



14th ANNUAL USERS CONFERENCE
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Job Management 2

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Job Management 2

This session will cover creating and processing Job Change Orders and Job Billing.

- **Change Orders**
 - Positive Change Orders
 - Negative Change Orders
- **Job Billing**
 - Billing all charges on one invoice
 - Billing Install Charges & RMR separately
 - Progress Billing
 - Percentage of Install Charges
 - Specific dollar amount of Install Charges

Job Change Orders

Job Change Orders are used as a formal method of electronically documenting when you need to modify Install Charges, RMR, Parts or Commissions on a Job.

Change Order Types

There are two types of Change Orders that may be created. A single job may have both Change Orders and Manual Reversal Change Orders.

Note: Negative and positive amounts are not permitted on the same change order; they must be entered as separate change orders.

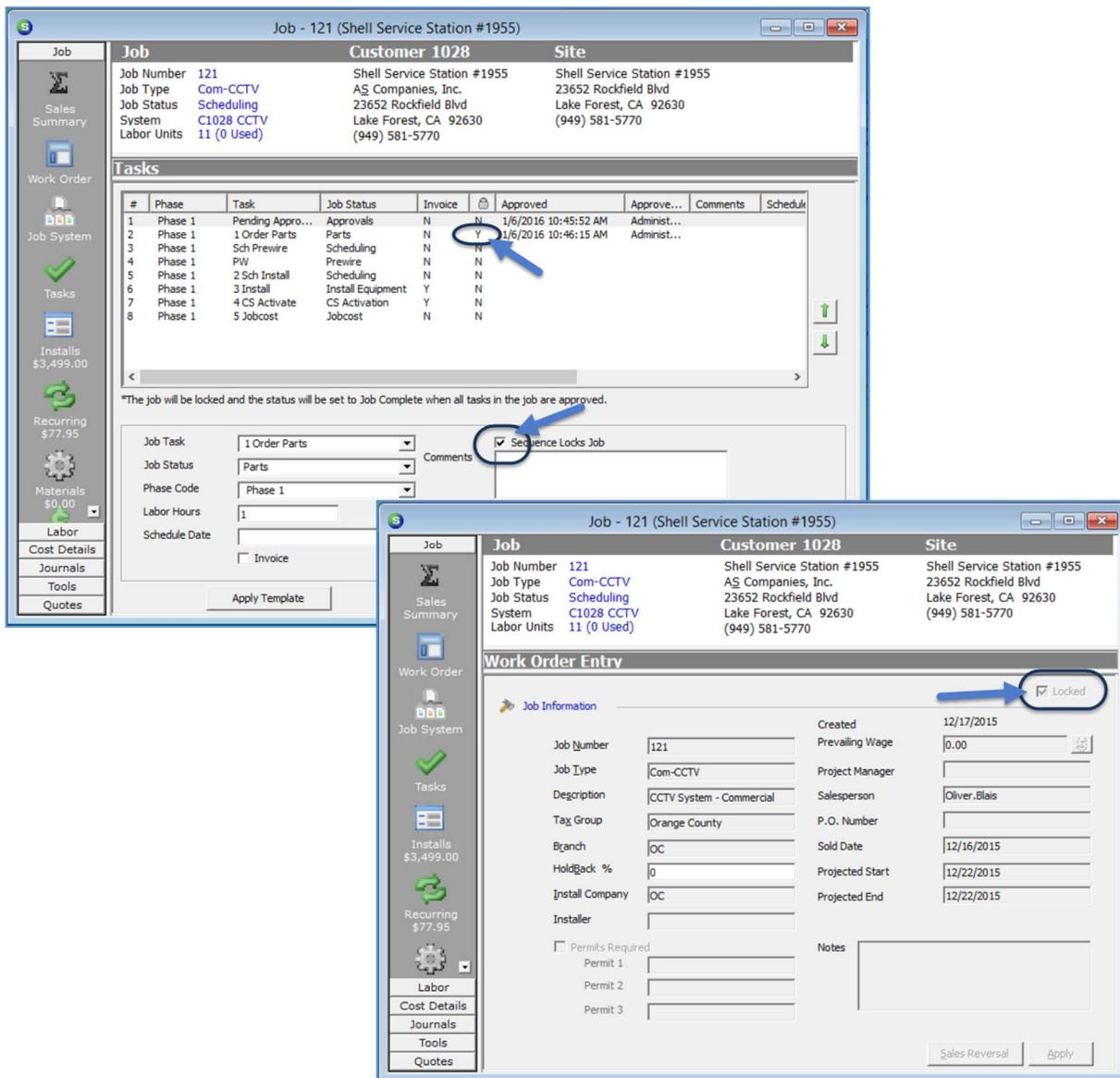
Change Order – Used when adding or increasing charges to the Job; Parts, Labor, Install Charges, Recurring Charges or Commissions. This is commonly referred to as a Positive Change Order.

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

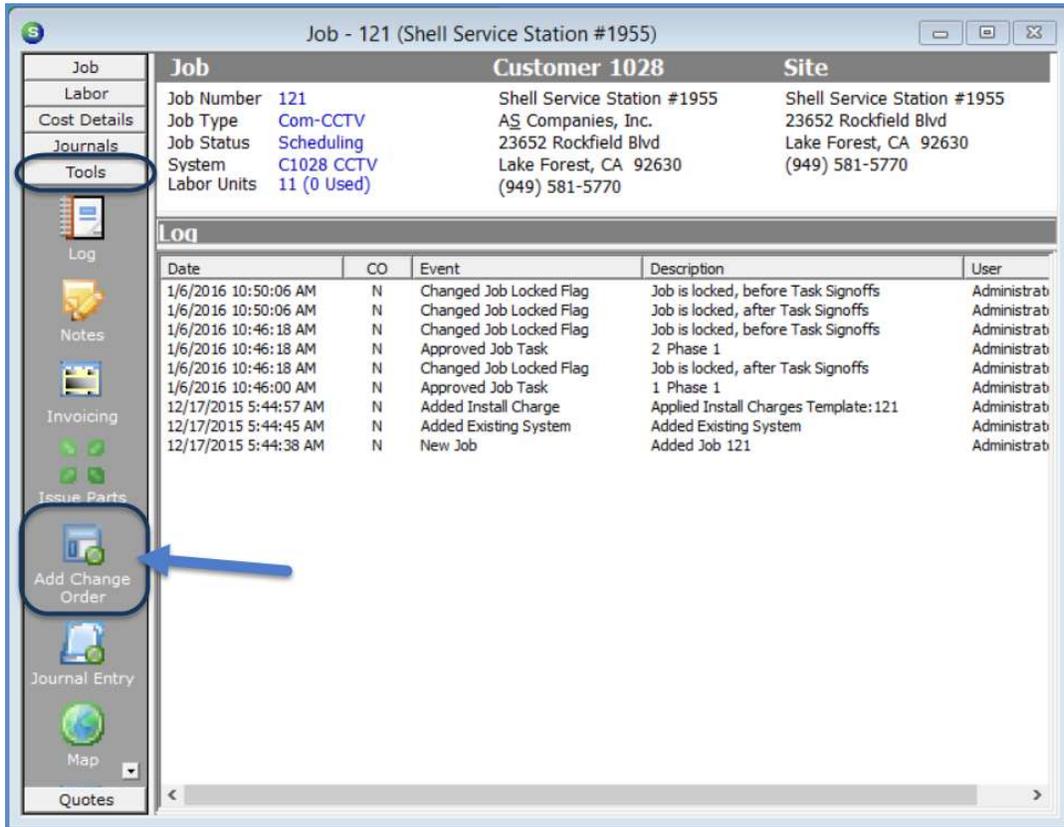
To be able to create a Change Order, the Job must be in a *locked* status. A Job can be locked as a result of three situations:

1. A User can force a Job to become locked by flagging a Job Task line for locking and approving the Task. If using this option, we recommend you add a Job Task Line such as *Lock For Change Order* for this purpose.
2. The Job will become naturally locked if all Job Tasks have been approved.
3. The Job has become locked as a result of closing the Sales Period.

