



Job Management

PERENNIAL SOFTWARE
Makers of SedonaOffice and AlarmBiller

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Job Costing Accounting Methods

In the world of SedonaOffice, the term Job Costing refers to accounting for Revenue and Expenses which are related to a Job in order to determine the profitability of the Job. There are various Job Costing Accounting Methods available within the SedonaOffice; ultimately, the method or methods your company will implement will depend upon the preference of your company or advice from your company's accounting professional. There is no correct or incorrect method; after evaluating all the available choices, only your company can decide what will work best in your own business environment.

Job Costing Accounting Methods:

- **Immediately recognize** – Recognize Job Revenue and Expenses as they occur.
- **Use WIP** – Accrue Expenses into **Work in Process** accounts and recognize only when a Job Invoice is produced.
- **Accrue All** - Accrue both Revenue and Expenses until the end of the Job.
- **Percentage of Completion** – Corrects distortions to recorded Revenue based upon Job Costing Estimates.

Immediately Recognize

When selecting this method, when any expense is posted which is linked to a Job, that amount is recorded immediately to the Actual Expenses of the Job. When a Job Invoice is posted, the Income is posted immediately to the Job.

Use WIP

When using the WIP method, when any expense is posted which is linked to a Job Number, those amounts will record to the WIP Accounts you have setup for Parts, Labor, etc. WIP accounts are balance sheet accounts. When a Job Invoice is produced, by default, the same percentage of the Job being invoiced is used to relieve any amounts in the Job's WIP accounts. For example, if you produce a Job Invoice for 40% of the Job, 40% of any amounts in the Job WIP will posted to your Cost of Goods Sold accounts.

Accrue All

The Accrual method is designed to post both Revenue and Expenses in WIP accounts as Expenses or Job Invoices are posted. When a Job is closed, the amounts previously invoiced will move to the Revenue accounts associated with the Invoice Items that were invoiced, and the previously posted Job Expenses will move to your specified Cost of Goods Sold or Expense accounts.

Percentage of Completion

The percentage of completion method is used to more correctly present your Job Revenues for a given accounting period. Using this method requires accurate estimates for Revenue and Expenses. Each month a report is generated to determine whether Jobs have been under or over invoiced based upon how much of the Job has been invoiced to date and the estimated expense left to be incurred. Based upon the review of the Over/Under Report, you will need to make over/under billings billing journal entries every month so that you have accurate monthly financial statements. These journal entries should be reversed the following month because the following month your work in process will be different and you will have different over/under billings amounts.

The Job Costing Accounting Method may be one type used for any type of Job or can be determined by the individual Job Type. Some companies use one Job Costing Accounting Method for residential Jobs and a different type for larger/commercial Jobs. It is all a matter of preference to your company.

Once you have determined your Job Costing Accounting Method, the corresponding setups are easy.

Job Setups

Your Job Setup tables are configured based upon the Job Costing Accounting Method that will be implemented. There are three main Job Setup tables that control which G/L Accounts are used for posting Job transactions:

Financial Setups

Job Management Setup Processing

- Material WIP
- Material Cost of Goods Sold (COGS)
- Labor
- Commissions
- Overhead

Job Processing

Setup Processing | Custom Job Costing Buckets

<p>Material WIP <input type="text" value="122100"/> </p> <p><i>WIP - Job Parts</i></p>	
<p>Jobs COGS <input type="text" value="510001"/> </p> <p><i>COS - Jobs-Parts</i></p>	<p>Approval Processing <input checked="" type="checkbox"/></p>
<p><input checked="" type="checkbox"/> Labor To GL</p> <p>Labor Expense Type <input type="radio"/> Expense at time of entry <input checked="" type="radio"/> Expense thru WIP</p>	<p><input checked="" type="checkbox"/> Commissions To GL</p> <p>Commission Expense Type <input type="radio"/> Expense at time of entry <input checked="" type="radio"/> Expense thru WIP</p>
<p>Labor Expense <input type="text" value="510002"/> </p> <p><i>COS - Jobs-Labor</i></p>	<p>Commission Expense <input type="text" value="510003"/> </p> <p><i>COS - Jobs-Commissions</i></p>
<p>Labor Deferred <input type="text" value="258100"/> </p> <p><i>Deferred Labor - Jobs*</i></p>	<p>Commission Deferred <input type="text" value="248100"/> </p> <p><i>Deferred Commissions</i></p>
<p>Labor WIP <input type="text" value="122120"/> </p> <p><i>WIP - Job Labor</i></p>	<p>Commission WIP <input type="text" value="122130"/> </p> <p><i>WIP - Job Commissions</i></p>
<p> Overhead</p> <p>Overhead Debit <input type="text"/> </p> <p>Overhead Credit <input type="text"/> </p>	<p> Restrict Sales Month</p> <p><input type="checkbox"/> Restrict Sales Month</p> <p>Current Sales Month <input type="text" value="September/2003"/> </p>



Job Processing

Setup Processing | Custom Job Costing Buckets

Custom Bucket 1

Description



Use WIP

WIPAccount  

Custom Bucket 2

Description



Use WIP

WIPAccount  

Custom Bucket 3

Description

Use WIP

WIPAccount  

Install Company

- Material WIP
- Miscellaneous WIP
- Labor
- Overhead

Install Companies

Install Company Setup

Code	Description	Inactive
MI	SedonaSecurity	N
OH	SedonaSecurity	N
MI-ND	MI-No Dispatch	N

Include Inactive

Install Company Setup Inactive

Install:

Description:

Labor To GL

Labor Expense Type: Expense at time of entry
 Expense thru WIP

Labor Expense:
COS - Jobs-Labor

Labor Deferred:
*Deferred Labor - Jobs**

Labor WIP:
WIP - Job Labor

Parts WIP:

Misc WIP:

Warehouse:

Overhead

Overhead Debit:

Overhead Credit:

Appointment Options

Dispatch

Yes

No (Completed Only)

Hours

Start:

End:

Weekends

Saturday

Sunday

Timesheet

Auto

Manual

From Dispatch

From Arrival

Job Type

- Material WIP
- Material Cost of Goods Sold (COGS)
- Miscellaneous WIP
- Labor
- Commissions
- Overhead

Job Type Setup Inactive

Job Type | R-Intrusion | Description | Intrusion - Residential

Detail | Job Tasks | Costing | Items | Accounts | Commission Types | Phases

Category	JR	Hold Back %	0.00
Material WIP	122100	Hold Back Item	
COGS Acct	510100	Hold Back Acct	110400
Use COGS Acct	512150	Est LU Cost	40
When Amt >=	9999999	<input checked="" type="checkbox"/> Zero Part Price	
Misc WIP	122140	Material Item	Job Part Res
Accrued Income			

Lease Percentage Invoicing Expense Part When Issued
 Allow Override Task List Allow Costing to Closed Jobs Force Part Reconciliation

Job Type | R-Intrusion | Description | Intrusion - Residential

Detail | Job Tasks | Costing | Items | Accounts | Commission Types | Phases

Labor To GL Commissions To GL

Labor Expense Type	<input type="radio"/> Expense at time of entry	Commission Expense Type	<input type="radio"/> Expense at time of entry
	<input checked="" type="radio"/> Expense thru WIP		<input checked="" type="radio"/> Expense thru WIP
Labor Expense	511100	Commission Expense	515110
Labor Deferred	258100	Commission Deferred	248100
Labor WIP	122120	Commission WIP	122130

Overhead

Overhead Debit

Overhead Credit

Non-Financial Setups

There are several non-financial type setup tables; some are required and others are optional.

Job Tasks

(required)

Job Tasks are linked to Job Types; each Job Type must contain at least one Job Task. A Job Task is a major milestone during the process of a Job for which you want the responsible party to sign-off as being complete. Job Tasks also control when you are able to invoice a Job.

Tasks

Task List

Code	Description	Inactive
Activate	Activate System	N
Admin	Admin	N
Install	Installation	N
Jobcost	Jobcost Review/Close	N
Lock For CO	Lock For Change Order	N
Order Parts	Order Parts	N
Prog Inv 1	Progress Invoice 1	N
Prog Inv 2	Progress Invoice 2	N
PW	Prewire	N
Re-Open	Re-Open	N
Rough-In	Rough-In	N
Sch Install	Schedule Install	N

Include Inactive

Task Edit

Inactive

Code:

Description:

User Groups Allowed to Sign off on Task

User Group	Description
<input checked="" type="checkbox"/> Accounting Clerk	Accounting Clerk
<input checked="" type="checkbox"/> Administrator	Administrator
<input checked="" type="checkbox"/> Inst Coordinator	Installation Coordinator
<input type="checkbox"/> Admin Clerk	Admin Clerk
<input type="checkbox"/> Administration	Administration
<input type="checkbox"/> AP Clerk	AP Clerk
<input type="checkbox"/> Mananer	Mananer

Job Status

(required)

Job Statuses are assigned to Job Tasks in the Job Type setup table and describe where a Job is in the process of being complete. Job Statuses may describe the responsible department for the current Job Task or the current event (task) that is awaiting sign-off.

Job Status List

Job Status Code	Description	Inactive
Activation	Activation	N
Change Order	Change Order	N
Closed	Closed	N
CO Approval	Change Order Approval	N
In-Progress	In-Progress	N
Install	Install Equipment	N
Job Complete	Job Complete	N
Jobcost	Jobcost Review	N
Parts	Parts	N
Prewire	Prewire	N
Progress Invoice	Progress Invoice	N
Re-Opened	Re-Opened	N
Reversed	Reversed	N
Scheduling	Scheduling	N

Include Inactive

Job Status Edit
 Inactive

Job Status Code:

Description:

Display:

<input checked="" type="radio"/> Red	<input type="radio"/> Gold	<input type="radio"/> BlueGreen	<input type="radio"/> Blue	<input type="radio"/> LtBlue
<input type="radio"/> Orange	<input type="radio"/> Yellow	<input type="radio"/> Pink	<input type="radio"/> Green	<input type="radio"/> Purple

Job Phase

(required)

Job Phases are used to indicate various stages of a Job. You must setup at least one Job Phase that will be used for Job Invoicing purposes.

