



14th ANNUAL USERS CONFERENCE
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Job Management 1

Presented by:
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Table of Contents

Job Processing	5
Part Expenses	6
Issue Parts from a Warehouse	7
Issue Parts from a Job Record.....	7
Issue Parts from the Inventory Module	8
Issue Parts by Receiving a PO	12
Returning Parts to a Warehouse.....	16
Returning Parts to a Vendor	18
Returning all Parts to a Vendor from a Direct Expense Purchase Order	20
Returning some Parts to a Vendor from a Direct Expense Purchase Order	24
Miscellaneous Expenses	26
Job Expense Types	27
Custom Job Costing Buckets	28
Commissions	31
Commission Types	32

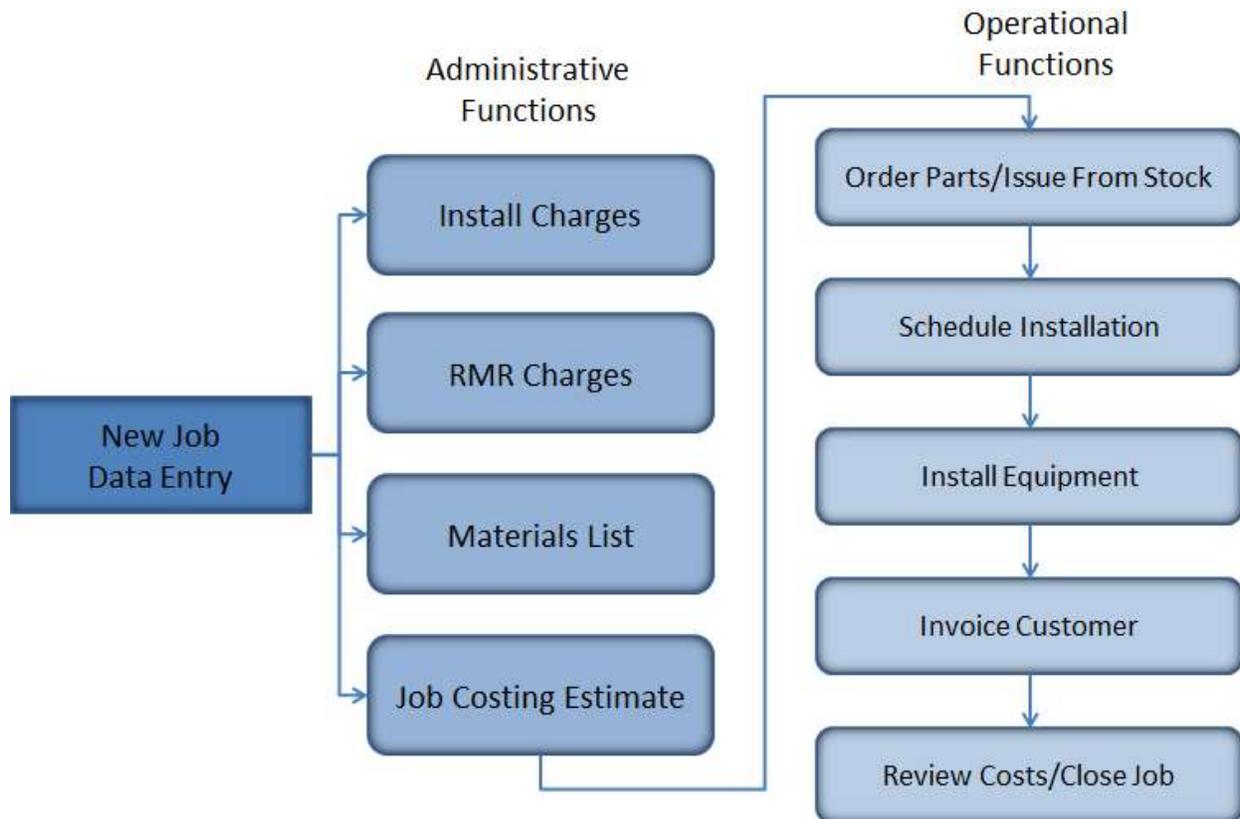
Job Management 1

This session will cover the processing of the following Job related expenses:

- Parts
- Miscellaneous Expenses
- Commissions

Job Processing

The Job Management module is designed to manage the Job processing flow from Job creation to Job closing. The electronic processing of a Job is very much like the physical processing; a Job moves from department to department depending on the internal company processes put in place. SedonaOffice Jobs are used to electronically process Jobs. This creates a central repository of information from which all individuals within the company may have access for reviewing Jobs throughout the life of the Job.



Part Expenses

Inventory Parts are typically a large contribution to the overall cost of a Job. Part expenses are applied to Jobs by various methods:

- Issuing Parts to a Job from a Warehouse
- Returning unused Parts to a Warehouse
- Receiving a Purchase Order for Parts
 - Using the Direct Expense option
 - Using the Receive/Issue Immediately option
- Receive Parts to a Warehouse, then issue to Job at a later time
- Returning Parts to a Vendor

Notes

Issue Parts from a Warehouse

Parts may be issued directly from a Job record or by using the Issues>Returns option within the Inventory module menu. Using the issue option from the Inventory module is more user friendly than the Job record especially when there is a long list of parts to be issued.

