffice, that template will auto populate onto the inspection ticket, and will in turn be visible on the FSU.

Adding Inspection Templates

To add an inspection template first create the template in whatever format you need (.docx, .pdf, .excel, etc.) and save it to your machine. Then:

- 1. In SedonaOffice open an inspection record
- 2. Select the Reports Tab
- 3. Click on Manage...
- 4. Click New
- 5. Browse for your template document
- 6. Click Okay

Site	Mayor, Ms	Marguerite					
System	1320 Burglar Ala	arm 2					
etail Equipmen	t Inspection Items	Reports				Tues	
Date	Service licket	Description	1			JUser	
	S In	spection Re	eport Templates			×	
	Code			Description			
	word	test.docx		word test.docx			
	<					>	
Tomolokao	Templ	late Code	word test.docx				
Templates	Templ Descri	late Code iption	word test.docx				
Templates Code	Tempi Descri	late Code iption	word test.docx	<u>б</u> <u>о</u> к		<u>C</u> ancel	
Templates Code	Tempi Descri	late Code iption	word test.docx	бок Дdd	Apply 4 New	<u>C</u> ancel Delete	
Templates Code	Tempi Descr	late Code iption	word test.docx	<u>o</u> k Add	Apoly 4	<u>C</u> ancel Delete	
Templates Code	Descr	late Code iption	word test.docx	G ok Add	Apply 4 New	<u>C</u> ancel <u>D</u> elete	
<u>T</u> emplates Code	Tempi Descr	late Code iption	word test.docx	G OK Add	Apoly 4 New	<u>C</u> ancel <u>D</u> elete	
Iemplates Code	Descr	late Code iption	word test.docx	6 <u>o</u> k Add	Apoly 4 New	<u>C</u> ancel Delete Add	3 Remove Manage



- 7. Still on the Reports Tab, click Add...
- 8. Select your document
- 9. Click Add in the smaller window
- 10. Click Okay

Site	Mayor, Ms Marguerite 26 N Woods Rd					
System	1320 Burglar Alarm					
etail Equipment	Inspection Items Reports				-	
Date	Service Ticket Descriptio	n			User	
	S Add Report	Template to Inspect	tion		×	
	Code (8)		Description			
	word test.docx		word test.docx			
	٢				>	
Cemplates	< Template Code	word test.docx			>	
Eemplates Code	Contraction Code	word test.docx			>	
Eemplates Code	C Template Code Description	word test.docx word test.docx	10 <u>o</u> k	Apply	> Cancel	
[emplates Code	< Template Code Description	word test.docx word test.docx	10 QK	Apply	Sancel	
Templates Code	< Template Code Description	word test.docx word test.docx	10 <u>ок</u> 9 <u>А</u> dd	Apply New	S Cancel Delete	
[emplates Code	< Template Code Description	word test.docx	10 <u>QK</u> 9 <u>A</u> dd	Apply New	> Cancel Delete	
[emplates Code	Template Code Description	word test.docx	10 <u>ок</u> 9 <u>A</u> dd	Apply New	S Cancel Delete	
[emplates Code	< Template Code Description	word test.docx	10 QK 9 <u>A</u> dd	Apply New	Cancel Delete	Remove Manage
TemplatesCode	< Template Code Description	word test.docx	10 gK 9 <u>A</u> dd	Apply New	> Cancel Delete 2 Add	Remove Manage

The top portion of the Reports Tab is the Reports section, the bottom portion is the Templates section. Once your template is added it will appear in the Templates section.

Site	Mayor, Ms Marguerite 26 N Woods Rd				
System	1320 Burglar Ala	arm			
Detail Equipment	Inspection Items	Reports			
Date	Service Ticket	Description			
Rep	ports Section				
Rep Iemplates	ports Section				
Templates Code	ports Section	Description			



At this point you can create the inspection ticket as normal and the inspection template will auto attach to the ticket as an Inspection Report.

Viewing Inspection Reports

Once the inspection ticket is created click on the documents tab of the ticket. The inspection report will show in the new "Inspection Reports" section.

B	3) =					Ticket #262	212						×
	Ticket												
Service Ticket	Custom Fields	Appointm and Lab	ents Bill	ing Documents	and Equipment	Journal	Notes	Other Items	Purchase Orders (0)	Service History	Ticket	John Ticket	
The set	Thereas	Und Lub	01	(hepoins	Go To		(0)	nema	orders (o)	matory	Log	Group	Notificat
Customer Site	1320 Mayor, Mayor, 26 N W Wayside	Ms Marguer Ms Marguer oods Rd e NJ 07712	ite ite	Create Create Status	d 9/21/2016 1 d By JesslynnL Open	0:38 AM		Conta Phon Notify	e			Ext [
					Doc	uments							
File			Descriptio	n Tj	pe	L	evel		User	ř.	1	Uploaded	l I
					Inspect	ion Reports							
▶ word to	est docx	Description	1	Je	ssivnni	user			09/21/	2016	Uploa	aded	

If you return to the inspection record you will see your template is now also listed in the top Reports section, which indicates it has been added to your ticket.

stem inspection	s		
Site	Mayor, M 26 N Woo	s Marguerite ods Rd	
System	1320 Burglar Al	arm	
etail Equipment	Inspection Items	Reports	
Date	Service Ticket	Description	User
9/21/2016	26212	word test.docx	JesslynnL
Templates			
Templates Code		Description	I
Templates Code word test.docx		Description word test.docx	
Templates Code word test.docx		Description word test.docx	Add <u>R</u> emove <u>Manage</u>



On the FSU the Inspection Report can be viewed in documents under the new Inspection section.

Documents	Inspection: Inspection
Service Ticket: 26212	On Disk 11.11 KB
Site: (7503) Mayor, Ms Marguerite Ӧ	Type Inspection
	Description word test.docx
System: 1320 Burglar Alarm	DOCX
Jobs: Mayor, Ms Marguerite	
Inspection: Inspection	word test.docx
By: JesslynnL Uploaded: 9/21/16	By JesslynnL
word test.docx > word test.docx	Uploaded 9/21/16
	Downloaded 9/21/16

Working with Inspection Reports

The Inspection Report can be downloaded and edited just like any other document.

When you upload a document to the FSU you will be given the option to upload it as a normal document or as an inspection report. To upload the new document as an inspection report:

- 1. Set the radio button to Inspection
- 2. Select the ticket the document is for
- 3. Select Upload





After an Inspection Report has been uploaded via the FSU it will appear on the FSU in the Inspection section, in SedonaOffice on the service ticket under Documents - Inspection Reports, and in the inspection record under the Reports tab in the Reports section.

When a new ticket is created for that inspection the documents in the Reports section will *not* automatically be attached to the new ticket. Only documents in the Template section auto populate onto new inspection tickets.



Behind the Scenes Functionality

Communications and Memory

The processes of communications and memory have been rewritten to improve performance.

Batch Mode

Batch mode data submission to the server has been added.

Automatic Online/Offline

The automatic online/offline feature is not an 'Offline Mode'. Though it is a step toward that goal. This feature works behind the scenes without user input. The app can determine whether it should work online communicating directly with the server, or offline using lists downloaded to a local database.