Phase Codes

Phase Codes	Description	Inactive
CO #01	CO #01	N
CO #02	CO #02	N
Final	Final	N
Phase 01	Phase 01	N
Phase 02	Phase 02	N
Phase 03	Phase 03	N
Phase 04	Phase 04	N
Phase 05	Phase 05	N
Phase 06	Phase 06	N
Prewire	Prewire	N
Trim-Out	Trim-Out	N

Include Inactive

Phase Codes Edit

Phase Codes

Description

Inactive

Labor Tasks

(optional, but recommended)

Labor Tasks are used in various areas of Job Processing:

- Entering Job Costing Labor Estimate
- Scheduling Job Appointments
- Manually entering Job Timesheets

The screenshot shows a software window titled "Labor Tasks". It contains a table with the following data:

Code	Description	Est Len	Inactive
*Com Install	Commercial Install	480	N
*Pick/Dropoff Parts	Pick/Dropoff Parts	60	N
*Res Install	Residential Install	240	N
*Rough-In	Rough-In	240	N
*Trim-Out	Trim-Out	480	N
ENG	Engineering	60	N
L	Lunch	30	N
M	Meeting	30	N
PM	Project Management	60	N
TR	Travel	60	N

Below the table, there is a checkbox labeled "Include Inactive" which is currently unchecked. Below that is an "Edit Labor Task" section with a sub-checkbox "Inactive" also unchecked. The edit form contains the following fields:

- Labor Task Code: *Com Install
- Description: Commercial Install
- Est Time: 480

Commission Types

(optional)

SedonaOffice has the capability to automatically calculate and post Job Commission based on four basic methods or to manually post commissions to Jobs according to your company's commission structure. You may enter commissions for informational purposes only or flag commissions to post to the general ledger. The only exception to this rule is when using Gross Profit Commission Types; these will always post to the general ledger.

Gross Profit

When using this Commission Type, the commission amount (if any) will be posted when the Job is closed. The program takes into account all amounts invoiced, less all expenses to determine the Gross Profit of the Job. Based on the Commission Setup of the Salesperson on the Job and the Job Type, the appropriate commission will be calculated on the Gross Profit value.

Estimated Profit

When using this Commission Type, the commission amount (if any) is calculated based on the Install Charges and/or Parts that will be invoiced less all Estimated Expenses. Based on the Commission Setup of the Salesperson on the Job and the Job Type, the appropriate commission will be calculated on the Estimated Profit value.

Non-Recurring

When using this Commission Type, the commission amount (if any) is calculated based on the Install Charges and/or Parts that will be invoiced. Based on the Commission Setup of the Salesperson on the Job and the Job Type, the appropriate commission will be calculated on the total Install Charges and/or Parts for the Job.

Recurring

When using this Commission Type, the commission amount (if any) is calculated based on the Recurring Charges that will be invoiced for the Job. Based on the Commission Setup of the Salesperson on the Job and the Job Type, the appropriate commission will be calculated on the total Monthly Recurring Charges value.

Estimated to Gross

This method will calculate an initial commission based on the Install Charges of a job using the percentage of the estimated profit of the Job. When the Job is closed, the software will recalculate the commission based on the actual profit of the Job.

Other

This method will not display a dollar basis for the commission calculation. The user may enter any amount for the basis of the calculation.

Commission Type

Commission Type

Commission Type	Description	Type	Inactive
Bonus	Bonus	Other	N
EP	Estimated Profit	Est Profit	N
GP	Gross Profit	Gross Profit	N
Install	Install	Non Recurring	N
Misc	Misc	Other	N
RMR	Recurring	Recurring	N

Include Inactive

Commission Type Edit

Code Description Inactive

Commission Calculated Against:

Recurring (R)
 Estimated Profit (E)
 Other (O)

Non Recurring (N)
 Gross Profit (G)
 Est to Gross (B) *

Employee Edit Inactive

Employee Code:

General Information | Payroll | **Commission Setup** | Documents

Commission Type	Description	Type	Percentage
Add On Parts	Add On Parts	Non Recurring	20.00
GP	Gross Profit	Gross Profit	12.00
Install	Install	Non Recurring	15.00
Other	Other	Other	100.00
RMR	Recurring	Recurring	180.00

Commission Type: %

Job Type Setup Inactive

Job Type: Description:

Detail | Job Tasks | Costing | Items | Accounts | **Commission Types** | Phases

Commission Type	Description	Type
<input checked="" type="checkbox"/> Other	Other	Other
<input checked="" type="checkbox"/> Add On Parts	Add On Parts	Non Recurring
<input checked="" type="checkbox"/> RMR 1 Month	RMR 1 Month	Recurring
<input checked="" type="checkbox"/> RMR 2 Months	RMR 2 Months	Recurring
<input checked="" type="checkbox"/> RMR 3 Months	RMR 3 Months	Recurring
<input checked="" type="checkbox"/> RMR	Recurring	Recurring
<input checked="" type="checkbox"/> Install	Install	Non Recurring
<input type="checkbox"/> GP	Gross Profit	Gross Profit
<input type="checkbox"/> EP	Estimated Profit	Est Profit
<input type="checkbox"/> MRG Override NR	MRG Override NR	Non Recurring
<input type="checkbox"/> MGR Override RMR	MGR Override RMR	Recurring
<input type="checkbox"/> RMR 4 Months	RMR 4 Months	Recurring
<input type="checkbox"/> RMR 5 Months	RMR 5 Months	Recurring

Job Deposits

Once a deposit has been received from your customer for a new Job, it will be posted in SedonaOffice through Payment Processing and saved as an Advance Deposit for the Job. Job deposits may be in the form of a check, bank draft (ACH) or credit card. Electronic payments are processed a bit differently than checks.

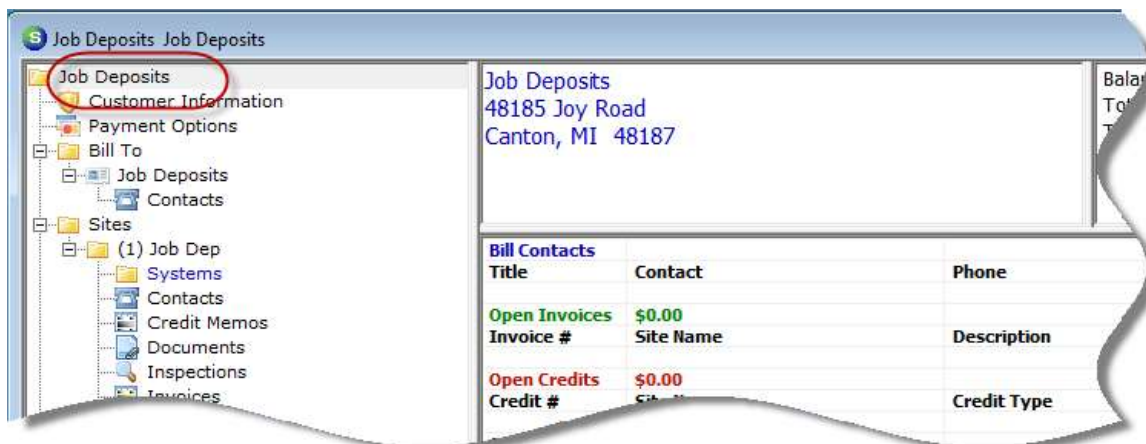
Often times Job Deposits are received before the Customer and/or Job have been created in SedonaOffice. In these situations the payment will need to be handled a bit differently.



- A suggested Job Task would be “Job Deposit posted”.
- For SedonaSync Users, you may want to send an email alert to the responsible person to move a deposit saved as unapplied cash to an Advance Deposit once the Job has been created.

Deposit Received Prior to Customer Creation

In situations where a Job Deposit is received from a new Customer and you want to deposit the payment immediately, you can setup an internal company customer to be used for this purpose. Once the new Customer is created, the deposit payment may be transferred to the correct customer.



The payment is applied to the “Job Deposits” customer as unapplied cash. Use the Check Memo field to type in details of from whom the payment was received.

Payment Processing

Batch Tape Amount: 1,500.00 Amount Entered: 0.00 Batch Balance: 1,500.00 Entry # 1 of 1

Branch: MI

Customer: Job Deposits

Invoice #:

Address: Job Deposits
48185 Joy Road
Canton, MI 48187

Memo: Walter T. Grant, 125 Cardinal, Canton, MI

Balance to Apply: 0.00

Amount: 1,500.00

Payment Method: Check

Check Number: 12345

Posting Date: 12/31/2013

Check Date:

Other Credits: 0.00

Invoices: Other

Miscellaneous

GL Account:

Category Code:

Amount: 0.00

Advance Deposit

Job:

Amount: 0.00

Unapplied Cash

Amount: 1,500.00

Future Auto Apply

Total Due: \$0.00 Auto Clear

Job Deposits Job Deposits

Job Deposits
48185 Joy Road
Canton, MI 48187

Balance Due: (\$1,500.00)
Total Active RMR :
Total Active RAR :
Customer Type : Residential
Customer Since: 12/31/2012
Last Payment Rec'd: \$1,500.00 (12/31/13)

Date	Method	Check #	Amount	Reference	Invoice Pmt	Credit/Misc	Memo
12/31/2013	Check	12345	\$1,500.00	Unapplied Cash	\$1,500.00		Walter T. Grant, 125 Cardinal, Cant...
	Total		\$1,500.00				

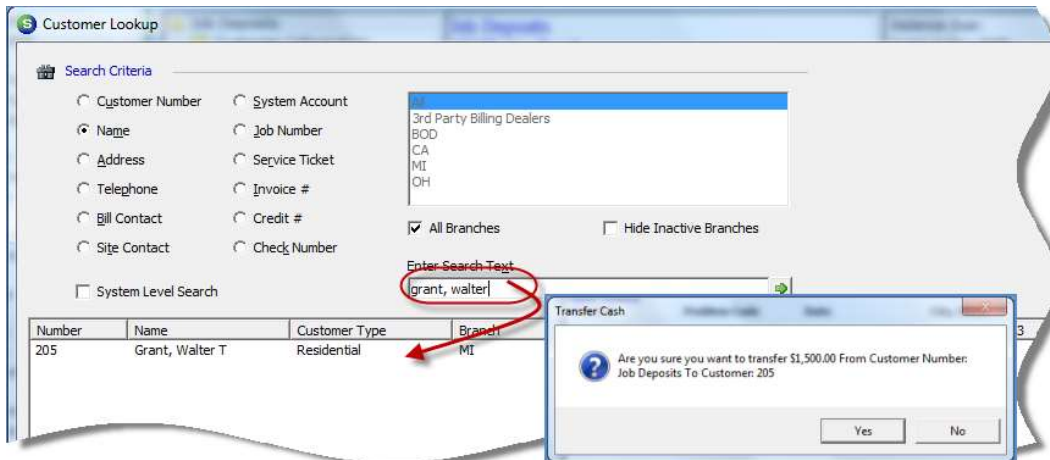
Payment Memo

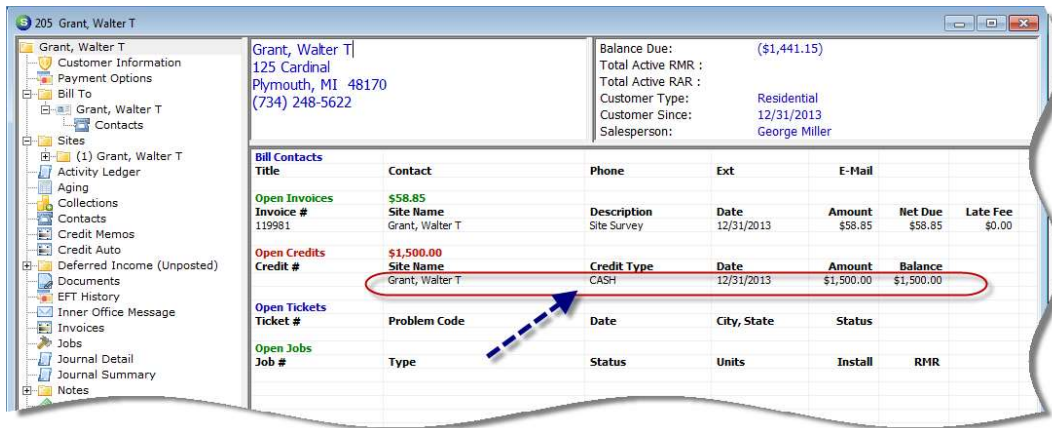
Walter T. Grant, 125 Cardinal, Canton, MI