Issue Parts from a Job Record

Job - 115 (Fisher, Herb & Carol)

Job	Customer	Site
Job Number 115	Fisher, Herb_Carol	Fisher, Herb_Carol
Job Type Res-Intrusion	23399 Via Elvas	23399 Via Elvas
Job Status Parts	Mission Viejo, CA 92691	Mission Viejo, CA 92691
System 95-1026 Intrusion	(714) 252-4632	(714) 252-4632
Labor Units 6 (0 Used)		

Part Issue

Warehouse: Main-OC Previous Issues

Phase Code: Phase 1

Issue Date: 12/23/2015

Memo:

In Holding:

Holding Loc:

Issue	Date	Warehouse	User	Return	Memo	Phase	Holding	Holding Location

Parts List

Part	Description	Detail	Qty	Location	Serial No	Lot No
5800PIR	WIRELESS 5800 PIR	WIRELESS HONEYWELL	4			
5816	WIRELESS TRANSMITTER 5816	WIRELESS TRANSMITTER 5816	2			
5853	WIRELESS GLASS BREAK 5853	WIRELESS GLASS BREAK DETECTOR	4			
6150	KEYPAD 6150 LCD	KEYPAD 6150 LCD	2			
IM-1270	IM-1270 12V 7AMP BATTERY	12 VOLT 7 AH BATTERY	1			
VISTA-20P	VISTA 20P 8 ZONE PANEL	IP/GSM	1			
WAVE2	SIREN WAVE2	2 TONE INDOOR	1			
*						

Buttons: Set All to Zero, New, Delete, Apply

Issue Parts from the Inventory Module

- Job
- Services
- Other

Warehouse:

Job Number: Copy

Phase Code:

Memo:

Issue Date: Calendar

Category:

In Holding:

Holding Location:

Return to Stock
 View Serial/Lot No

Parts List							
Part	Description	Detail	Qty	Location	Serial No	Lot No	
▶ 5800PIR	WIRELESS 5800 PIR	WIRELESS HONEYW	4				
5816	WIRELESS TRANSMITTER 5816	WIRELESS TRANSMI	2				
5853	WIRELESS GLASS BREAK 5853	WIRELESS GLASS BF	4				
6150	KEYPAD 6150 LCD	KEYPAD 6150 LCD	2				
IM-1270	IM-1270 12V 7AMP BATTERY	12 VOLT 7 AH BATTE	1				
VISTA-20P	VISTA 20P 8 ZONE PANEL	IP/GSM	1				
WAVE2	SIREN WAVE2	2 TONE INDOOR	1				
*							

Notes

Job Part Journal showing Parts Issued

Job - 115 (Fisher, Herb & Carol)										
Job	Job Number	115	Customer	1026	Site					
Labor	Job Type	Res-Intrusion	Fisher, Herb_Carol	23399 Via Elvas	Fisher, Herb_Carol					
Cost Details	Job Status	Parts	Mission Viejo, CA 92691	(714) 252-4632	Mission Viejo, CA 92691					
Journals	System	95-1026 Intrusion								
	Labor Units	6 (0 Used)								
GL Journal	Part Journal									
Part Journal	Part Code	Description	Detail	Date	Warehouse	Qty	Unit Cost	Ext Cost	TimeStamp	UserCode
	5800PIR	WIRELESS 5800 PIR	WIRELESS HONEYWELL	12/23/2...	Main-OC	4	59.00	236.00	12/23/2015 3:25:46 AM	Administrator
	5816	WIRELESS TRANSMITTER 5816	WIRELESS TRANSMIT...	12/23/2...	Main-OC	2	32.75	65.50	12/23/2015 3:25:46 AM	Administrator
	5853	WIRELESS GLASS BREAK 5853	WIRELESS GLASS BRE...	12/23/2...	Main-OC	4	70.02	280.08	12/23/2015 3:25:46 AM	Administrator
	6150	KEYPAD 6150 LCD	KEYPAD 6150 LCD	12/23/2...	Main-OC	2	43.08	86.16	12/23/2015 3:25:46 AM	Administrator
	IM-1270	IM-1270 12V 7AMP BATTERY	12 VOLT 7 AH BATTERY	12/23/2...	Main-OC	1	9.20	9.20	12/23/2015 3:25:46 AM	Administrator
	VISTA-20P	VISTA 20P 8 ZONE PANEL	IP/KSM	12/23/2...	Main-OC	1	102.99	102.99	12/23/2015 3:25:46 AM	Administrator
	WAVE2	SIREN WAVE2	2 TONE INDOOR	12/23/2...	Main-OC	1	10.99	10.99	12/23/2015 3:25:46 AM	Administrator
								TOTAL	790.92	
Tools										
Quotes										

Job GL Journal showing Parts Issued transaction

Job - 115 (Fisher, Herb & Carol)										
Job	Job Number	115	Customer	1026	Site					
Labor	Job Type	Res-Intrusion	Fisher, Herb_Carol	23399 Via Elvas	Fisher, Herb_Carol					
Cost Details	Job Status	Parts	Mission Viejo, CA 92691	(714) 252-4632	Mission Viejo, CA 92691					
Journals	System	95-1026 Intrusion								
	Labor Units	6 (0 Used)								
GL Journal	Journal									
Part Journal	Reg No.	Type	Date	Reference	Acct	Exp Type	Description	Amt		
	114499	COMMI	12/10/2015	115	122130		WIP - Job Commissions	\$224.25		
					248100		Deferred Commissions	(\$224.25)		
	114500	COMMI	12/10/2015	115	122130		WIP - Job Commissions	\$42.95		
					248100		Deferred Commissions	(\$42.95)		
	114525	MWIP	12/23/2015	115	120000		Inventory*	(\$790.92)		
					122100		WIP - Job Parts	\$790.92		
Tools										
Quotes										

Job Costing form updated with cost of parts issued to the Job.

