

SedonaOffice®

The #1 Financial Software for Security Companies

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Job Management 1 Job Setup

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Job Management Setup Basics

The SedonaOffice Job Management module is designed to track income and expenses on installation or major upgrade work by implementing one of four Job Costing methods. These four Job Costing Methods are:

- Recognize Immediately
- WIP (Work in Progress) – Relieve Expenses When Invoicing
- WIP (Work in Progress) /Accrue Income – Expenses & Income Recognized When Job Closes
- Percentage of Completion*

The software is able to accommodate using different Job Costing methods based upon the Job Type. Small jobs may be setup to recognize income and expenses as they occur where large/long-running jobs may be setup to use one of the other three costing methods.

Notes

G/L Accounts Setup

Depending upon which Job Costing Method is used will determine which G/L Accounts must be setup within the chart of accounts.

Recognize Immediately (Income and Expenses)

G/L Account Description	G/L Account Type	Where Used
Material Cost of Goods Sold	CGS	JM Setup Processing, Job Type
Labor Cost of Goods Sold	CGS	JM Setup Processing, Install Company, Job Type*
Deferred Labor	OCL	JM Setup Processing, Install Company, Job Type*
Commission Expense	EX or CGS	JM Setup Processing, Job Type*
Commission Deferred	OCL	JM Setup Processing, Job Type*

Notes

WIP – Relieve Expenses when Invoicing is performed

G/L Account Description	G/L Account Type	Where Used
Material Cost of Goods Sold	CGS	JM Setup Processing, Job Type
Material WIP	OCA	JM Setup Processing, Install Company, Job Type
Labor Cost of Goods Sold	CGS	JM Setup Processing, Install Company, Job Type*
Deferred Labor	OCL	JM Setup Processing, Install Company, Job Type*
Labor WIP	OCA	JM Setup Processing, Install Company, Job Type*
Commission Expense	EX or CGS	JM Setup Processing, Job Type*
Commission Deferred	OCL	JM Setup Processing, Job Type*
Commission WIP	OCA	JM Setup Processing, Job Type*
Miscellaneous WIP	OCA	JM Setup Processing, Install Company, Job Type*

Notes

WIP & Accrue Income – Recognize Income & Expenses when the Job closes

G/L Account Description	G/L Account Type	Where Used
Material Cost of Goods Sold	CGS	JM Setup Processing, Job Type
Material WIP	OCA	JM Setup Processing, Install Company, Job Type
Labor Cost of Goods Sold	CGS	JM Setup Processing, Install Company, Job Type*
Deferred Labor	OCL	JM Setup Processing, Install Company, Job Type*
Labor WIP	OCA	JM Setup Processing, Install Company, Job Type*
Commission Expense	EX or CGS	JM Setup Processing, Job Type*
Commission Deferred	OCL	JM Setup Processing, Job Type*
Commission WIP	OCA	JM Setup Processing, Job Type*
Miscellaneous WIP	OCA	JM Setup Processing, Install Company, Job Type*
Accrued Job Income	OCA	Job Type

Notes

Percentage of Completion

G/L Account Description	G/L Account Type	Where Used
Material Cost of Goods Sold	CGS	JM Setup Processing, Job Type
Labor Cost of Goods Sold	CGS	JM Setup Processing, Install Company, Job Type*
Deferred Labor	OCL	JM Setup Processing, Install Company, Job Type*
Commission Expense	EX or CGS	JM Setup Processing, Job Type*
Commission Deferred	OCL	JM Setup Processing, Job Type*
Accrued Job Income	OCA	Job Type

Notes

Job Management Setup Tables

There are financial and operational setup tables that affect all aspects of managing Jobs in SedonaOffice. The Financial setup tables and options affect how income and expenses are handled for a Job. The Operational setup tables affect operational activities and do not have any financial impact on a Job.

Financial Job Setup Tables/Options

Job Management Setup Processing

- Labor Expensing Method
- Labor COGS G/L posting account
- Labor WIP G/L posting account
- Commissions Expensing Method
- Commission COGS G/L posting account
- Commission WIP G/L posting account

Job Type

- Material Expensing Method
- Material COGS G/L posting account
- Material WIP G/L posting account
- Revenue Recognition Method
- Labor Expensing Method
- Labor COGS G/L posting account
- Labor WIP G/L posting account
- Commissions Expensing Method
- Commission COGS G/L posting account
- Commission WIP G/L posting account

Install Company

- Labor Expensing Method
- Labor COGS G/L posting account
- Labor WIP G/L posting account

Commission Types

- Assigned to Job Types

Employees

- Salesperson Commission Types/Rates setup

Installers

- Hourly Labor Rates
- Link to Primary Install Company

Job Expense Types

- Use WIP or Expense Immediately

Notes

Operational Job Setup Tables

The Operational setup tables affect operational activities and do not have any financial impact on a Job.