OK

Transfer Unapplied Cash (Job Deposit)

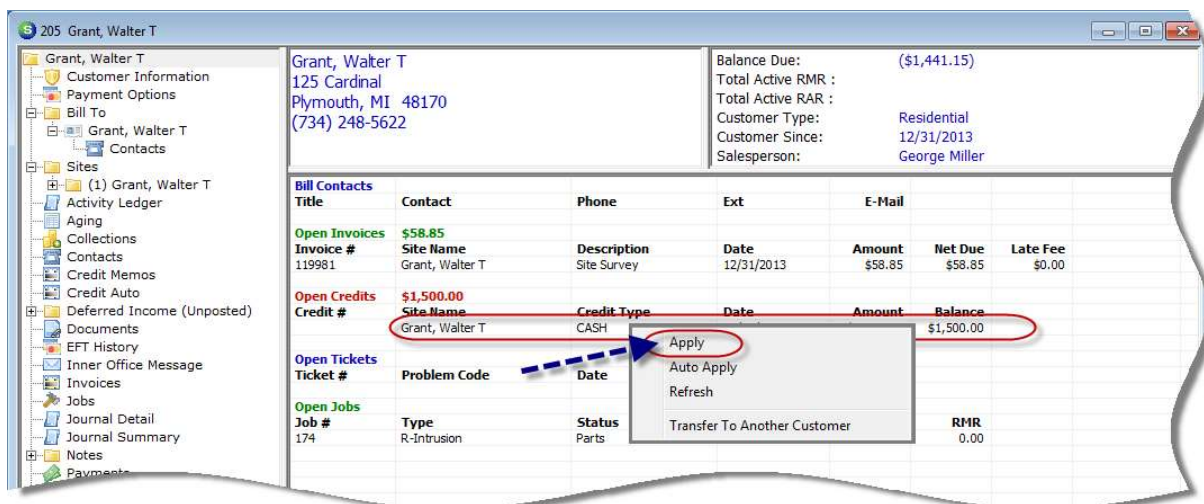
Once the new Customer has been setup, transfer the Unapplied Cash to the correct customer. If the Job has not yet been setup, the payment must remain as unapplied cash. The unapplied cash may be transferred to the Job Advance Deposit after Job creation.





Move Unapplied Cash to Job Deposit

Once the Job has been created, you will transfer the Unapplied Cash to an Advance Deposit linked to the Job.



Apply Customer Credit 205

Grant, Walter T
125 Cardinal
Plymouth, MI 48170

Credit Amount and Balance
 Credit Amount: 1500.00
 Balance: 1500.00
 Credit Date: 12/31/2013
 Apply Date: 12/31/2013

Unapplied Cash

Invoices: **Other**

Miscellaneous
 GL Account:
 Category Code:
 Amount:

Advance Deposit
 Job:
 Job Number: 174
 Amount: 1500.00

Refund Check
 Amount:
 Pay To:

Unapplied Cash
 Amount:

205 Grant, Walter T

Grant, Walter T
125 Cardinal
Plymouth, MI 48170
(734) 248-5622

Balance Due: (\$1,441.15)
 Total Active RMR :
 Total Active RAR :
 Customer Type: Residential
 Customer Since: 12/31/2013
 Salesperson: George Miller

Bill Contacts							
Title	Contact	Phone	Ext	E-Mail			
Open Invoices \$58.85							
Invoice #	Site Name	Description	Date	Amount	Net Due	Late Fee	
119981	Grant, Walter T	Site Survey	12/31/2013	\$58.85	\$58.85	\$0.00	
Open Credits \$1,500.00							
Credit #	Site Name	Credit Type	Date	Amount	Balance		
174	Grant, Walter T	ADVDEP	12/31/2013	\$1,500.00	\$1,500.00		
Open Tickets							
Ticket #	Problem Code	Date	City, State	Status			
Open Jobs							
Job #	Type	Status	Units	Install	RMR		
174	R-Intrusion	Parts	0	0.00	0.00		

Job - 174 (Grant, Walter T)

Job	Customer 205	Site
Job Number 174	Grant, Walter T	Grant, Walter T
Job Type R-Intrusion	125 Cardinal	125 Cardinal
Job Status Parts	Plymouth, MI 48170	Plymouth, MI 48170
System 25-2051 Intrusion	(734) 248-5622	(734) 248-5622
Labor Units 0 (0 Used)		

Sales Summary

Installs	Description	Quantity	Amount
Total			\$0.00

Parts	Description	Quantity	Amount
Total			\$0.00
	Total Non Recurring		\$0.00
	Total Non Recurring Billed		\$0.00
	Total Credits		\$0.00
	Balance to Bill		\$0.00

Recurring	Description	Monthly Amt
Total Recurring		\$0.00
Total Recurring Billed		\$0.00
	Advance Deposit Available	\$1,500.00

New Job Creation

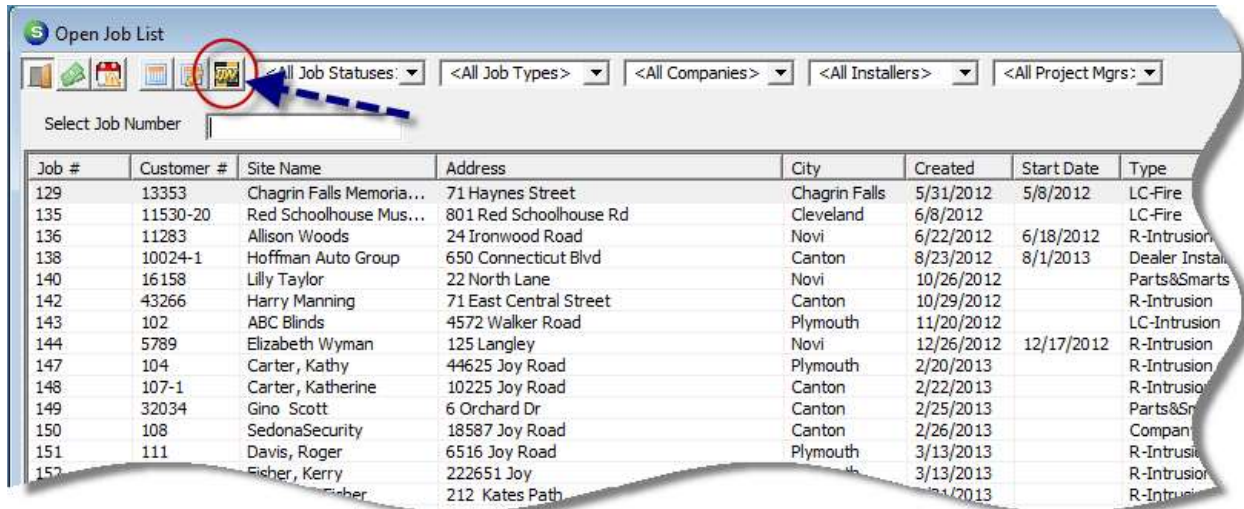
The process of creating a new Job will vary depending on whether your company is using QuoteWerks or WeEstimate. If your company is not using QuoteWerks or WeEstimate, when creating the new Customer, you will setup the Customer, Site and the System information, and then create the Job.

If your company is creating a new Job for a new customer from either QuoteWerks or WeEstimate, a System record is not created during the import process. Once the basic information is entered for the new Job, you will open the new Customer record, setup the System information, then return to the Job record and import the System Information into the Job System form.

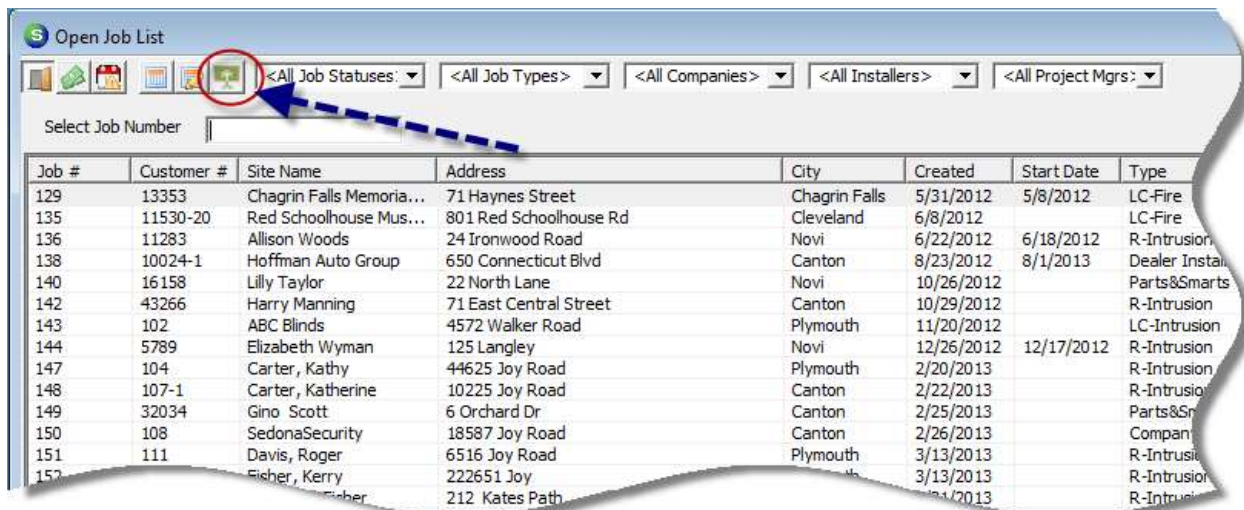
New Job – New Customer from QW or WE

The process for creating a new Job for a new Customer from a quote from QuoteWerks or WeEstimate is the same. The only difference is the icon that is displayed for Job Importing within the Job Queue.