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



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

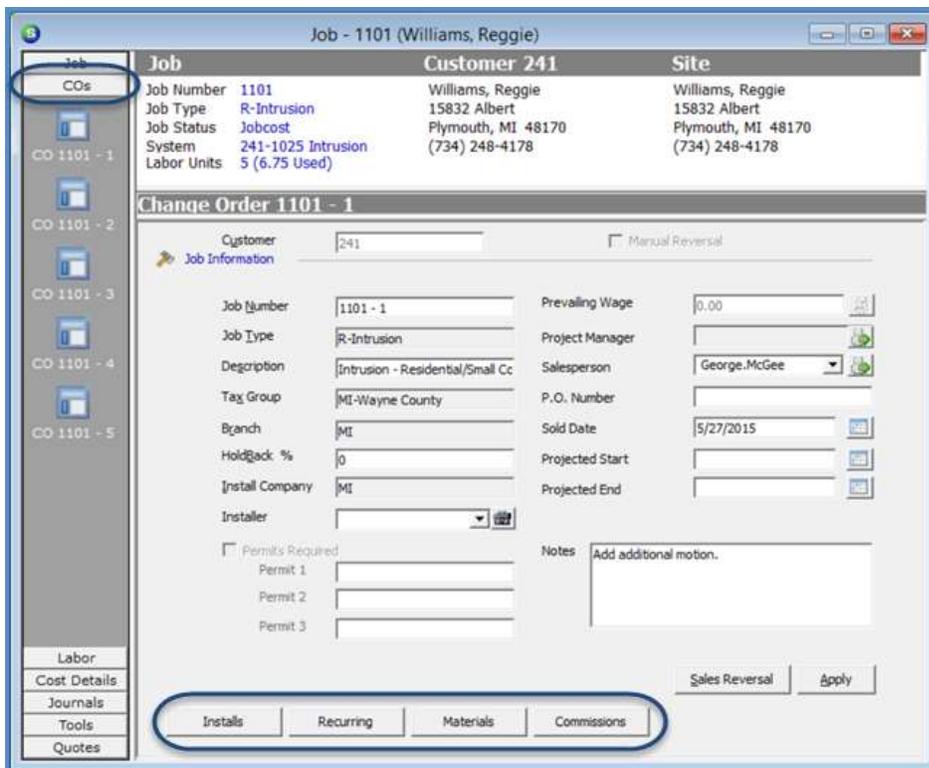


Notes

Once a Change Order has been saved, a new button will be added to the Job Toolbar for the first through the fourth change orders. If a fifth change order is created, instead of adding a new change order button to the Job Toolbar, a new button labeled COs is created for accessing all of the Change Orders created for the Job.

When clicking on the COs button, the Toolbar will display a button for each change order created for the Job. To work with or view a particular change order, click on the desired CO button.

When the Change Order form is displayed, at the bottom of the form four buttons are displayed; Installs, Recurring, Materials, and Commissions; click on one of these buttons to access that element of the change order.



Creating a Change Order

1. Open the Job record for which a Change Order will be created.
2. Navigate to the *Tools* toolbar on the Job record. Click the *Add Change Order* button located on the Tools toolbar.
3. The *New Change Order* form will be displayed. The only required field on this form is the *Sold Date*. This is typically the date the Change Order was authorized. You may enter information into the *Notes* field that describes the purpose of the Change Order. The Job Number field will automatically fill with the Job Number a hyphen then the number of the change order. In the example below, this is Change Order number 1.

Job - 121 (Shell Service Station #1955)

Job	Customer 1028	Site
Job Number 121	Shell Service Station #1955	Shell Service Station #1955
Job Type Com-CCTV	AS Companies, Inc.	23652 Rockfield Blvd
Job Status Scheduling	23652 Rockfield Blvd	Lake Forest, CA 92630
System C1028 CCTV	Lake Forest, CA 92630	(949) 581-5770
Labor Units 11 (0 Used)	(949) 581-5770	

New Change Order

Customer: 1028 Manual Reversal

Job Information

Job Number	121 - 1	Prevailing Wage	
Job Type	Com-CCTV	Project Manager	
Description	CCTV System - Commercial	Salesperson	Oliver.Blais
Tax Group	Orange County	P.O. Number	
Branch	OC	Sold Date	1/6/2016
Holdback %		Projected Start	
Install Company	OC	Projected End	
Installer			

Permits Required

Permit 1	
Permit 2	
Permit 3	

Notes: Add one additional outdoor camera at rear entrance.