Job - 115 (Fisher, Herb & Carol)

Job	Customer 1026	Site
Job Number	115	Fisher, Herb_Carol
Job Type	Res-Intrusion	23399 Via Elvas
Job Status	Parts	Mission Viejo, CA 92691
System	95-1026 Intrusion	(714) 252-4632
Labor Units	6 (0 Used)	(714) 252-4632

Costing

<div style="margin-bottom: 5px;"> Estimated </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Income</td> </tr> <tr> <td>Install Charge</td> <td style="text-align: right;">\$1,495.00</td> </tr> <tr> <td>Change Orders</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="2">Costs</td> </tr> <tr> <td>Parts</td> <td style="text-align: right;">\$779.93</td> </tr> <tr> <td>Labor</td> <td style="text-align: right;">\$240.00</td> </tr> <tr> <td>Overhead</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Subcontractors</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Equipment Rentals</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Permits_Fees</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Sub Total</td> <td style="text-align: right; border-top: 1px solid black;">\$1,019.93</td> </tr> <tr> <td>Sub Profit/Loss</td> <td style="text-align: right; border-top: 1px solid black;">\$475.07 32%</td> </tr> <tr> <td>Commissions</td> <td style="text-align: right; border-top: 1px solid black;">\$267.20</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$1,287.13</td> </tr> <tr> <td>Profit/Loss</td> <td style="text-align: right; border-top: 1px solid black;">\$207.87 14%</td> </tr> </table>	Income		Install Charge	\$1,495.00	Change Orders	\$0.00	Costs		Parts	\$779.93	Labor	\$240.00	Overhead	\$0.00	Subcontractors	\$0.00	Equipment Rentals	\$0.00	Permits_Fees	\$0.00	Other	\$0.00	Sub Total	\$1,019.93	Sub Profit/Loss	\$475.07 32%	Commissions	\$267.20	Total	\$1,287.13	Profit/Loss	\$207.87 14%	<div style="margin-bottom: 5px;"> Actual </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Income</td> </tr> <tr> <td>Install Charge</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="2">Costs</td> </tr> <tr> <td>Parts</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Labor</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Overhead</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Subcontractors</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Equipment Rentals</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Permits_Fees</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Sub Total</td> <td style="text-align: right; border-top: 1px solid black;">\$0.00</td> </tr> <tr> <td>Sub Profit/Loss</td> <td style="text-align: right; border-top: 1px solid black;">\$0.00</td> </tr> <tr> <td>Commissions</td> <td style="text-align: right; border-top: 1px solid black;">\$0.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$0.00</td> </tr> <tr> <td>Profit/Loss</td> <td style="text-align: right; border-top: 1px solid black;">\$0.00</td> </tr> <tr> <td>Hold Back</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Income		Install Charge	\$0.00	Costs		Parts	\$0.00	Labor	\$0.00	Overhead	\$0.00	Subcontractors	\$0.00	Equipment Rentals	\$0.00	Permits_Fees	\$0.00	Other	\$0.00	Sub Total	\$0.00	Sub Profit/Loss	\$0.00	Commissions	\$0.00	Total	\$0.00	Profit/Loss	\$0.00	Hold Back	\$0.00	<div style="margin-bottom: 5px;"> WIP </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Material 1</td> <td style="text-align: right;">\$790.92</td> </tr> <tr> <td>Material 2</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Labor</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Subcontractors</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Equipment Rentals</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Permits_Fees</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Overhead</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Commissions</td> <td style="text-align: right;">\$267.20</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total WIP</td> <td style="text-align: right; border-top: 1px solid black;">\$1,058.12</td> </tr> </table> <div style="margin-bottom: 5px;"> Recurrings </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Est</td> </tr> <tr> <td>100% Job RMR</td> <td style="text-align: right;">\$67.95</td> </tr> <tr> <td colspan="2">Act</td> </tr> <tr> <td>100% Activated RMR</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Material 1	\$790.92	Material 2	\$0.00	Labor	\$0.00	Subcontractors	\$0.00	Equipment Rentals	\$0.00	Permits_Fees	\$0.00	Overhead	\$0.00	Commissions	\$267.20	Other	\$0.00	Total WIP	\$1,058.12	Est		100% Job RMR	\$67.95	Act		100% Activated RMR	\$0.00
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Include WIP Amounts

Job

Sales Summary

Work Order

Job System

Tasks

Installs \$1,495.00

Recurring \$67.95

Materials \$0.00

Job Costing

Labor

Cost Details

Journals

Tools

Quotes

Notes

Issue Parts by Receiving a PO

When a Purchase Order for Parts is received, the Material costs applied to the Job depend upon the option selected on the Parts Receipt form.

- Direct Expense
- Receive (to a Warehouse)
- Receive & Issue Immediately

Parts 839.50 | Expense 0.00 | Documents

Part Code	Description	Vendor Part	Pkg_Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
D7045	PULL-STATION D7045	D7045	1	10	36.05	360.50			36.05
D285	SMOKE DET D285	D285	1	20	23.95	479.00			23.95

Part Total: 839.50
Expense Total: 0.00

Notes

Notes

Parts Received using the Direct Expense Option

Part Code	Description	Detail	Date	Warehouse	Qty	Unit Cost	Ext Cost	TimeStamp	UserCode
D7045	PULL-STATION D7045 MLX	PULL-STATION D7045 ...	12/23/2...		10	36.05	360.50	12/23/2015 3:4...	Administrator
D285	SMOKE DET D285	PHOTOELECTRIC	12/23/2...		20	23.95	479.00	12/23/2015 3:4...	Administrator
TOTAL							839.50		

Job GL Journal showing Parts Issued transaction

Reg No.	Type	Date	Reference	Acct	Exp Type	Description	Amt
114438	COMMI	12/12/2015	100	122130		WIP - Job Commissions	\$206.50
				248100		Deferred Commissions	(\$206.50)
114440	COMMI	12/12/2015	100	122130		WIP - Job Commissions	\$5,475.00
				240100		Deferred Commissions	(\$5,475.00)
114526	RCPT	12/23/2015	1145	210310		Open Inventory Receipts*	(\$839.50)
				122100		WIP - Job Parts	\$839.50

Job Costing form updated with cost of parts when receiving the purchase order.