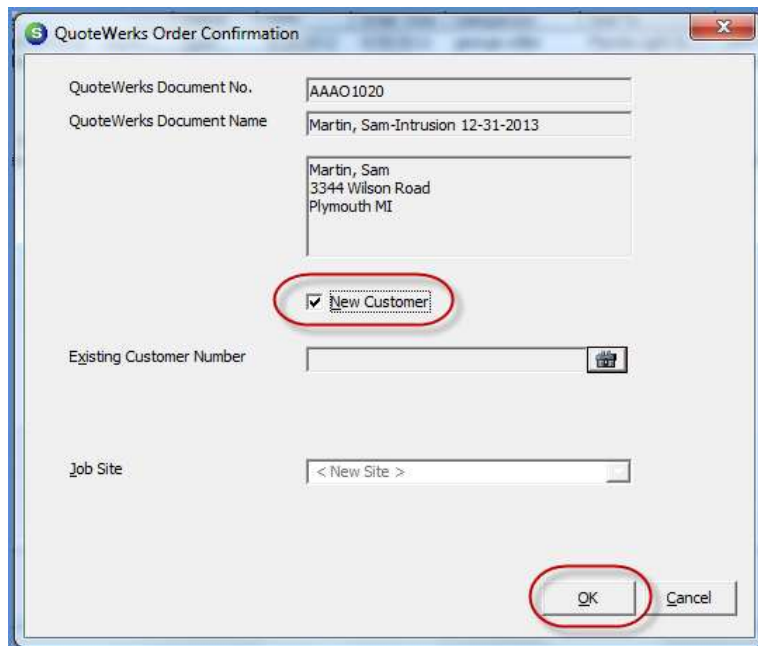
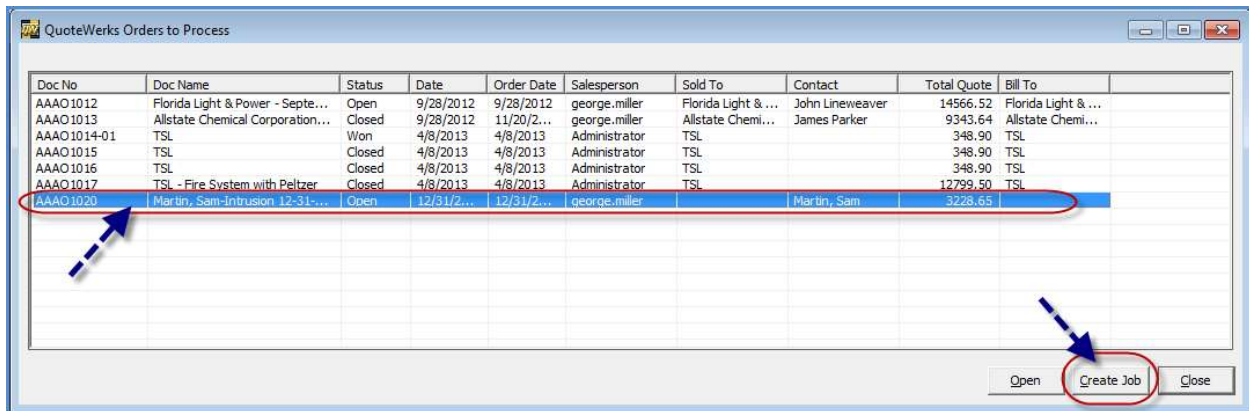
Job Queue – QuoteWerks Import Button



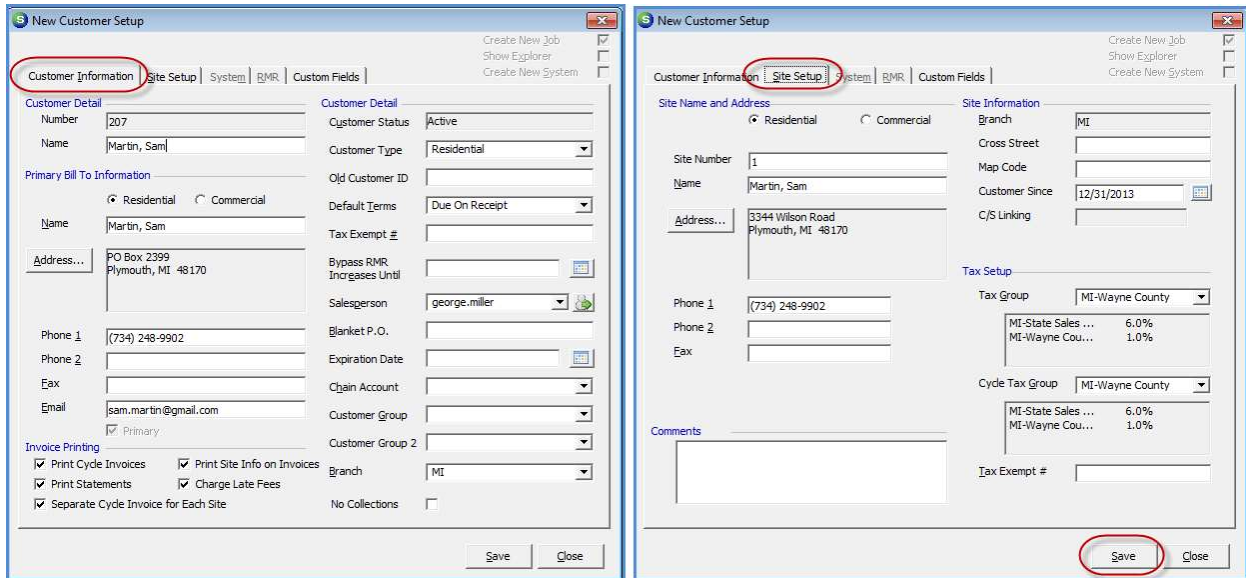
Job Queue – WeEstimate Import Button



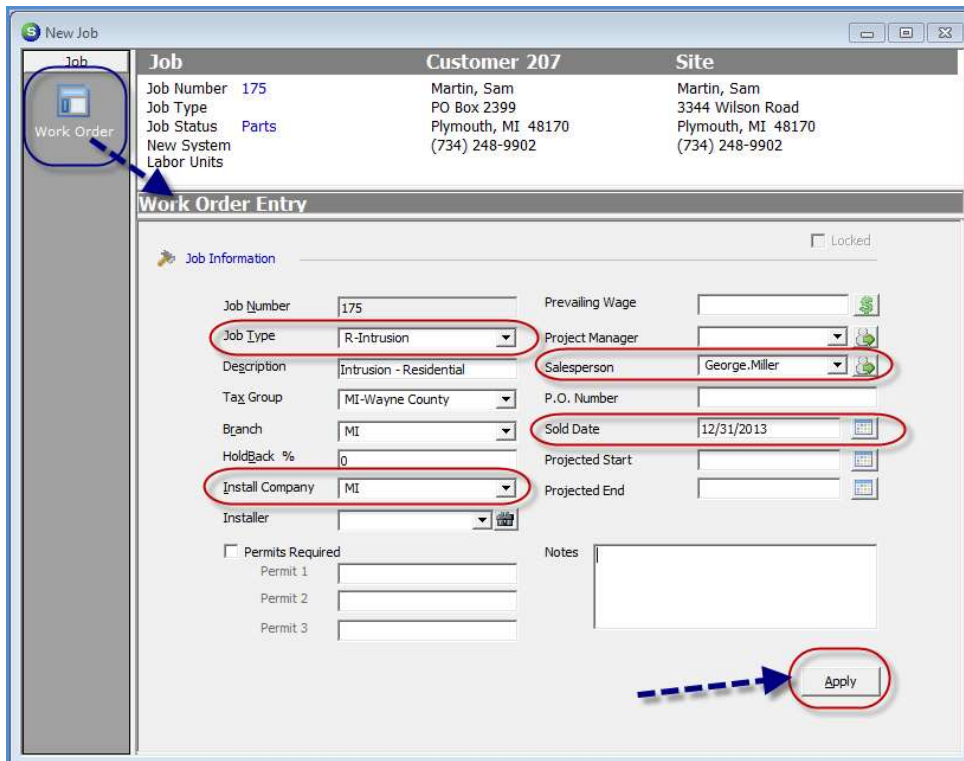
Clicking on the Import Button will display a listing of all Quotes ready to process; highlight the Quote to be imported from the list, and click on the Create Job button.



The Customer Information form will be displayed; once data is reviewed and adjusted as necessary, proceed to the Site Setup form. When finished click on the Save button.



The Job Work Order form will be displayed; the four required fields must be selected to be able to save: Job Type, Install Company, Salesperson and Sold Date.



The Job System form will be displayed. Select a System Type, and click on the Apply button to save. At this point you will navigate to the Customer Explorer record for this Job and create the System record. Once finished, you will return to the Job System form to import the System that was created within the Customer Explorer.

The screenshot shows a software window titled "New Job" with a sidebar on the left containing icons for "Work Order" and "Job System". The main area is divided into three sections: "Job", "Customer 207", and "Site".

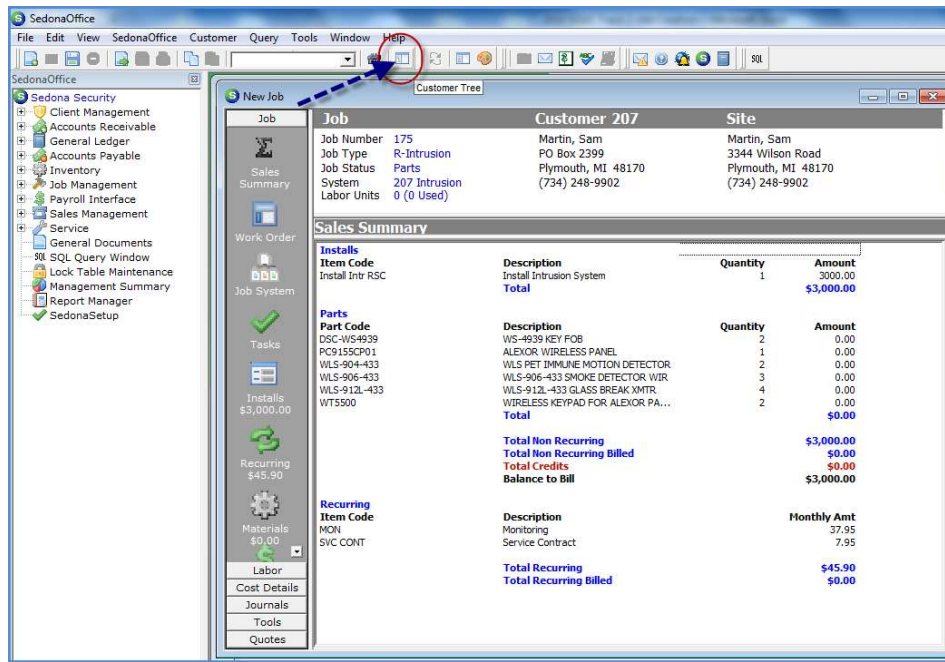
Job	Customer 207	Site
Job Number: 175	Martin, Sam	Martin, Sam
Job Type: R-Intrusion	PO Box 2399	3344 Wilson Road
Job Status: Parts	Plymouth, MI 48170	Plymouth, MI 48170
New System	(734) 248-9902	(734) 248-9902
Labor Units: 0 (0 Used)		