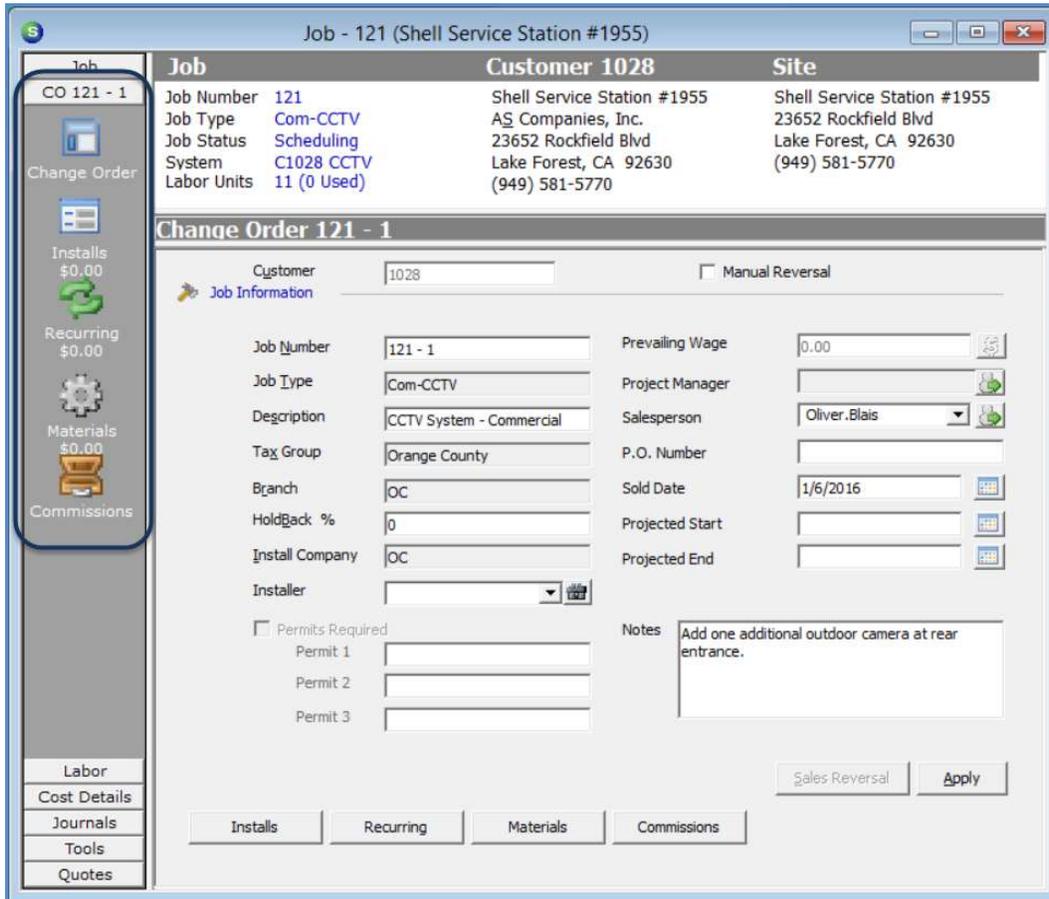
Apply

Notes



Creating a Change Order (continued)

4. Once the Change Order has been saved, a new *Change Order* button will be displayed on the Job Toolbar. This new button contains data entry forms where you may enter additional Install Charges, RMR, Materials or Commissions. When the Job is invoiced, any new charges entered on the Change Order will appear as lines within the Job Invoice.



Notes

Creating a Change Order (continued)

Install Charges

5. To enter additional Install Charges, click the *Installs* button on the Change Order toolbar. Add as many additional lines as needed. The data entry process for change order Install charges is the same as the initial Install charges data entry for the Job.

Note: Be as descriptive as possible in the **Description** field – this will print on the customer’s invoice.

Job - 121 (Shell Service Station #1955)

Job	Customer 1028	Site
Job Number 121	Shell Service Station #1955	Shell Service Station #1955
Job Type Com-CCTV	AS Companies, Inc.	23652 Rockfield Blvd
Job Status Scheduling	23652 Rockfield Blvd	Lake Forest, CA 92630
System C1028 CCTV	Lake Forest, CA 92630	(949) 581-5770
Labor Units 13 (0 Used)	(949) 581-5770	

CO 121 - 1 -Installs

Item	Description	Phase	QTY	Unit Price	Extended
Job Part-Com	CO#1- Add one camera at rear	Phase 01	1	325.00	325.00

Total Install Labor Units Installation Totals

Item: Job Part-Com Qty: 1
 Description: CO#1- Add one camera at rear Unit Price: 325.00
 Phase Code: Phase 01 Labor Units: 1
 Cost Type: M
 Cost: 135.00

Buttons: Save, New, Delete, Apply Template, Apply

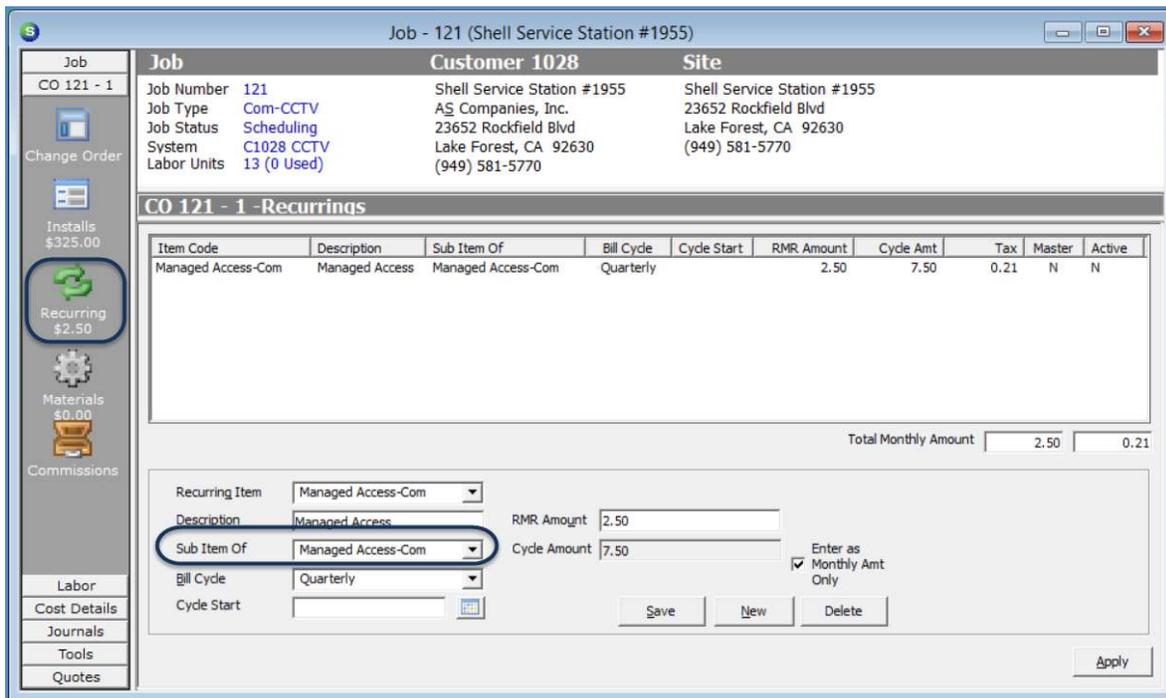
Notes

Creating a Change Order (continued)

Recurring Charges

6. To enter additional Recurring Charges, click the Recurring button on the Change Order toolbar. Add as many additional lines as needed. The data entry process for change order Recurring Charges is the same as the initial Recurring charges data entry for the Job.

Note: When adding additional RMR using the same Invoice Item on the original Job RMR, and you want the two recurring lines to bill together in the future, **prior** to creating the Change Order, make certain to set the Sub Item of code on the original recurring line.