Job - 100 (St. Elizabeth Ann Seton Catholic Church (Sanctuary))

Job	Customer 1005	Site
Job Number 100	St. Elizabeth Ann Seton Catholic	St. Elizabeth Ann Seton Catholic
Job Type Com-Intrusion/Fire	9 Hilgate	9 Hilgate
Job Status Approvals	Irvine, CA 92612	Irvine, CA 92612
System 95-1447 Intrusion		
Labor Units 46 (0 Used)		

Estimated		Actual		WIP	
Income		Income			
Install Charge	\$36,500.00	Install Charge	\$0.00	Material 1	\$839.50
Change Orders	\$0.00	Change Orders	\$0.00	Material 2	\$0.00
Costs		Costs		Labor	\$0.00
Parts	\$4,068.72	Parts	\$0.00	Subcontractors	\$0.00
Labor	\$2,700.00	Labor	\$0.00	Equipment Rentals	\$0.00
Overhead	\$0.00	Overhead	\$0.00	Permits Fees	\$0.00
Subcontractors	\$0.00	Subcontractors	\$0.00	Overhead	\$0.00
Equipment Rentals	\$450.00	Equipment Rentals	\$0.00	Commissions	\$5,681.50
Permits Fees	\$180.00	Permits Fees	\$0.00	Other	\$0.00
Other	\$350.00	Other	\$0.00	Total WIP	\$6,521.00
Sub Total	\$7,748.72	Sub Total	\$0.00	Recurrings	
Sub Profit/Loss	\$28,751.28 79%	Sub Profit/Loss	\$0.00	Est	
Commissions	\$5,475.00	Commissions	\$0.00	Job RMR	\$206.50
Total	\$13,223.72	Total	\$0.00	Act	
Profit/Loss	\$23,276.28 64%	Profit/Loss	\$0.00	Activated RMR	\$0.00
		Hold Back	\$0.00		

Apply Include WIP Amounts

Notes

Returning Parts to a Warehouse

Parts not needed on a Job may be returned to a Warehouse directly through the Job record or by using the Issues/Returns option within the Inventory module. Using the Issues/Returns option from the Inventory module is more user friendly than the Job record especially when there is a long list of parts previously issued to the Job.

Note: If a part needs to be returned to stock and the part was originally issued to the Job by a PO receipt that was direct expensed, you will only be able to return the part to stock from the Inventory module.

Issue Parts

Job
 Services
 Other

To Warehouse: Main-OC
 Job Number: 115
 Phase Code: Phase 1
 Memo:

Issue Date: 12/23/2015
 Category: Installation
 In Holding:
 Holding Location:

Return to Stock
 View Serial/Lot No

Part	Description	Detail	Qty	Location	Serial No	Lot No
5800PIR	WIRELESS 5800 PIR	WIRELESS HONEYW	4			
5816	WIRELESS TRANSMITTER 5816	WIRELESS TRANSMI	2			
5853	WIRELESS GLASS BREAK 5853	WIRELESS GLASS BF	4			
6150	KEYPAD 6150 LCD	KEYPAD 6150 LCD	2			
IM-1270	IM-1270 12V 7AMP BATTERY	12 VOLT 7 AH BATTE	1			
VISTA-20P	VISTA 20P 8 ZONE PANEL	IP/GSM	1			
WAVE2	SIREN WAVE2	2 TONE INDOOR	1			

Set All Qty to 0 Save New Close

Issue Parts

Job | **Services** | **Other**

To Warehouse: Main-OC | Issue Date: 12/23/2015

Job Number: 115 | Category: Installation

Phase Code: Fisher, Herb_Carol | In Holding:

Memo: | Holding Location:

Return to Stock | View Serial/Lot No

Parts List						
Part	Description	Detail	Qty	Location	Serial No	Lot No
6150	KEYPAD 6150 LCD	KEYPAD 6150 LCD	1			

Set All Qty to 0 | Save | New | Close

Notes

Returning Parts to a Vendor

If Parts were issued to a Job from the receipt of a direct expense Purchase Order and all or just some of the parts from that PO are being returned to the Vendor, the return transaction is performed from the Vendor record. The method is different depending on whether all or just some parts are being returned.

Notes

Returning all Parts to a Vendor from a Direct Expense Purchase Order

The image shows a sequence of three software windows illustrating the process of returning parts to a vendor from a Direct Expense Purchase Order.

Window 1: Vendor Details (Bosch Security Systems Inc)

Vendor Code: Bosch Security Systems Inc
Vendor Type: Parts Supplier
Branch: RIV
Category: Service
Terms: Net 30

Open Bills: \$0.00
Open Credits: \$0.00
Net Due to Vendor: \$0.00
Credit Limit: \$0.00

Open Bills	Invoice #	Date	Due	Amount	Net Due

Open Credits	Credit #	Date	Amount	Balance

Open POs	PO #	Order Date	Due Date	Total Cost	Rcvd Cost
	1147	12/19/2015		1607.15	

Open Receipts	Reference	Date	Cost
	1145	12/23/2015	839.50

Window 2: Parts Receipt

Vendor: Bosch Security Systems Inc
Category: Installation

Vendor Receipt for PO# 1145
Bosch Security Systems Inc
33902 Treasury Center
Chicago, IL 60690

Reference #: 1145
Branch: OC

Receive Date: 12/23/2015
Received By: Administrator

Job Number: 100
COGS Acct: 590110
St. Elizabeth Ann Seton Ca

Direct Expense (selected)
Receive
Receive & Issue Immediately
In Holding

Parts 839.50 | Expense 0.00 | Documents

Part Code	Description	Vendor	Pkg_Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
D7045	PULL-STATION D7045 MUX	D7045	1	10	36.05	360.50			36.05
D285	SMOKE DET D285	D285	1	20	23.95	479.00			23.95

Part Total: 839.50
Expense Total: 0.00

Buttons: Print Stock Labels, Return to Vendor, Save, Close

Window 3: Return Receipt

Return Receipt

Are you sure that you want to return this receipt back to the vendor?