Below these sections is the "System" form, which includes several fields and sections:

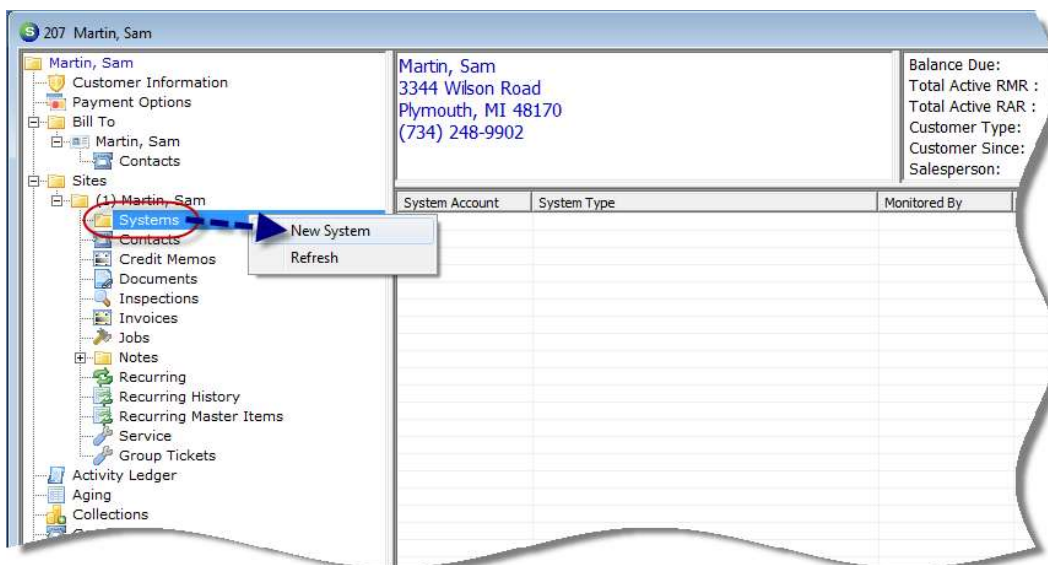
- System and Service Information:** Includes fields for System Account (207), System Type (Intrusion), Panel Type, Location, Monitored By, Memo, Warranty (Full Warranty), Service Level (T&M-RSC), Serviced By (MI-T&M), and Comments.
- Contract Information:** Includes Contract Form, Contract Number (207), Contract Months, and Renewal Months.
- Cycle Purchase Order:** Includes Cycle P.O.
- Inspections:** Includes Frequency, Service Problem Code, Service Level (T&M-RSC), Next Inspection, and Notes.

The "Apply" button at the bottom right of the form is circled in red, and a dashed blue arrow points to it from the left.

On the main application toolbar, click on the Customer Tree button to open the Customer Explorer.



From the Customer Tree, you will highlight *Systems*, right-click and select the *New System* option.



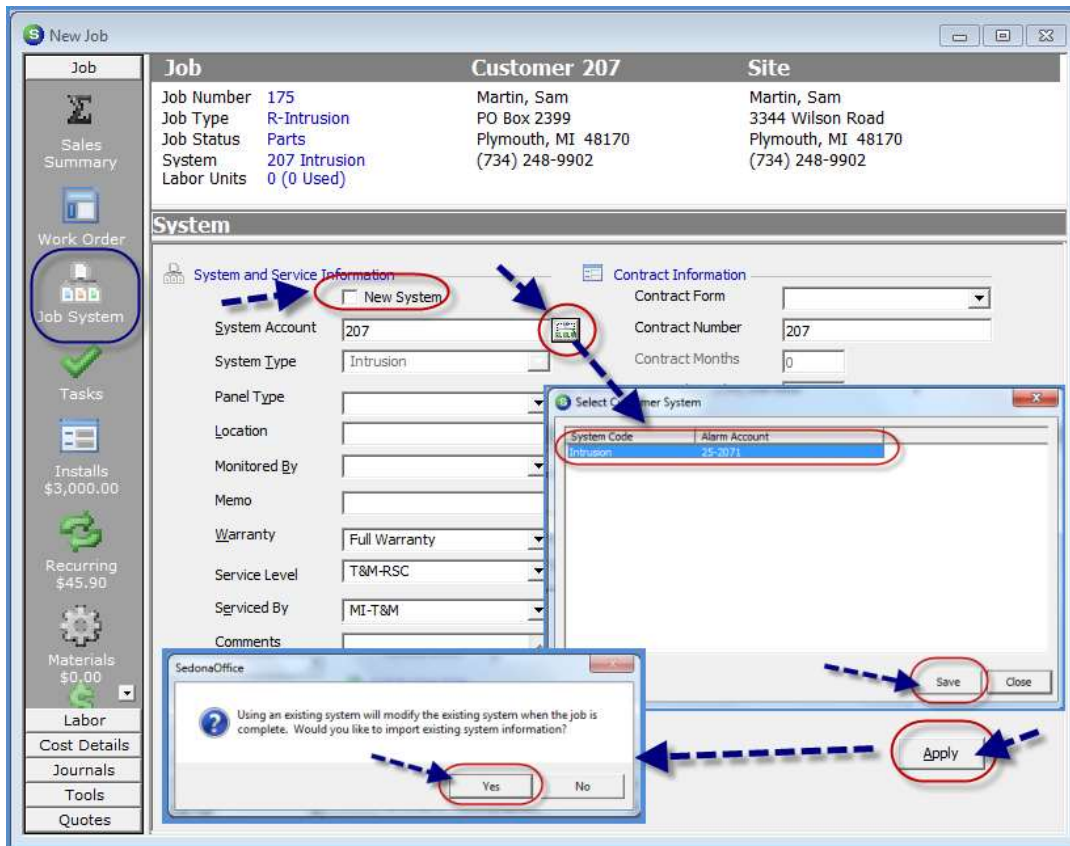
Fill out the System Information and click on Save when finished. Close the Customer Explorer to return to the Job record.

On the Job System form, un-check the *New System* checkbox. To the right of System Account field, click on the *System lookup button*, highlight the System record within the list then click on the *Save* button. Click on the *Apply* button on the Job System form. A message box will be displayed confirming you want to import the System Information into the Job System form; click on the *Yes* button to proceed.



If any information entered on the System form was incorrect, make certain to update the Job System form as well as the System record on the Customer Explorer. If a Service Ticket needs to be created prior to the closing of the Job, the Service Ticket will have the most accurate System information.

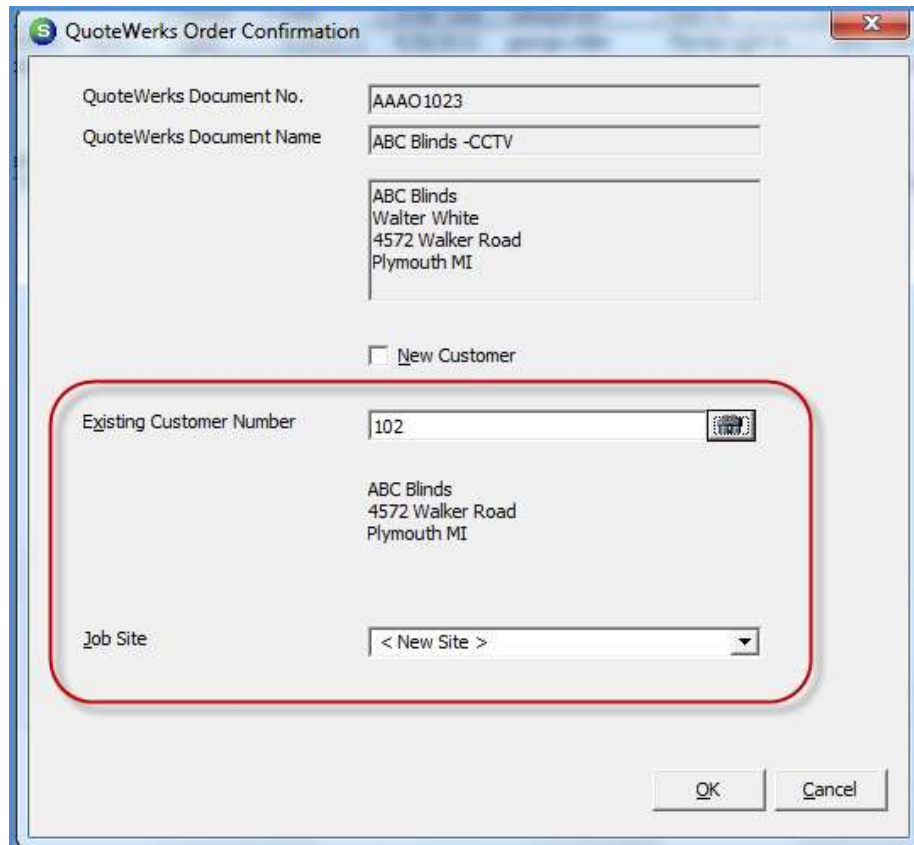
When the Job is closed, the System information on the Customer Explorer will be replaced with the System information from the Job.



The next step will be to review the items imported from the quote (Install Charges, Parts and Recurring) and review/enter the Job Costing Estimate.

New Job – Existing Customer from QW or WE

The process for creating a new Job for an existing Customer from either QuoteWerks or WeEstimate is similar to a new Customer; the only difference is the *Order Confirmation* form. This will display the existing Customer Number and information. If the quote was for an existing Site, that information will also be displayed.



The image shows a screenshot of the "QuoteWerks Order Confirmation" dialog box. The dialog box has a title bar with a green 'S' icon and a close button. It contains several input fields and a checkbox. The "QuoteWerks Document No." field contains "AAAO1023". The "QuoteWerks Document Name" field contains "ABC Blinds -CCTV". Below these fields is a text area containing "ABC Blinds", "Walter White", "4572 Walker Road", and "Plymouth MI". There is a checkbox labeled "New Customer" which is unchecked. Below the checkbox is a red-bordered rounded rectangle containing an "Existing Customer Number" field with the value "102" and a "Job Site" dropdown menu with the value "< New Site >". Below the red-bordered area are "OK" and "Cancel" buttons.

QuoteWerks Document No.	AAAO1023
QuoteWerks Document Name	ABC Blinds -CCTV
ABC Blinds Walter White 4572 Walker Road Plymouth MI	
<input type="checkbox"/> New Customer	
Existing Customer Number	102
ABC Blinds 4572 Walker Road Plymouth MI	
Job Site	< New Site >

New Job – Manual Setup

Once a Customer, Site and System have been created, the new Job will be manually created. There are five basic steps in Job Setup:

- Job Work Order
- Job System
- Install Charges
- Recurring Charges
- Parts List
- Job Costing Estimate

Work Order

Depending on your company policies and procedures, fill in the Job Work Order form as completely as possible.