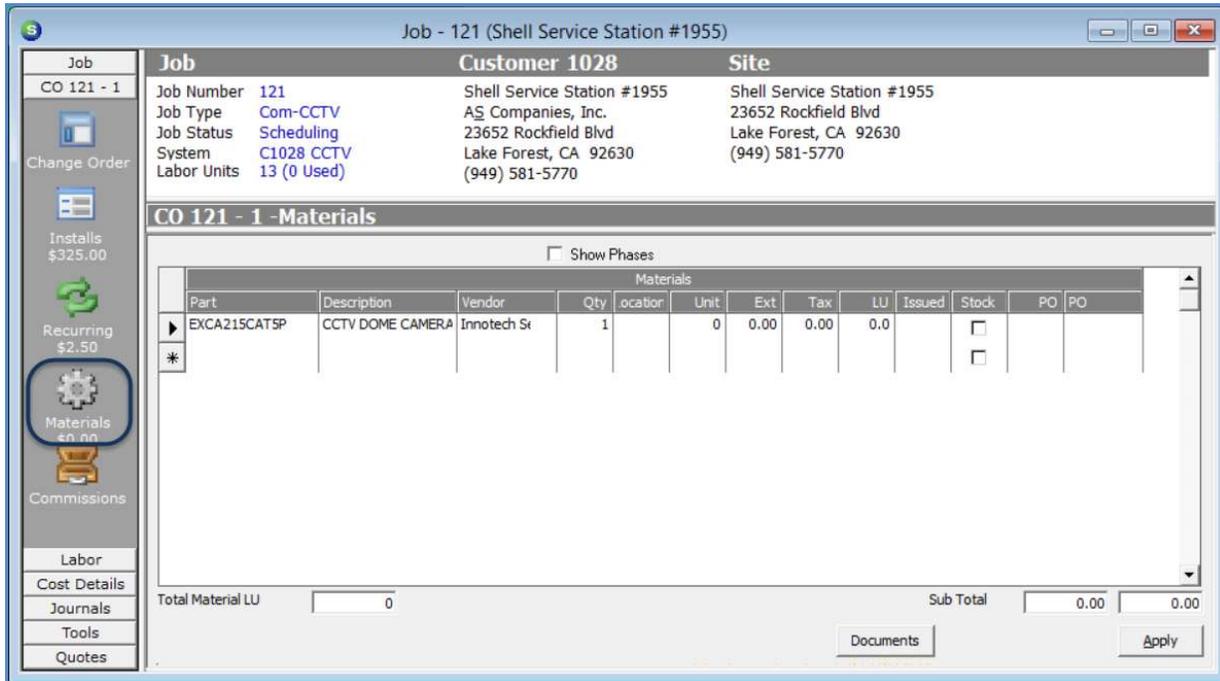


Notes

Creating a Change Order (continued)

Material Charges

7. To enter additional Material Charges, click the Materials button on the Change Order toolbar. Add as many additional lines as needed. The data entry process for change order Material charges is the same as the initial Material charges data entry for the Job.



Notes

Creating a Change Order (continued)

Commissions

8. To enter additional Commissions, click the Commissions button on the Change Order toolbar. Add as many additional lines as needed. The data entry process for change order Commissions is the same as the initial Commissions data entry for the Job.

If using the auto-fill commission calculation button, the software will calculate the commissions for the Change Order based on the Commission Type(s) for the Job and the amounts entered for each Change Order element (Install Charges, RMR Charges, and Parts).

If the auto-fill commission option is not used, you manually select the appropriate commission type and commissionable amount for the change order.

Job - 121 (Shell Service Station #1955)

Job	Customer 1028	Site
Job Number 121 Job Type Com-CCTV Job Status Scheduling System C1028 CCTV Labor Units 13 (0 Used)	Shell Service Station #1955 AS Companies, Inc. 23652 Rockfield Blvd Lake Forest, CA 92630 (949) 581-5770	Shell Service Station #1955 23652 Rockfield Blvd Lake Forest, CA 92630 (949) 581-5770

CO 121 - 1 - Commissions

Commissionable / Splits

Install Total: 325.00 Salesperson 1: Oliver.Blais 100.00 %
 Commissionable %: 100.00 Salesperson 2: 0.00 %
 Commissionable: 325.00 Split Sales Production
 Recurring: 2.50

Salesperson	Commission Type	Post Date	Commissionable	Rate	Commission
Oliver.Blais	MON	12/16/2015	2.50	100.00	2.50
Oliver.Blais	Add-On Parts	12/16/2015	325.00	10.00	32.50

Total Commission: 35.00

Salesperson: Oliver.Blais Commissionable: 0
 Commission Type: Rate: 0
 Posting Date (GL): 12/16/2015 Cgmission: 0
 Select from all other Salespeople

Notes

Creating a Manual Reversal Change Order

1. Open the Job record for which a Change Order will be created.
2. Navigate to the *Tools* toolbar on the Job record. Click the *Add Change Order* button located on the Tools toolbar.
3. The *New Change Order* form will be displayed. The only required field on this form is the *Sold Date*. This is typically the date the Change Order was authorized. You may enter information into the *Notes* field that describes the purpose of the Change Order. The Job Number field will automatically fill with the Job Number a hyphen then the number of the change order. In the example below, this is Change Order number 2.

Job - 121 (Shell Service Station #1955)

Job	Customer 1028	Site
Job Number 121	Shell Service Station #1955	Shell Service Station #1955
Job Type Com-CCTV	AS Companies, Inc.	23652 Rockfield Blvd
Job Status Scheduling	23652 Rockfield Blvd	Lake Forest, CA 92630
System C1028 CCTV	Lake Forest, CA 92630	(949) 581-5770
Labor Units 13 (0 Used)	(949) 581-5770	

New Change Order

Customer: 1028 Manual Reversal

Job Information

Job Number: 121 - 2
 Job Type: Com-CCTV
 Description: CCTV System - Commercial
 Tax Group: Orange County
 Branch: OC
 Holdback %:
 Install Company: OC
 Installer:

Permits Required

Permit 1:
 Permit 2:
 Permit 3:

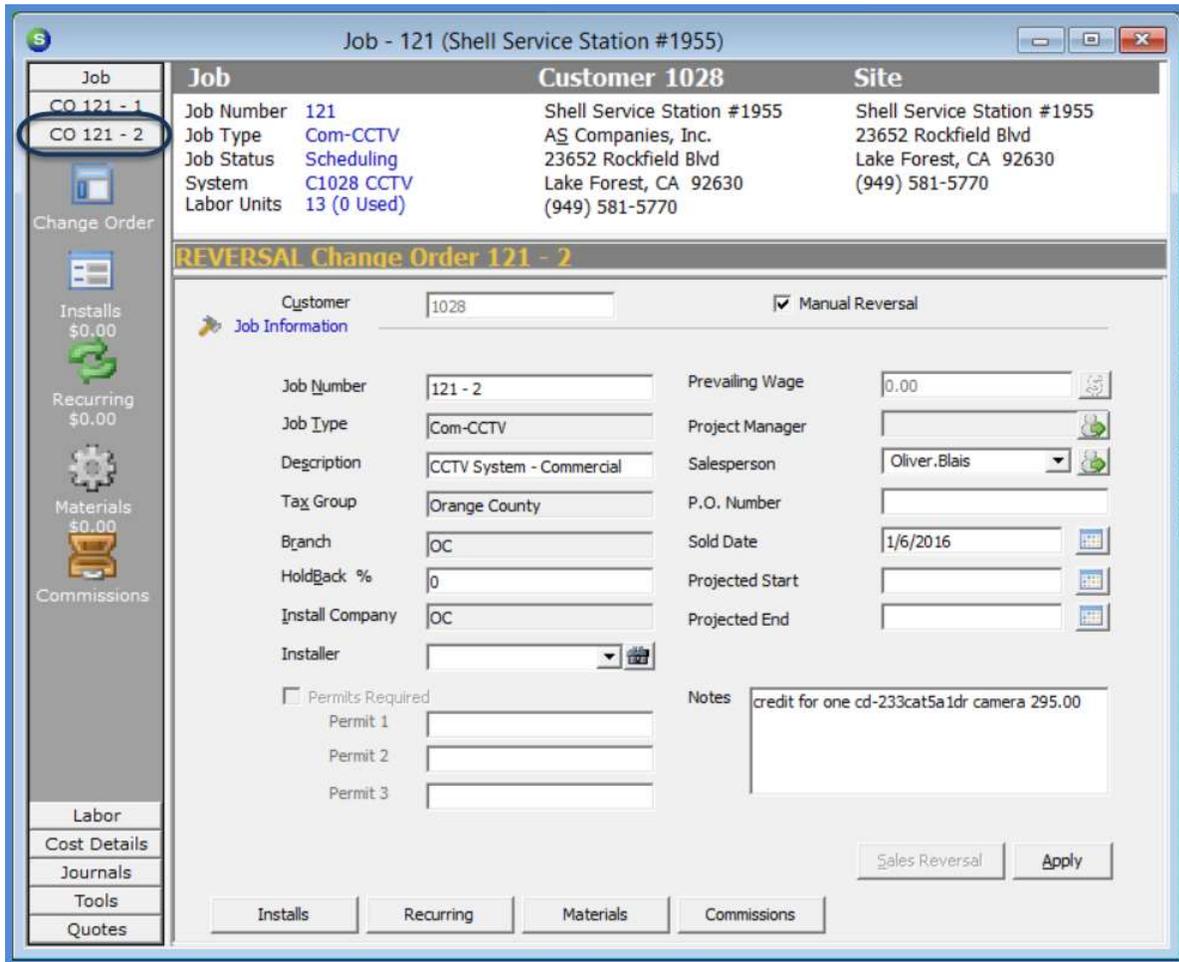
Prevailing Wage:
 Project Manager:
 Salesperson: Oliver.Blais
 P.O. Number:
 Sold Date: 1/6/2016
 Projected Start:
 Projected End:

Notes: credit for one cd-233cat5a1dr camera 295.00

Apply

Creating a Manual Reversal Change Order (continued)

4. Once the Change Order has been saved, a new *Change Order* button will be displayed on the Job Toolbar. This new button contains data entry forms where the User may enter additional Install Charges, RMR, Materials or Commissions. When the Job is invoiced, any negative charges entered on the Change Order will appear as lines within the Job Invoice.



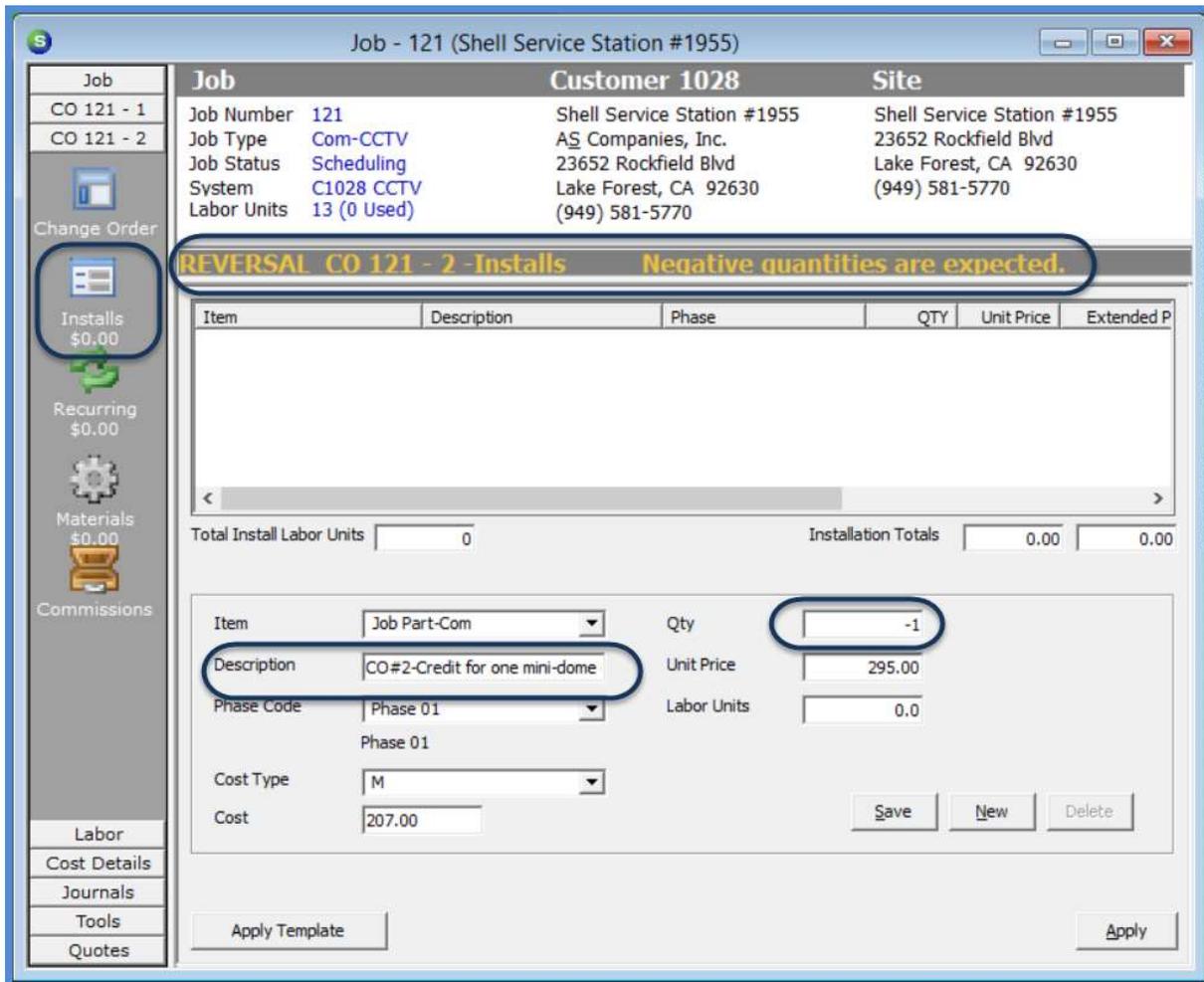
Notes

Creating a Manual Reversal Change Order (continued)

Install Charges

5. To decrease the Install Charges, click the Installs button on the Change Order toolbar. Add as many lines as needed. For each reversal Install charge line, select an item code, enter the quantity as a **negative** value, and if needed to reduce the estimated labor units, enter the appropriate negative value. You may override the Item Description that defaults into the field.

Note: Be as descriptive as possible in the **Description** field – this will print on the customer’s invoice.