Buttons: Yes, No

Parts Return (Plymouth Security)

Vendor: Category: Close - No Credit
 Create Vendor Credit

Vendor Return
 Bosch Security Systems Inc
 33902 Treasury Center
 Chicago, IL 60690

Reference #: Branch:
 Receive Date: Received By:
 Job Number: COGS Acct:
 St. Elizabeth Ann Seton Ca

Direct Expense
 Receive
 In Holding

Parts 839.50 | **Expense 0.00** | Documents

Parts List									
Part Code	Description	Pkg_Qty	Quantity	Cost	Amount	Serial	Lot	Stand Cost	
D7045	PULL-STATION D7045 MUX	1	10	36.05	360.50			36.05	
D285	SMOKE DET D285	1	20	23.95	479.00			23.95	

Memo:

Part Total 839.50
Expense Total 0.00

Print Stock Labels Save Close

Notes

Job Materials list is updated (Issued Column) with the quantities returned to the Vendor

Job - 100 (St. Elizabeth Ann Seton Catholic Church (Sanctuary))

Job Job Number 100 Customer 1005 Site
 Job Type Com-Intrusion/Fire St. Elizabeth Ann Seton Catholic St. Elizabeth Ann Seton Catholic
 Job Status Approvals 9 Hilgate 9 Hilgate
 System 95-1447 Intrusion Irvine, CA 92612 Irvine, CA 92612
 Labor Units 46 (0 Used)

Materials Show Phases

Phase	Part	Description	Vendor	Qty	Location	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock Item	PO	PO Description
Phase 1	V128FBP-24	V128FBP-24 FIRE/BURG	ADI	1		0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00	
Phase 1	D7045	PULL-STATION D7045 M	Bosch Se	10		0.00	0.00	0.00	0	10	<input type="checkbox"/>	0.00	
Phase 1	710	STROBE 710	ADI	14		0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00	
Phase 1	D285	SMOKE DET D285	Bosch Se	20		0.00	0.00	0.00	0	20	<input type="checkbox"/>	0.00	
Phase 1	6150	KEYPAD 6150 LCD	ADI	4		0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00	
Phase 1	S894	WIRELESS MOTION S89	ADI	10		0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00	

Job - 100 (St. Elizabeth Ann Seton Catholic Church (Sanctuary))

Job Job Number 100 Customer 1005 Site
 Job Type Com-Intrusion/Fire St. Elizabeth Ann Seton Catholic St. Elizabeth Ann Seton Catholic
 Job Status Approvals 9 Hilgate 9 Hilgate
 System 95-1447 Intrusion Irvine, CA 92612 Irvine, CA 92612
 Labor Units 46 (0 Used)

Materials Show Phases

Part	Description	Vendor	Qty	Location	Unit	Ext	Tax	LU	Issued	Stock	PO	PO Description
V128FBP	V128FBP-24 FIRE/BURG F	ADI	1			0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00
D7045	PULL-STATION D7045 MU	Bosch Security Systems	10			0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00
710	STROBE 710	ADI	14			0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00
D285	SMOKE DET D285	Bosch Security Systems	20			0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00
6150	KEYPAD 6150 LCD	ADI	4			0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00
S894	WIRELESS MOTION S894	ADI	10			0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00
S853	WIRELESS GLASS BREAK	ADI	20			0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00
IM-1270	IM-1270 12V 7AMP BATT	ADI	2			0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00
WAVE2	SIREN WAVE2	ADI	1			0.00	0.00	0.00	1	0	<input checked="" type="checkbox"/>	0.00

Total Material LU Sub Total

Buttons: Capture Original Parts, Apply Template, Documents, Apply

Job GL Journal is updated with the Parts Return transaction

The screenshot shows the 'Job - 100 (St. Elizabeth Ann Seton Catholic Church (Sanctuary))' window. The left sidebar has 'GL Journal' selected. The main area displays job details and a 'Journal' table. A blue circle highlights the transaction for 1/5/2016.

Reg No.	Type	Date	Reference	Acct	Exp Type	Description	Amt
114438	COMMI	12/12/2015	100	122130		WIP - Job Commissions	\$206.50
				248100		Deferred Commissions	(\$206.50)
114440	COMMI	12/12/2015	100	122130		WIP - Job Commissions	\$5,475.00
				248100		Deferred Commissions	(\$5,475.00)
114526	RCPT	12/23/2015	1145	210310		Open Inventory Receipts*	(\$839.50)
				122100		WIP - Job Parts	\$839.50
114527	RETURN	1/5/2016	1145	210310		Open Inventory Receipts*	\$839.50
				122100		WIP - Job Parts	(\$839.50)