Job	Customer 210	Site
Job Number 180	Johnson, Sammy	Johnson, Sammy
Job Type	129 Starkweather Drive	129 Starkweather Drive
Job Status Parts	Plymouth, MI 48170	Plymouth, MI 48170
New System	(734) 351-2209	(734) 351-2209
Labor Units		

Work Order Entry	
Job Information <input type="checkbox"/> Locked	
Job Number	180
Job Type	R-Intrusion
Description	Intrusion - Residential/Small Co
Tax Group	MI-Wayne County
Branch	MI
HoldBack %	0
Install Company	MI
Installer	
<input type="checkbox"/> Permits Required	
Permit 1	
Permit 2	
Permit 3	
Prevailing Wage	
Project Manager	
Salesperson	George Miller
P.O. Number	
Sold Date	1/2/2014
Projected Start	1/3/2014
Projected End	1/3/2014
Notes	**Call customer 10 minutes prior to arrival** **HOA rules: no power equipment prior to 9am or after 7pm.**
<input type="button" value="Apply"/>	

Job System

Import the System information by clicking on the lookup button to the right of the System Account field.

The screenshot shows a 'New Job' window with the following data:

Job	Customer 210	Site
Job Number: 180	Johnson, Sammy	Johnson, Sammy
Job Type: R-Intrusion	129 Starkweather Drive	129 Starkweather Drive
Job Status: Parts	Plymouth, MI 48170	Plymouth, MI 48170
New System	(734) 351-2209	(734) 351-2209
Labor Units: 0 (0 Used)		

The 'System' section contains the following fields:

- New System
- System Account: 25-2101 (with a lookup button)
- System Type: Intrusion
- Panel Type: VISTA 128BP
- Location: Entry Closet
- Monitored By: SedonaSecurity
- Memo: (empty)
- Warranty: Full Warranty
- Service Level: T&M-RSC
- Serviced By: MI-T&M
- Comments: (empty)

The 'Contract Information' section includes:

- Contract Form: 5 Year
- Contract Number: (empty)
- Contract Months: 60
- Renewal Months: 12

The 'Cycle Purchase Order' section includes:

- Cycle P.O.: (empty)

The 'Inspections' section includes:

- Frequency: ByRequestOnly
- Service Problem Code: N/A
- Service Level: T&M-RSC
- Next Inspection: (empty)
- Notes: (empty)

An 'Apply' button is located at the bottom right of the form.

Install Charges

Job - 180 (Johnson, Sammy)

Job	Customer 210	Site
Job Number 180	Johnson, Sammy	Johnson, Sammy
Job Type R-Intrusion	129 Starkweather Drive	129 Starkweather Drive
Job Status Parts	Plymouth, MI 48170	Plymouth, MI 48170
System 25-2101 Intrusion	(734) 351-2209	(734) 351-2209
Labor Units 6 (0 Used)		

Installs

Item	Description	Phase	QTY	Unit Price	Extended Price	Tax	Units	Cost Type	Cost
Install Intr Res	Install Intrusion System	Phase 01	1	995.00	995.00	69.65	6	L	0.00

Total Install Labor Units Installation Totals

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

Buttons: Save, New, Delete, Apply

or

Installs

Item	Description	Phase	QTY	Unit Price	Extended Price	Tax	Units	Cost Type	Cost
Install Intr Res	Install Intrusion System	Prewire	1	398.00	398.00	27.86	3	L	0.00
Install Intr Res	Install Intrusion System	Final	1	597.00	597.00	41.79	3	L	0.00

Total Install Labor Units Installation Totals

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

Buttons: Save, New, Delete

Recurring Charges

Job - 180 (Johnson, Sammy)

Job	Customer 210	Site
Job Number 180	Johnson, Sammy	Johnson, Sammy
Job Type R-Intrusion	129 Starkweather Drive	129 Starkweather Drive
Job Status Parts	Plymouth, MI 48170	Plymouth, MI 48170
System 25-2101 Intrusion	(734) 351-2209	(734) 351-2209
Labor Units 6 (0 Used)		

Item Code	Description	Sub Item Of	Bill Cycle	Cycle Start	RMR Amount	Cycle Amt	Tax	Master
Monitoring	Monitoring Services		Quarterly	12:00:00 AM	25.00	75.00	1.75	N
Maint Agr	Maintenance Agreement		Quarterly		18.00	54.00	0.18	N

Total Monthly Amount: 43.00 1.93

Recurring Item: Monitoring
 Description: Monitoring Services RMR Amount: 25.00
 Sub Item Of: [] Cycle Amount: 75.00 Enter as Monthly Amt Only [checked]
 Bill Cycle: Quarterly
 Cycle Start: []

Buttons: Save, New, Delete, Apply

Or

Item Code	Description	Sub Item Of	Bill Cycle	Cycle Start	RMR Amount	Cycle Amt	Tax	Master
Monitoring	Monitoring Services	Monitoring	Quarterly	12:00:00 AM	25.00	75.00	1.75	N
Maint Agr	Maintenance Agreement	Monitoring	Quarterly	12:00:00 AM	18.00	54.00	0.18	N

Total Monthly Amount: 43.00 1.93

Recurring Item: Monitoring
 Description: Monitoring Services RMR Amount: 25.00
 Sub Item Of: Monitoring Cycle Amount: 75.00 Enter as Monthly Amt Only [checked]
 Bill Cycle: Quarterly
 Cycle Start: []

Buttons: Save, New, Delete, Apply

Parts

Job - 180 (Johnson, Sammy)

Job

Job Number: 180

Job Type: R-Intrusion

Job Status: Parts

System: 25-2101 Intrusion

Labor Units: 6 (0 Used)

Customer 210

Johnson, Sammy

129 Starkweather Drive

Plymouth, MI 48170

(734) 351-2209

Site

Johnson, Sammy

129 Starkweather Drive

Plymouth, MI 48170

(734) 351-2209

Materials

Show Phases

Phase	Part	Description	Vendor	Qty	Locatio	Unit	Ext	Tax	LU	Issued	Stock	PO	PO Description
Prewire	VISTA128BP	VISTA128	ADI	1		0	0.00	0.00	0		<input checked="" type="checkbox"/>	43.46	
Final	5817	Wireless Transmitter	ADI	2		0	0.00	0.00	0		<input checked="" type="checkbox"/>	50.42	
Final	5853	Wireless Glassbreak	ADI	4		0	0.00	0.00	0		<input checked="" type="checkbox"/>	65.00	
Final	5881ENH	Wireless Receiver	Tri-f	1		0	0.00	0.00	0		<input checked="" type="checkbox"/>	34.45	
Final	6160	ALPHA ENGLISH KEYP	ADI	2		0	0.00	0.00	0		<input checked="" type="checkbox"/>	00.87	
Final	995	Recessed Motion Detec	Tri-f	2		0	0.00	0.00	0		<input checked="" type="checkbox"/>	38.79	
Final	WAVE2	TWO TONE SIREN	ADI	1		0	0.00	0.00	0		<input checked="" type="checkbox"/>	8.72	
*													

Total Material LU:
Sub Total:

Documents Apply

Materials \$0.00

Job Costing

Labor

Cost Details

Journals

Tools

Quotes

Job Costing Estimate

Job - 180 (Johnson, Sammy)

Job	Customer 210	Site
Job Number: 180	Johnson, Sammy	Johnson, Sammy
Job Type: R-Intrusion	129 Starkweather Drive	129 Starkweather Drive
Job Status: Parts	Plymouth, MI 48170	Plymouth, MI 48170
System: 25-2101 Intrusion	(734) 351-2209	(734) 351-2209
Labor Units: 6 (0 Used)		

Costing

Estimated Costs	Actual Costs	WIP
Income		
Install Charge: \$995.00	Install Charge: \$0.00	
Change Orders: \$0.00		
Costs		
Parts: \$1,026.79	Parts: \$0.00	Material 1: \$0.00
Labor: 240.00	Labor: \$0.00	Material 2: \$0.00
Overhead: 0.00	Overhead: \$0.00	Labor: \$0.00
Other: \$75.00	Other: \$0.00	Overhead: \$0.00
Sub Total: \$1,341.79	Sub Total: \$0.00	Commissions: \$0.00
Sub Profit/Loss: (\$346.79) -35%	Sub Profit/Loss: \$0.00 100%	Misc Other: \$0.00
Commissions: \$0.00	Commissions: \$0.00	Total WIP: \$0.00
Total: \$1,341.79	Total: \$0.00	
Profit/Loss: (\$346.79) -35%	Profit/Loss: \$0.00 100%	
Recurring: \$43.00	Recurring: \$0.00	
Payback Period: 8.06 Months		
Hold Back: \$0.00		

Include WIP Amounts

SedonaOffice

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Itemizing Labor Cost Estimate

The screenshot displays the 'Job Management' software interface. The main window shows job details for 'Job - 180 (Johnson, Sammy)' with Customer 210 and Site Johnson, Sammy. The 'Costing' section is active, showing a summary of income and costs. A 'Job Labor Tasks' dialog box is open, showing a table of labor tasks and their estimated units and costs. A red circle highlights the 'Apply' button in the dialog box, and a red arrow points from it to the 'Labor' field in the main window's cost summary.

Job	Job	Customer 210	Site
Job Number	180	Johnson, Sammy	Johnson, Sammy
Job Type	R-intrusion	129 Starkweather Drive	129 Starkweather Drive
Job Status	Parts	Plymouth, MI 48170	Plymouth, MI 48170
System	25-2101 Intrusion	(734) 351-2209	(734) 351-2209
Labor Units	6 (0 Used)		

Income		Costs	
Install Charge	\$995.00	Parts	\$1,026.79
Change Orders	\$0.00	Labor	240.00
		Oyerhead	\$0.00
		Other	\$75.00
		Sub Total	\$1,341.79
		Sub Profit/Loss	(\$346.79) -35%
		Commissions	\$0.00
		Total	\$1,341.79
		Profit/Loss	(\$346.79) -35%
		Recurring	\$43.00
		Payback Period	8.06 Months
		Hold Back	\$0.00

Labor Task	Description	Phase	Estimated Units	Est Unit Cost
PW	Prewire	Prewire	3	40.00
*Trim-Out	*Trim-Out	Trim-Out	3	40.00
Totals			6	240.00

Job Expenses

Tracking and accounting for Job related expenses may seem a bit daunting, however having a good internal process in place helps to make the job costing much easier to manage. Entering expenses for Jobs on a timely basis is essential in providing information to management and operations to make business decisions.

Job Expenses can come from multiple sources to contribute to the overall costing of a Job.

Parts	Subcontract Labor
Labor	Equipment Rentals
Commissions	Plans/Submittals/Fees
Freight	Travel

The Job Costing form breaks down estimated, actual and WIP amounts in to specific groups.

For Estimated and Actual Costs there are five groups; Parts, Labor, Overhead, Other and Commissions. For WIP there are six groups; Material 1, Material 2, Labor, Overhead, Commissions and Other.