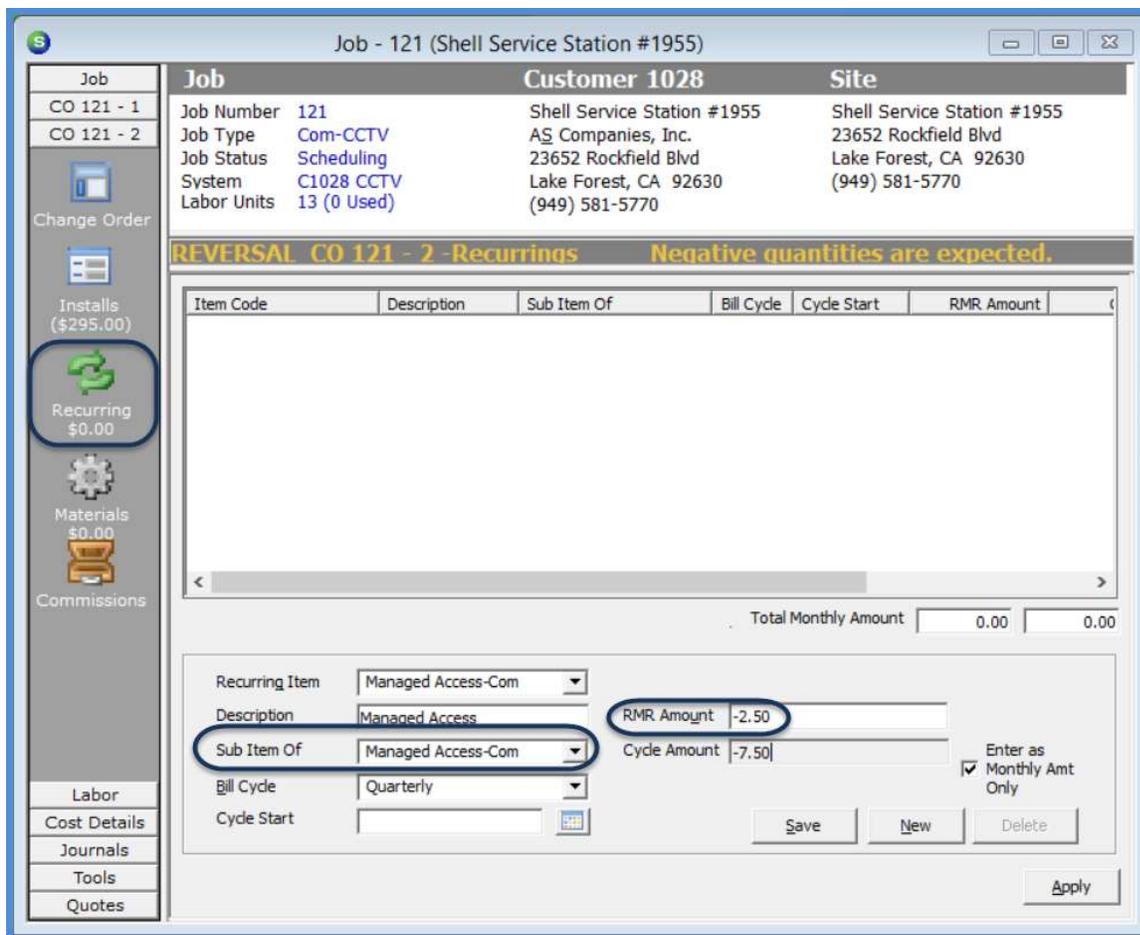
Notes

Creating a Manual Reversal Change Order (continued)

Recurring Charges

6. To decrease Recurring Charges, click the Recurring button on the Change Order toolbar. Add as many lines as needed. For each reversal Recurring charge line, select an item code and enter the RMR Amount as a negative value. You may override the Recurring Item Description that defaults into the field.

Note: When adding negative RMR using the same Invoice Item on the original Job RMR, and you want the two recurring lines to bill together in the future, **prior** to creating the Change Order, make certain to set the Sub Item of code on the original recurring line.



Notes

Creating a Manual Reversal Change Order (continued)

Material Charges

7. To decrease Material Charges or quantities of parts, click the Materials button on the Change Order toolbar. The grid will fill in with all parts from the original Job and any other previously created change orders for the Job.

In the **Change Qty** column, enter the negative quantity on the appropriate part line that will be removed from the Job materials list.

Note: If the parts being removed on the Manual Reversal Change Order have already been issued to the Job, remember to perform a return to stock or return to vendor transaction for the part(s) not being used.

Job - 121 (Shell Service Station #1955)

Job	Job	Customer 1028	Site
CO 121 - 1	Job Number 121	Shell Service Station #1955	Shell Service Station #1955
CO 121 - 2	Job Type Com-CCTV	AS Companies, Inc.	23652 Rockfield Blvd
	Job Status Scheduling	23652 Rockfield Blvd	Lake Forest, CA 92630
	System C1028 CCTV	Lake Forest, CA 92630	(949) 581-5770
	Labor Units 13 (0 Used)	(949) 581-5770	

REVERSAL CO 121 - 2 -Materials Negative quantities are expected.

Show Phases

Part	Description	Qty	Job	Unit	LU	Change	Change LU	Reversed	Stock	PO	PO
EXCA215CAT5P	CCTV DOME CAMERA EXCA21	1	121 - 1	0	0	0	0	0	<input type="checkbox"/>		
CD-0412-500	CCTV 4 CHANNEL DVR INNOTE	1	121	0	2	0	-2	0	<input type="checkbox"/>		
CD-233CAT5A1DR	CCTV CAMERA IP MINI DOME	2	121	0	2	-1	-2	0	<input type="checkbox"/>		
CD-CM101	CCTV CAMERA MOUNT CD-CM	2	121	0	1	0	-1	0	<input type="checkbox"/>		
DSP-16-UL	CCTV 16 CAMERA POWER SUF	1	121	0	2	0	-2	0	<input type="checkbox"/>		
EXCA215CAT5P	CCTV DOME CAMERA EXCA21	2	121	0	2	0	-2	0	<input type="checkbox"/>		
EXMO19VGA	CCTV MONITOR 18.5 LED	1	121	0	1	0	-1	0	<input type="checkbox"/>		
PVM2X2	CCTV MONITOR MOUNT PVM2	1	121	0	1	0	-1	0	<input type="checkbox"/>		
S-5321-PL-10	CCTV Warning Sign	2	121	0	0	0	0	0	<input type="checkbox"/>		
*									<input type="checkbox"/>		

Total Material LU: 11 Sub Total: 0.00 0.00

Buttons: Capture Original Parts, Documents, Apply

Notes

Creating a Manual Reversal Change Order (continued)

Commissions

8. To decrease Commissions, click the Commissions button on the Change Order toolbar. Add as many additional lines as needed.

The data entry process is performed in the lower tier of the form; select the commission type from the drop-down list, enter the commissionable amount (negative value), then click the *Apply* button. Repeat the process for additional negative commissions.

The screenshot displays the 'Job - 121 (Shell Service Station #1955)' window. On the left is a sidebar with navigation buttons: Job, Change Order, Installs (\$295.00), Recurring (\$2.50), Materials \$0.00, **Commissions**, Labor, Cost Details, Journals, Tools, and Quotes. The main area is divided into sections: Job details (Job Number 121, Job Type Com-CCTV, Job Status Scheduling, System C1028 CCTV, Labor Units 11 (0 Used)), Customer 1028 (Shell Service Station #1955, AS Companies, Inc., 23652 Rockfield Blvd, Lake Forest, CA 92630, (949) 581-5770), and Site (Shell Service Station #1955, 23652 Rockfield Blvd, Lake Forest, CA 92630, (949) 581-5770). Below this is the 'CO 121 - 2 - Commissions' section, which includes a 'Commissionable / Splits' form with fields for Install Total (-295.00), Commissionable % (100.00), Commissionable (-295.00), and Recurring (-2.50). It also has dropdowns for Salesperson 1 (Oliver.Blais) and Salesperson 2, and checkboxes for 'Split Sales Production' and 'Remove All'/'Apply' buttons. A table below shows commission lines:

Salesperson	Commission Type	Post Date	Commissionable	Rate	Commission
Oliver.Blais	MON	12/16/2015	-2.50	100.00	-2.50
Oliver.Blais	Add-On Parts	12/16/2015	-295.00	10.00	-29.50

At the bottom right of the table area, it says 'Total Commission -32.00'. Below the table is another form for adding a new commission line, with fields for Salesperson (Oliver.Blais), Commission Type (Add-On Parts), Posting Date (GL) (12/16/2015), Commissionable (-295.00), Rate (10.00), and Commission (-29.50). It includes a checkbox 'Select from all other Salespeople' and 'Apply', 'New', and 'Delete' buttons.