Job Part Journal is updated with the Parts Return transaction

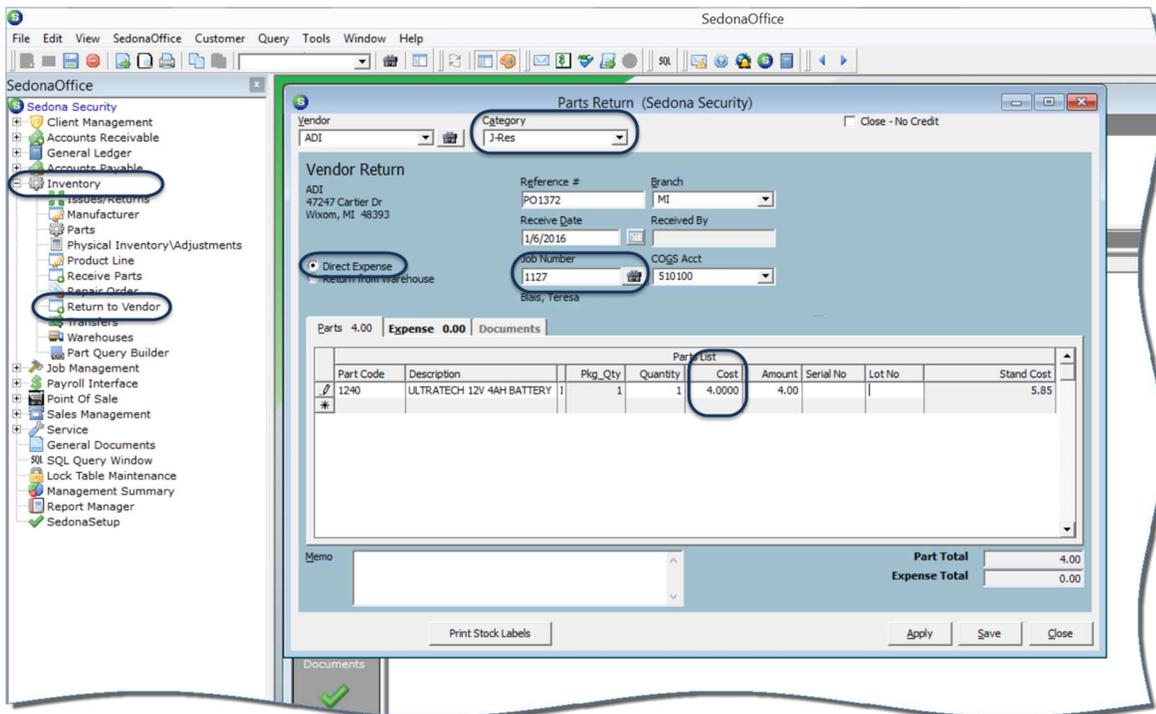
The screenshot shows the 'Job - 100 (St. Elizabeth Ann Seton Catholic Church (Sanctuary))' window. The left sidebar has 'Part Journal' selected. The main area displays job details and a 'Part Journal' table. A blue circle highlights the transaction for 1/5/2016.

Part Code	Description	Date	Warehouse	Qty	Unit Cost	Ext Cost	TimeStamp	UserCode
D7045	PULL-STATION D7045 MUX	12/23/2015		10	36.05	360.50	12/23/2015 3:4...	Administrator
D285	SMOKE DET D285	12/23/2015		20	23.95	479.00	12/23/2015 3:4...	Administrator
D7045	PULL-STATION D7045 MUX	1/5/2016		-10	36.05	-360.50	1/5/2016 6:48:...	Administrator
D285	SMOKE DET D285	1/5/2016		-20	23.95	-479.00	1/5/2016 6:48:...	Administrator
TOTAL						0.00		

Returning some Parts to a Vendor from a Direct Expense Purchase Order

If some, but not all parts received and issued to a Job on a direct expense purchase order need to be returned to the Vendor, this transaction is performed from the Inventory module using the Return to Vendor menu option.

Make certain to verify the cost on the Parts Return form is correct; the software will automatically use the current purchase cost on the part setup. If the original purchase/received cost was different, change the unit cost to correct amount.



Notes

Miscellaneous Expenses

Miscellaneous Job Expenses are any costs applied to a Job that are not Inventory Parts, Labor, Commission type costs. These "Other" types of job expenses are items such as permits and fees, equipment rentals, subcontract labor, etc. These types of costs are applied to Jobs when receiving an expense Purchase Order, manually entering a Bill and linking to a particular Job number or using the Write Checks function (accounts payable) and linking to a Job number.

When creating Purchase Orders entering Bills or writing Checks for miscellaneous expenses, you will be coding the expense to a *Job Expense Type*. Job Expense Types are defined by your company and are used for reporting purposes. For example, you may create a Job Expense Type of "P", which would be used for Permits and Fees. Your company may create as many unique Job Expense Types as desired.

Note: If your company is using WIP, if a Purchase Order is received or an A/P Bill is entered for an expense item and the Expense Type is not changed from the default of "O" to another expense type, the expense will immediately post to the actual costs and not be directed to the miscellaneous WIP G/L Account specified on the Job Type setup.

Notes

Job Expense Types

Expense Types

Expense Type	Description	Use WIP	Custom JC Bucket
L	Labor	N	0
M	Material	N	0
C	Commission	N	0
V	Overhead	N	0
O	Other	N	0
TX	Tax	N	0
S	Subcontractor	Y	1
ER	Equipment Rentals	Y	3
P	Permits & Fees	Y	2
F	Freight	Y	0
T	Travel	Y	0
E	Engineering/Drafting	Y	0
MH	Misc Hardware	Y	0
PR	Printing	Y	0
MK	Marketing	Y	0