Costing

Estimated Costs		Actual Costs	
Income			
Install Charge	\$963.75	Install Charge	\$0.00
Change Orders	\$0.00		
Costs			
Parts	\$562.39	Parts	\$0.00
Labor	\$0.00	Labor	\$0.00
Overhead	\$0.00	Overhead	\$0.00
Other	\$0.00	Other	\$0.00
Sub Total	\$562.39	Sub Total	
Sub Profit/Loss	\$401.36 42%	Sub Profit/Loss	
Commissions	\$192.75	Commissions	
Total	\$755.14	Total	
Profit/Loss	\$208.61 22%	Profit/Loss	
Recurring	\$0.00	Recurring	
Hold Back	\$0.00	Hold Back	

WIP	
Material 1	\$10.48
Material 2	\$551.91
Labor	\$45.00
Overhead	\$0.00
Commissions	\$192.75
Misc Other	\$68.75
Total WIP	\$868.89

Job Type Setup

Job Type: M1 | Description: M1 | Inactive

Category: J-Res | Hold Back %: 0.00

Material WIP: 122100 | Hold Back Item: []

COGS Acct: 510100 | Hold Back Acct: 110400

Use COGS Acct: 512170 | Est LU Cost: 40

When Amt >= 25

Misc WIP: 122140 | Material Item: Job Part Res

Accrued Income: []

Lease | Percentage Invoicing | Expense Part When Issued

Allow Override Task List | Allow Costing to Closed Jobs | Force Part Reconciliation

Part Expenses

Part expenses are posted to a Job when a Purchase Order is received or when manually entering an A/P Bill for an expense item with a job expense type of M (Material). Inventory Part Receipts are automatically coded with the job expense type of M.

G/L Transaction when receiving a Parts PO linked to a Job

Using WIP

Debit – Material WIP Account (Job Type-Detail form)

Credit – Inventory Receipts Account (G/L Account Defaults for A/P)

When the Job is invoiced or closed, amounts move from WIP Material to the Material COGS account specified on the Job Type.

Expensing Immediately

Debit – Material COGS Account (Job Type-Detail form)

Credit – Inventory Receipts Account (G/L Account Defaults for A/P)

Labor Expenses

Labor Expenses are posted to Jobs from Timesheets; either automatically when dispatching Job Appointments, manually entering timesheet into Job Timesheet batches, manually entering Job Timesheets into individual Jobs or Payroll Timesheets.

G/L Transaction when posting Labor to a Job

Using WIP

Debit – Labor WIP Account (Job Type-Costing form or Install Company for the Job)

Credit – Deferred Labor Account (Job Type-Costing form or Install Company for the Job)

When the Job is invoiced or closed, amounts move from WIP Labor to the Labor COGS account specified on the Job Type or the Install Company.

Expensing Immediately

Debit – Labor COGS Account (Job Type-Costing form or Install Company for the Job)

Credit – Deferred Labor Account (Job Type-Costing form or Install Company for the Job)

Commission Expenses

Commission Expenses are posted to Jobs from the Job Commissions form or manually entering Payroll Timesheets.

G/L Transaction when posting Commissions to a Job

Using WIP

Debit – Commissions WIP Account (Job Type-Costing form or JM Setup Processing)

Credit – Deferred Commissions Account (Job Type-Costing form or JM Setup Processing)

When the Job is invoiced or closed, amounts move from WIP Commissions to the Commissions COGS account specified on the Job Type or JM Setup Processing.

Expensing Immediately

Debit – Commissions COGS Account (Job Type-Costing form or JM Setup Processing)

Credit – Deferred Commissions Account (Job Type-Costing form or JM Setup Processing)

Miscellaneous Expenses

Miscellaneous expenses are posted to a Job when a Purchase Order is received or when manually entering an A/P Bill for an expense item. Depending on whether your company is using WIP and how your Job Expense Types are setup will determine whether Miscellaneous Expenses will process through WIP accounts or be expensed immediately.

Job Expense Types

When a Purchase Order or an A/P Bill is entered for an expense item, the User is able to select a Job Expense Type for the item. Each Job Expense Type is coded Y or N to use WIP. If a Job Expense Type is coded to Use WIP, when the PO is received or a Bill is entered, the amount will post to the Job WIP. If no expense type is selected, the default type is "O" and will expense the amount immediately.

Expense Types

Expense Types

Expense Type	Description	Use WIP
L	Labor	N
M	Material	N
C	Commission	N
V	Overhead	N
O	Other	N
TX	Tax	N
S	Subcontractor	Y
ER	Equipment Rentals	Y
P	Permits & Fees	Y
F	Freight	Y
T	Travel	Y
E	Engineering/Drafting	Y
MH	Misc Hardware	Y

Custom Job Costing Buckets

Prior to this version, the job costing buckets had been predefined as Material 1, Material 2, Labor, Overhead, Commissions, and Other. With this release, users may define the names of up to 3 custom job buckets which fall into the expense type of “Other” (e.g. Permits, Freight, Equipment Rental, etc.). Expenses that do not fall into these groupings will still show in the job expense type of “Other” on the job costing screen.

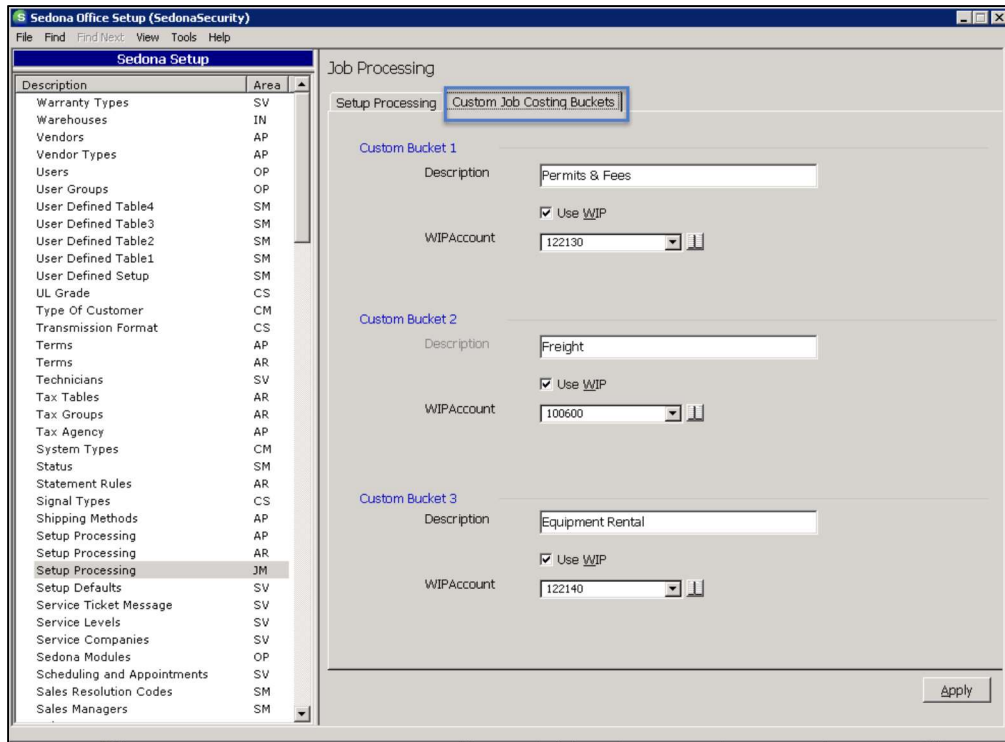
Job	Customer	Site
Job Number 1107 Job Type Fire-Com Job Status Job Complete System 10014 Fire Labor Units 0 (8 Used)	10014 United Bank-Northampton 491 Pleasant St. Drive-Up Detroit, MI 48201 (586) 787-7211	United Bank-Northampton 491 Pleasant Street Detroit, MI 48201 (313) 229-1414

Estimated	Actual	WIP
Income	Income	
Install Charge \$1,500.00	Install Charge \$1,500.00	Material 1 \$0.00
Change Orders \$0.00		Material 2 \$0.00
		Labor \$0.00
Costs	Costs	Permits_Fees \$0.00
Parts \$450.00	Parts \$448.75	Freight \$0.00
Labor \$400.00	Labor \$400.00	Equipment Rental \$0.00
Overhead \$0.00	Overhead \$0.00	Overhead \$0.00
Permits_Fees \$25.00	Permits_Fees \$25.00	Commissions \$0.00
Freight \$35.00	Freight \$35.90	Other \$0.00
Equipment Rental \$100.00	Equipment Rental \$100.00	Total WIP \$0.00
Other \$0.00	Other \$15.00	
Sub Total \$1,010.00	Sub Total \$1,024.65	Recurrings
Sub Profit/Loss \$490.00 33%	Sub Profit/Loss \$475.35 32%	Est Job RMR \$25.00
Commissions \$0.00	Commissions \$0.00	
Total \$1,010.00	Total \$1,024.65	Act
Profit/Loss \$490.00 33%	Profit/Loss \$475.35 32%	Activated RMR \$25.00
	Hold Back \$0.00	

The new buckets will be visible on the job costing section of a job ticket, but they will not be visible on any of the job costing reports within Report Manager. All of the costs appearing in these buckets will continue to remain in the “Other” job costing section of those reports.

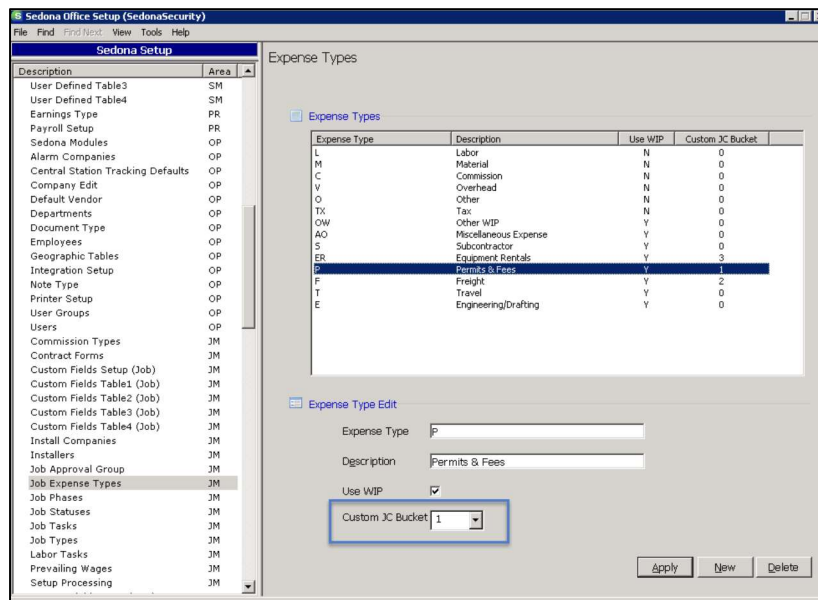
Setting Up the Custom Job Costing Buckets

Navigate to the Setup Processing table for JM in the SedonaOffice Setup tables. A new tab has been added entitled “Custom Job Costing Buckets.” Define the three custom job buckets. If WIP will be used, place a checkmark in the box and define the General Ledger Numbers for WIP that should represent each bucket.