Job Billing

Jobs may be invoiced once a Job Task line flagged for invoicing has been approved and there are billable charges setup on the Job record. The Job Type selected on the Job Work Order form determines the invoicing method for the Job.

All Job Invoices are generated from the Job Queue by selecting the *Ready to Invoice* button



from the Job List function buttons.

There are three basic invoicing methods:

Entire Job Charges at one time or Progress Invoicing - The entire job charges are invoiced at the end of the job or progress invoices are created throughout the life of the job.

Percentage Invoicing - which is controlled by the invoicing setup on the Job Task lines. This method is only available if the Job Type in SedonaSetup is flagged for percentage invoicing.

Hold Back Invoicing - Is controlled by settings on the Job Type in SedonaSetup and a Hold Back percentage entered on the Job Work Order form.

If a Job has been setup with both Install Charges and Recurring Charges, you may first invoice for the install charges, then create a separate invoice for the recurring charges, or all charges may be selected for a single Job Invoice.

If Change Orders have been created for a Job, any negative or positive amounts from the Change Order Install Charges, Material Charges and Recurring Charges will automatically fill into the invoice. You may build the invoice on the desired charges to be invoiced at the time.



Make certain that any negative amounts are invoiced with a positive amount. If you do not invoice all negative amounts combined with positive amounts, at the end of the Job you will not be able to invoice negative amounts alone. A Job Invoice may net to zero, but may not net to a negative amount.

Billing all Charges on one Invoice

In the following scenario, the Job billable items contains:

- Install Charges from the original Job
- Install Charges from change orders (both negative and positive)
- Recurring Charges from the original Job
- Recurring Charges from change orders (both negative and positive)

All of these items will be billed on one invoice.

Once the *Job Invoice* form is displayed, all charges for the Job that have not yet been invoiced will fill into the invoice lines section of the invoice form.

- Confirm the information in the Invoice Header is correct; make any changes if necessary.
- In the Bill RMR area of the Invoice Header, make the appropriate date selections to determine the number of months that will be invoiced at this time.
- Navigate to the Items tab; confirm the Install Charges are correct.
- Navigate to the Parts tab and confirm Part Charges, if any.
- Navigate to the WIP tab (if displayed); review the amounts of WIP that will be relieved with this invoice - make any necessary changes to the allocation percentage(s).
- Navigate to the Invoice Footer; accept or change the default Invoice Description. Select or type in a Contact name if needed; this name will print on the invoice. Type in a note in the Memo field if desired; remember this memo field will print on the invoice. The more information provided to your customer relative to the invoice charges, the less likely the invoice will be challenged by your customer.
- Check for any Billing type Job Notes by clicking on the Notes button to the right of the Memo field. Any notes displayed may be copied and pasted into the
- If the Invoice will be printed immediately, un-check the *Add to Print Queue* option.

Billing all charges on one invoice (continued)

Job Invoice
✕

Customer Number
1028

Category
Installation

AR Account
110110

Tax Group
Orange County

Job Invoice

A&S Companies, Inc.
23652 Rockfield Blvd
Lake Forest, CA 92630

Site: Shell Service Station #1955
Address: 23652 Rockfield Blvd
Lake Forest, CA 92630

Bill RMR

RMR Reason
New RMR

Activation Date
1/7/2016

Next Cycle Date
01-Apr-16

Aging Date
1/7/2016

Invoice Date
1/7/2016

Invoice #
3397

P.O. Number

Job Number
121

Term
Due On Receipt

Salesperson
Blais Oliver

Customer System Exists

Items \$3,749.86
Parts \$0.00
WIP MLOC
Custom Buckets

Item List						
Item	Description	Qty	Rate	Amount	Bill Cycle	
▶ Install CCTV-Com	Install CCTV System	1	3499	3499.00		
Job Part-Com	CO#1- Add one camera at rear entrance	1	325	325.00		
Job Part-Com	CO#2-Credit for one mini-dome camera	-1	295	-295.00		
Managed Access-Com	Managed Access	2.83	2.50	7.08	Q	
Managed Access-Com	Managed Access	2.83	-2.50	-7.08	Q	
MON-Com	Monitoring	2.83	42.95	121.69	Q	
Managed Access-Com	Managed Access	2.83	35.00	99.17	Q	

Description: Installation Services

Contact:

Memo: Installation of video security system plus pro-rated first quarter of monitoring services.

Sub Total: 3749.86

Tax: 318.74

Total: 4068.60

Add to Print Queue

Save Close

Billing Install Charges & RMR Separately

In the following scenario, the Job billable items contains:

- Install Charges from the original Job
- Install Charges from change orders (both negative and positive)
- Recurring Charges from the original Job
- Recurring Charges from change orders (both negative and positive)

Two invoices will be created; one for Install Charges (including amounts from change orders), and one for the Recurring Charges.

Invoice for Install Charges

Customer Number: 1028 | Category: Installation | AR Account: 110110 | Tax Group: Orange County

Job Invoice

A&S Companies, Inc.
23652 Rockfield Blvd
Lake Forest, CA 92630

Shell Service Station #1955
Site Address: 23652 Rockfield Blvd
Lake Forest, CA 92630

AR Account: 110110 | Tax Group: Orange County

Aging Date: 1/7/2016 | Invoice Date: 1/7/2016 | Invoice #: 3397

P.O. Number: | Job Number: 121 | Term: Due On Receipt | Salesperson: Blais Oliver

Bill RMR

RMR Reason: New RMR | Activation Date: 1/7/2016 | Next Cycle Date: 01-Apr-16

Items \$3,529.00 | Parts \$0.00 | WIP MLOC | Custom Buckets

Item	Description	Qty	Rate	Amount	Bill Cycle
▶ Install CCTV-Com	Install CCTV System	1	3499	3499.00	
Job Part-Com	CO#1- Add one camera at rear entrance	1	325	325.00	
Job Part-Com	CO#2-Credit for one mini-dome camera	-1	295	-295.00	

Description: Installation Services | Sub Total: 3529.00

Contact: | Tax: 299.97

Memo: Installation of video security system. | Total: 3828.97

Add to Print Queue | Save | Close

Notes

Billing Install Charges & RMR Separately (continued)

Invoice for Recurring Services

The screenshot displays the 'Job Invoice' window. At the top, fields for Customer Number (1028), Category (Installation), AR Account (110110), and Tax Group (Orange County) are visible. The 'Job Invoice' section includes company and site information for A&S Companies, Inc. and Shell Service Station #1955. A 'Bill RMR' section is highlighted with a blue box, containing a checked 'Bill RMR' option, 'RMR Reason' (New RMR), 'Activation Date' (1/7/2016), and 'Next Cycle Date' (01-Apr-16). To the right, various dates and invoice details like Aging Date, Invoice Date, Invoice # (3400), and Job Number (121) are listed. Below this is a summary of items: Items \$220.86, Parts \$0.00, WIP MLOC, and Custom Buckets. An 'Item List' table follows, with columns for Item, Description, Qty, Rate, Amount, and Bill Cycle. The 'Qty' column is circled in blue. The table lists four 'Managed Access-Com' items with varying rates and amounts. Below the table, a 'Description' dropdown is set to 'Job Recurring', and a 'Memo' field contains the text 'Pro-rated first quarter of monitoring services.].'. A summary box on the right shows Sub Total (220.86), Tax (18.77), and Total (239.63). At the bottom, there are 'Save' and 'Close' buttons. A 'Job Notes' window is open in the foreground, showing two entries: one from 6:27:49 AM and another from 6:28:20 AM, both by Administrator, detailing the billing process for RMR.