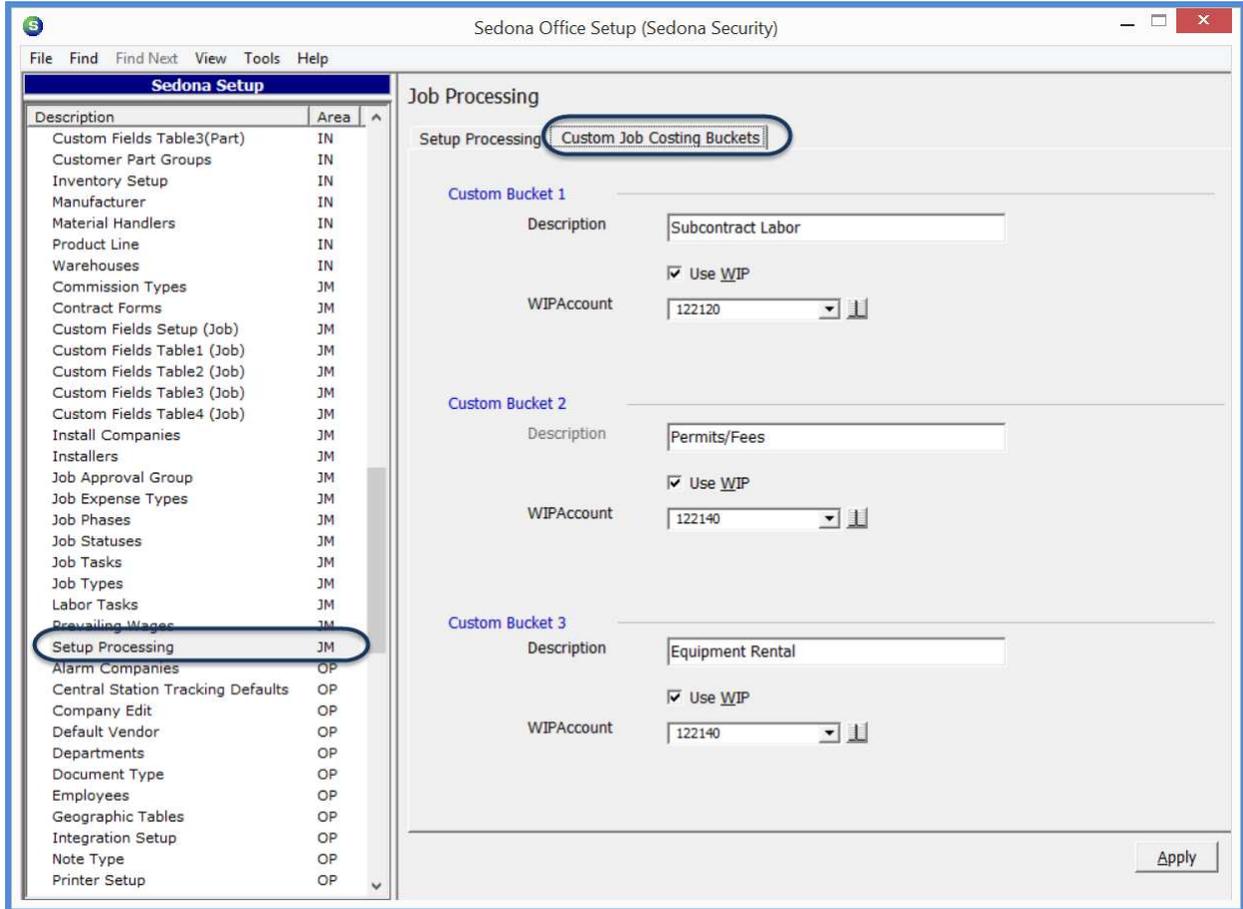
Expense Type Edit

Expense Type: S
Description: Subcontractor
Use WIP:
Custom JC Bucket: 1

Apply New Delete

Notes

Custom Job Costing Buckets



Notes

Job Costing form using Custom Job Costing Buckets

Job - 1112 (Lynn Jones)

Job	Customer 248	Site
Job Number 1112	Lynn Jones	Lynn Jones
Job Type R-Intrusion	1245 Button	1245 Button
Job Status Jobcost	Farmington, MI 48336	Farmington, MI 48336
System 12345678 Intrusion	(313) 454-3214	(313) 454-3214
Labor Units 0 (0 Used)		

Costing

Estimated	Actual	WIP
Income		
Install Charge \$1,200.00	Install Charge \$1,200.00	Material 1 \$0.00
Change Orders \$0.00		Material 2 \$0.00
		Labor \$0.00
Costs		
Parts \$323.28	Parts \$313.88	Subcontract Labor \$0.00
Labor \$0.00	Labor \$0.00	Permits/Fees \$0.00
Overhead \$0.00	Overhead \$0.00	Equipment Rental \$0.00
Subcontract Labor \$360.00	Subcontract Labor \$360.00	Overhead \$0.00
Permits/Fees \$75.00	Permits/Fees \$75.00	Commissions \$0.00
Equipment Rental \$150.00	Equipment Rental \$123.00	Other \$0.00
Other \$0.00	Other \$0.00	Total WIP \$0.00
Sub Total \$908.28	Sub Total \$871.88	Recurrings
Sub Profit/Loss \$291.72 24%	Sub Profit/Loss \$328.12 27%	Est
Commissions \$0.00	Commissions \$0.00	Job RMR \$38.00
Total \$908.28	Total \$871.88	Act
Profit/Loss \$291.72 24%	Profit/Loss \$328.12 27%	Activated RMR \$0.00
	Hold Back \$0.00	
<input type="button" value="Apply"/>	<input type="checkbox"/> Include WIP Amounts	

Notes

Purchase Order for Miscellaneous Expense

Purchase Order 1422

Vendor: A&S Electronics | Category: J-Res

Purchase Order
 A&S Electronics
 12530 Belton Court
 Livonia, Michigan 48150
 Phone: (734) 528-9644
 Fax:

PO Number: 1422 | Branch: MI

Tracking #: | Order Date: 1/6/2016 | Acknowledged

Ship To: SedonaSecurity
 417 Forest
 Plymouth, MI 48170

Ship Date: | Ship Method: |

Parts Dye Date: | Job Number: 1112

Lynn Jones

General Ledger					Job Costing	
GL Account	Description	Amount	Category	Job	Type	
512110	Install security system- 4 hours @ 9	\$360.00	J-Res	1112	S	

Memorandum: All bills submitted must include our company issued purchase order number in order to be processed for payment.