Defining the New Job Expense Types

New job expense types must be defined for use with these buckets. The first expense type to appear on the job costing screen must be assigned the number “1” in the Custom JC Bucket field. The second will be given number “2” and the last number “3.” All other job expense types will retain the number “0” and will continue to appear in the bucket entitled “Other.”



G/L Transaction when receiving expense PO's linked to a Job*Using WIP*

Debit – Miscellaneous WIP Account (Job Type-Detail form)

Credit – Inventory Receipts Account (G/L Account Defaults for A/P)

When the Job is invoiced or closed, amounts move from Miscellaneous WIP to the Expense G/L Account specified on the PO Receipt.

Expensing Immediately

Debit – Expense G/L Account specified on the PO or the A/P Bill

Credit – Inventory Receipts Account (G/L Account Defaults for A/P)

Job Invoicing & Credits

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



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

Invoicing - Job Tasks & Job Phases

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

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

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

Job - 147 (Carter, Kathy)

Job	Customer	Site
Job Number 147 Job Type R-Intrusion Job Status Install Equipment System 84558 Intrusion Labor Units 0 (0 Used)	Customer 104 Carter, Kathy 44625 Joy Road Plymouth, MI 48170 (734) 555-7000	Site Carter, Kathy 44625 Joy Road Plymouth, MI 48170 (734) 555-7000

#	Phase	Task	Job Status	Invoice	Approved	Approved By	Comments
1	Phase 01	Order Parts	Parts	N	Y	2/20/2013 4:02:51 PM	Administrator
2	Phase 01	Sch Install	Scheduling	Y	N	2/23/2013 8:19:33 PM	Administrator
3	Phase 01	Install	Install Equipment	N	N		
4	Phase 01	Jobcost	Jobcost	N	N		
5	Phase 02	Install	Install Equipment	N	N		

CO 147 - 1 - Installs

Item	Description	Phase	QTY	Unit Price	Extended Price	Tax	Units
Job Misc Res	Job Misc Items	Phase 01	1	1005.00	1005.00	70.35	0

Open Job List

Select Job Number: 147

Job #	Phase	Customer #	Site Name	Address	City	Bill Type	Status	Open Install	Open RMR	Adv Dep
129	Phase 01	13353	Chagrin Falls Memorial Hosp	71 Haynes Street	Chagrin Falls	Partial	Progress Invoice	123412.00	661.67	0.00
136	Phase 01	11283	Allison Woods	24 Ironwood Road	Novi	Partial	Jobcost	2397.90	0.00	0.00
136	Phase 01	11283	Allison Woods	24 Ironwood Road	Novi	Partial	Jobcost	2397.90	0.00	0.00
140	Phase 01	16158	Lilly Taylor	22 North Lane	Novi	Partial	Jobcost	1916.47	0.00	0.00
143	Phase 01	102	ABC Blinds	4572 Walker Road	Plymouth	Full	Job Complete	1310.00	0.00	0.00
147	Phase 01	104	Carter, Kathy	44625 Joy Road	Plymouth	Partial	Install Equipm...	1005.00	0.00	0.00
151	Phase 01	111	Davis, Roger	8516 Joy Road	Plymouth	Partial	Scheduling	5136.05	40.95	0.00

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

Jobs Ready to Invoice List

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

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

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

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

Progress Invoicing

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

The screenshot shows a software window titled "Job - 151 (Davis, Roger)". It contains a sidebar with navigation options like "Sales Summary", "Work Order", "Job System", "Tasks", "Installs", "Recurring", "Labor", "Cost Details", "Journals", "Tools", and "Quotes". The main area is divided into "Job" details, "Customer 111" information, "Site" information, and a "Tasks" table.

Job Details:
 Job Number: 151
 Job Type: R-Intrusion
 Job Status: Scheduling
 System: 111 Intrusion
 Labor Units: 0 (11 Used)

Customer 111:
 Davis, Roger
 6516 Joy Road
 Plymouth, MI 48170
 (734) 248-3654

Site:
 Davis, Roger
 6516 Joy Road
 Plymouth, MI 48170
 (734) 248-3654

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

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

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

Creating a Progress Invoice

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

Un-check the Bill RMR option to remove the Recurring Lines from the Invoice.

Invoicing Instructions from the Job Task Invoice Memo field.

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

Job Invoice

Site Address: Plymouth, MI 48170

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

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

Customer System Will be Created

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

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

Description: Installation Services
 Contact: [Empty]
 Memo: 50% Progress Invoice

Sub Total: 5136.03
 Tax: 359.52
 Total: 5495.55

Add to Print Queue

Save Close

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

Job Invoice

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

Job Invoice

Davis, Roger
6516 Joy Road
Plymouth, MI 48170

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

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

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

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

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

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

Add to Print Queue | Save | Close

Creating the 2nd Progress Invoice.

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

Job Invoice

Davis, Roger
6516 Joy Road
Plymouth, MI 48170

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

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

Aging Date: 1/3/2014
Invoice Date: 1/3/2014
Invoice #: 119987
P.O. Number: WO PO#
Job Number: 151
Term: Due On Receipt
Salesperson: Miller George

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

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

Description: Installation Services
Contact:
Memo: Final Installation Fees.

Sub Total: 647.50
Tax: 45.33
Total: 692.83

Add to Print Queue

Save Close

Invoicing Recurring Charges

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

Synchronizing Recurring

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

The screenshot shows a software interface with a 'Job Invoice' window. The window has several fields and a table. Red circles and arrows highlight specific areas:

- In the background table, the 'Cycle' and 'Next Cycle' columns are circled. The 'Next Cycle' value is '2/1/2014'.
- In the 'Job Invoice' form, the 'Next Cycle Date' field is circled and has an arrow pointing to it from the background table.
- The 'Memo' field at the bottom contains the text: "Prorated first Quarter for Monitoring Services. Your first full quarter will be billed for the period of 02/01/2014 - 04/30/2014." This text is circled in red.

Table Data (Background):

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

Job Invoice Form Fields:

- Customer Number: 207
- Category: J-Res
- AR Account: 110110
- Tax Group: MI-Wayne County
- Bill RMR:
- RMR Reason: New RMR
- Activation Date: 1/3/2014
- Next Cycle Date: 01-Feb-14
- Aging Date: 1/3/2014
- Invoice Date: 1/3/2014
- Invoice #: 119990
- P.O. Number: [Empty]
- Job Number: 175
- Term: Due On Receipt
- Salesperson: Miller George

Item List Table:

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

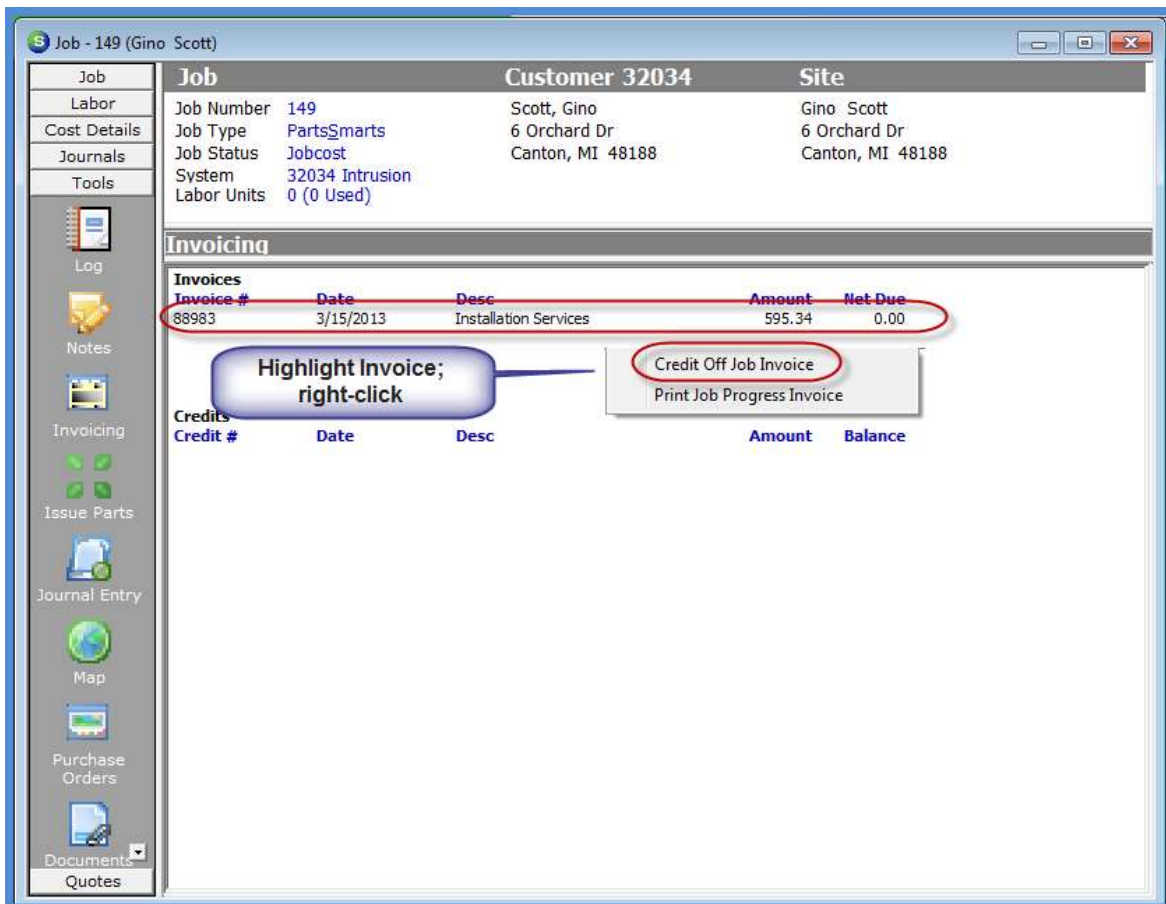
Summary:

- Description: Installation Services
- Sub Total: 44.38
- Tax: 2.65
- Total: 47.03

Crediting-Off Job Invoices

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

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



Re-Invoice Job

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

Job - 149 (Gino Scott)

Job	Customer	32034	Site
Job Number: 149	Scott, Gino	Gino Scott	
Job Type: PartsSmarts	6 Orchard Dr	6 Orchard Dr	
Job Status: Jobcost	Canton, MI 48188	Canton, MI 48188	
System: 32034 Intrusion			
Labor Units: 0 (0 Used)			

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

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

Job Task: [Dropdown] Sequence Locks Job:

Job Status: [Dropdown] Comments: [Text Area]

Phase Code: [Dropdown]

Trim-Out: Invoice:

Buttons: Save, New, Remove, Apply