Item	Description	Qty	Rate	Amount	Bill Cycle
Managed Access-Com	Managed Access	2.83	2.50	7.08	Q
Managed Access-Com	Managed Access	2.83	-2.50	-7.08	Q
MON-Com	Monitoring	2.83	42.95	121.69	Q
Managed Access-Com	Managed Access	2.83	35.00	99.17	Q

Notes

Progress Billing Install Charges

In the following scenario, the Job billable items contains:

- Install Charges from the original Job
- Install Charges from change orders (both negative and positive)

Two invoices will be created; both for Install Charges (including amounts from change orders).

1st Progress Invoice for Install Charges

Job Invoice

Customer Number: 1028 | Category: Installation | AR Account: 110110 | Tax Group: Orange County

Job Invoice

A&S Companies, Inc.
23652 Rockfield Blvd
Lake Forest, CA 92630

Site: Shell Service Station #1955
Address: 23652 Rockfield Blvd
Lake Forest, CA 92630

Bill RMR Reason: New RMR
Aging Date: 1/7/2016
Invoice Date: 1/7/2016
Invoice #: 3402
P.O. Number:
Job Number: 121
Term: Due On Receipt
Salesperson: Blais Oliver

Items \$1,500.00 | Parts \$0.00 | WIP MLOC | Custom Buckets

Item	Description	Qty	Rate	Amount	Bill Cycle
Install CCTV-Com	Install CCTV System	1	1500.00	1500.00	

Items \$3,529.00 | Parts \$0.00 | WIP MLOC | Custom Buckets

Item	Description	Qty	Rate	Amount	Bill Cycle
Install CCTV-Com	Install CCTV System	1	3499	3499.00	
Job Part-Com	CO#1- Add one camera at rear entrance	1	325	325.00	
Job Part-Com	CO#2-Credit for one mini-dome camera	-1	295	-295.00	

Job Notes

Date: 1/7/2016 6:27:49 AM
User: Administrator
Type: BillingInvoice for RMR separately from install charges.

Date: 1/7/2016 6:28:20 AM
User: Administrator
Type: BillingInvoice must be hand-delivered to store owner on the date the installation is completed.

Date: 1/7/2016 6:46:55 AM
User: Administrator
Type: BillingInvoice for Install charges on two invoices: 1st invoice for \$1,500.00 to be presented to customer three days prior to installation. Final invoice to be presented on date of completion of work by installer or salesperson.

2nd Progress Invoice for Install Charges (including change order amounts)

S
Job Invoice
✕

Customer Number: 1028

Category: Installation

AR Account: 110110

Tax Group: Orange County

Job Invoice

A&S Companies, Inc.
23652 Rockfield Blvd
Lake Forest, CA 92630

Site: Shell Service Station #1955
Address: 23652 Rockfield Blvd
Lake Forest, CA 92630

Bill RMR

RMR Reason: New RMR

Activation Date: 1/7/2016

Next Cycle Date: 01-Feb-16

Aging Date: 1/7/2016

Invoice Date: 1/7/2016

Invoice #: 3403

P.O. Number:

Job Number: 121

Term: Due On Receipt

Salesperson: Blais Oliver

Items \$2,029.00 | Parts \$0.00 | WIP MLOC | Custom Buckets

Item List						
Item	Description	Qty	Rate	Amount	Bill Cycle	
▶ Install CCTV-Com	Install CCTV System	1	1999	1999.00		
Job Part-Com	CO#1- Add one camera at rear entrance	1	325	325.00		
Job Part-Com	CO#2-Credit for one mini-dome camera	-1	295	-295.00		

Description: Installation Services

Contact:

Memo: Final installation invoice per contract and approved change orders.

Sub Total: 2029.00

Tax: 172.47

Total: 2201.47

Add to Print Queue

Notes

Progress Billing a Percentage of Install Charges

In the following scenario, the Job billable items contains:

- Install Charges from the original Job
- Install Charges from change orders (both negative and positive)

Two invoices will be created; both for Install Charges (including amounts from change orders).

1st Progress Invoice for Install Charges (percentage)

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

- Customer Number:** 1028
- Category:** Installation
- AR Account:** 110110
- Tax Group:** Orange County
- Job Invoice:**
 - Company:** A&S Companies, Inc., 23652 Rockfield Blvd, Lake Forest, CA 92630
 - Site Address:** Shell Service Station #1955, 23652 Rockfield Blvd, Lake Forest, CA 92630
 - Bill RMR:**
 - RMR Reason:** New RMR
 - Activation Date:** 1/7/2016
 - Next Cycle Date:** 01-Feb-16
 - Aging Date:** 1/7/2016
 - Invoice Date:** 1/7/2016
 - Invoice #:** 3404
 - P.O. Number:** (empty)
 - Job Number:** 121
 - Term:** Due On Receipt
 - Salesperson:** Blais Oliver
- Summary:**
 - Items: \$999.50
 - Parts: \$0.00
 - WIP MLOC
 - Custom Buckets
- Item List Table:**

Item	Description	Qty	Rate	Amount	Bill Cycle
* Install CCTV-Com	Install CCTV System	0.5	1999.00	999.50	
- Summary Totals:**
 - Description:** Installation Services
 - Sub Total:** 999.50
 - Tax:** 84.96
 - Total:** 1084.46
- Footer:**
 - Add to Print Queue
 - Buttons:** Save, Close

2nd Progress Invoice for Install Charges (percentage)

Job Invoice
X

Customer Number
1028

Category
Installation

AR Account
110110

Tax Group
Orange County

Job Invoice

A&S Companies, Inc.
23652 Rockfield Blvd
Lake Forest, CA 92630

Site: Shell Service Station #1955
Address: 23652 Rockfield Blvd
Lake Forest, CA 92630

Bill RMR

RMR Reason:

Activation Date:

Next Cycle Date:

Aging Date:

Invoice Date:

Invoice #:

P.O. Number:

Job Number:

Term:

Salesperson:

Items \$1,029.50 | Parts \$0.00 | WIP MLOC | Custom Buckets

Item List						
Item	Description	Qty	Rate	Amount	Bill Cycle	
▶ Install CCTV-Com	Install CCTV System	1	999.5	999.50		
Job Part-Com	CO#1- Add one camera at rear entrance	1	325	325.00		
Job Part-Com	CO#2-Credit for one mini-dome camera	-1	295	-295.00		
*						

Description:

Contact:

Memo:

Sub Total: 1029.50

Tax: 87.51

Total: 1117.01

Add to Print Queue

Notes