Created By: Administrator 1/6/2016 5:48:04 AM
 Edited By: Administrator 1/6/2016 5:48:04 AM

Total Cost: 360.00
 Received Cost: 0.00

ReOpen PO | **Closed Purchase Order** | OK | Cancel

A/P Check for Miscellaneous Expense

Write Checks

Pay From Bank Account: 100200 | 100200 Cash - Operating*

Customer: | Vendor: City Of Northville | Branch: MI

Sedona Security | DATE: 1/6/2016 | CHECK #: 5692 | In Print Queue

PAY TO THE ORDER OF: City Of Northville | \$75.00

Seventy-Five Dollars and Zero Cents-----

ADDRESS LABEL: City Of Northville
 FIRE DEPARTMENT
 605 WORTHINGTON STREET
 Northville, MI 48167

Applied Total: 75.00
 Balance: 0.00

General Ledger					Job Cost	
GL Account	Description	Amount	Branch	Category	Job	Type
512120	COS - Jobs-Permits	75.00	MI	J-Res	1112	P

Costing: 1112

Bills \$0.00 | Parts \$0.00 | Expense \$75.00 | Documents

Show Job Cost

Voided Check | Save | Print | Close

Commissions

Sales Commission costs are applied to a Job by using one of two methods; posting Commissions within a Job record on the Job Commissions form or through Payroll Timesheets. Your company would use one of the two methods, but not both.

The Commission expenses posted to a Job are either entered manually or automatically generated based on Employee Commission setups/Job Type Commission setups.

Commissions expenses posted using Payroll Timesheets are manually entered into a timesheet batch and linked to the appropriate Job(s). The Job Expense Type selected on these entries, "C", is what controls the expense amount to display in the WIP and/or Actual Costs section of the Job Costing form.

Notes

Commission Types

The *Commission Type* setup table is used to define labels for commissions that are paid to a salesperson. Each commission type code is identified as being one of six types:

- Recurring
- Non-Recurring
- Estimated Gross Profit
- Gross Profit
- Estimated to Gross Profit
- Other

These commission types are used to calculate commissions based on one or more of the types of sales elements entered on a Job; Install Charges & Parts, RMR.

For the Commission Types of ***Estimated Profit***, ***Gross Profit***, and ***Estimated to Gross Profit***, when linking these commission types to a Salesperson's Employee record, you are able to create a sliding scale for the amount of commission to be paid. Sliding scales may be different for each Salesperson.

A sample sliding scale could be:

If the Job Profit is between:

20% and 25% - use the commission rate of 8%

26% and 32% - use the commission rate of 10%

33% and 100% - use the commission rate of 15%

Commission Type Definitions

- **Non-Recurring (N)** will use the dollar basis for the commission calculation as the total of all Installation charges and Materials (if materials are invoiced separately) entered for the job.
- **Recurring (R)** will use the dollar basis for the commission calculation as the total of all RMR entered for the job.
- **Other (O)** will not display a dollar basis for the commission calculation; the user may enter any amount for the basis of the commission calculation.
- **Estimated Profit (E)** calculate the commission based the estimated profitability of the Job; Total of Install Charges plus Material Charges less the total estimated costs of Material, Labor, Overhead, and Other.
- **Gross Profit (G)** calculate the commission based the actual profitability of the Job; Total of Install Charges plus Material Charges invoiced to the customer less the total actual costs of Material, Labor, Overhead, and Other.
- **Estimated to Gross Profit (B)** initially calculate the commission based the estimated profitability of the Job; Total of Install Charges plus Material Charges invoiced to the customer less the total estimated costs of Material, Labor, Overhead, and Other. When the Job is closed, the commission will re-calculate based upon the actual profit of the Job. Any variance between the posted commission amounts at the Estimated Gross Profit and the Actual Gross Profit will automatically record a correcting transaction to the general ledger during the job closing process.

Install & RMR Commission Calculation

Job - 100 (St. Elizabeth Ann Seton Catholic Church (Sanctuary))

Job	Customer 1005	Site
Job Number 100	St. Elizabeth Ann Seton Catholic	St. Elizabeth Ann Seton Catholic
Job Type Com-Intrusion/Fire	9 Hilgate	9 Hilgate
Job Status Approvals	Irvine, CA 92612	Irvine, CA 92612
System 95-1447 Intrusion		
Labor Units 46 (0 Used)		

Commissions

Commissionable / Splits

Install Total 36500.00
 Commissionable % 100.00
 Commissionable 36500.00
 Recurring 206.50

Salesperson 1 Oliver.Blais 100.00 %
 Salesperson 2 0.00 %

Split Sales Production

Remove All Apply

Salesperson	Commission Type	Post Date	Commissionable	Rate	Commission
Oliver.Blais	MON	12/12/2015	206.50	100.00	206.50
Oliver.Blais	Install	12/12/2015	36500.00	15.00	5475.00

:Total Commission 5681.50

Salesperson **Oliver.Blais**
 Commission Type MON
 Posting Date (GL) 12/12/2015

Commissionable 206.50
 Rate 100.00
 Commission 206.50

Select from all other Salespeople

Apply New Delete

Notes

Notes