Job Status

- Indicates Progress of a Job
- Assigned to Job Type default Tasks
- May be overridden on a Job
- Filter on many Job Costing Reports

Job Phases (Optional)*

- Material Purchase Plan
- Billing Plan for Install Charges
- Labor Resource Planning

Job Approval Type (Optional)

- Operational Approvals to begin Job
- Assign by Job Type

Labor Tasks

- Types of Labor performed
- Can break down estimate by Labor Task & compare to actuals

Notes

Financial Setup Tables/Options – Which G/L Accounts in which Tables are Used?

There are key setup tables/options which determine which G/L Accounts and methods are used when posting Income and Expense transactions to a Job. Depending on each company's setup, the SedonaOffice application will select G/L posting accounts and methods from various setup tables.

The Job Management Module uses a "pecking order" when determining how to process financial transactions.

- 1. Job Type Setup**
- 2. Install Company Setup**
- 3. Job Management Setup Processing**

Notes

Notes

Job Type Setup

The Job Type setup is a grouping of values used for both Financial and Operational purposes. Four of the available setup forms of the Job Type contain options that may have a financial impact on the job. These four forms; Detail, Costing, Items and Accounts, contain control G/L accounts used for posting Income and Expense transactions.

The screenshots illustrate the 'Job Type Setup' interface for 'Intrusion - Commercial' and 'Intrusion System - Commercial'. The 'Accounts' tab is shown with the following data:

Account Code	Description	Default Amount
510004	COS - Jobs-Subcontractors	0.00
510005	COS - Jobs-Permits	0.00
510006	COS - Jobs-Equipment Rental	0.00
510007	COS - Jobs-Engineering	0.00
510008	COS - Jobs-Per Diem	0.00
510009	COS - Jobs-Travel	0.00
510011	COS - Jobs-Wire & Supplies	0.00
510012	COS - Jobs-Performance Bond	0.00
510010	COS - Jobs-Other	0.00
580113	COS - Freight on Parts	0.00

Notes

Notes

Install Company Setup

The Install Company setup table is used primarily to establish G/L posting accounts and methods for posting Labor expenses to a Job. The Install Company determines:

- The name of the Company that will print on Job Tickets.
- Labor Expense Method; immediately or using Work in Process.
- Which G/L accounts to use when posting Labor to Jobs.
- If scheduling job with Job Appointments, how much time will be expensed to a Job.

If G/L accounts are not setup on the Install Company, then all Labor transactions will use the G/L posting accounts from either the Job Type or Job Management Setup Processing setups.

Note:

The Parts WIP and Misc. WIP fields on this form are no longer used; the G/L accounts used for both of these WIP accounts is now determined by the G/L accounts setup on the Job Type setup table.

The screenshot shows the 'Install Company Setup' form. At the top right, there is an 'Inactive' checkbox. The form is divided into several sections:

- Basic Information:** 'Install' field contains 'MI', and 'Description' field contains 'Walter's Security'.
- WIP Accounts:** 'Parts WIP' dropdown is set to '12010' and 'Misc WIP' dropdown is set to '12040'.
- Labor To GL:** A checked icon is next to the section title. Below it, 'Labor Expense Type' has two radio buttons: 'Expense at time of entry' (unselected) and 'Expense thru WIP' (selected). Below this are three dropdown menus: 'Labor Expense' (50010, *COGS-Install-Labor Jobcosting**), 'Labor Deferred' (21090, *Job Costing Labor Suspense-Install*), and 'Labor WIP' (12020, *WIP-Install-Labor*).
- Overhead:** A lightbulb icon is next to the section title. Below it are two dropdown menus: 'Overhead Debit' and 'Overhead Credit'.
- Appointment Options:** This section has two columns of radio buttons. The first column is for 'Dispatch' with options 'Yes' (selected) and 'No (Completed Only)'. The second column is for 'Timesheet' with options 'Auto' (selected), 'Manual', 'From Dispatch', and 'From Arrival'.


Notes


Notes


Job Management Setup Processing [setup]

The Job Management Setup Processing form contains default G/L accounts to use when posting costs to a Job. If defaults are not specified at lower setup levels, (Install Company or Job Type) these rules will be used.



Job Processing

 _____

Material WIP 
WIP - Job Parts


Jobs COGS 
COS - Jobs-Parts


Approval Processing


 Labor To GL _____  Commissions To GL _____


Labor Expense Type Expense at time of entry
 Expense thru WIP


Commission Expense Type Expense at time of entry
 Expense thru WIP


Labor Expense 
COS - Jobs-Labor



Commission Expense 
COS - Jobs-Commissions


Labor Deferred 
Deferred Labor - Jobs



Commission Deferred 
Deferred Commissions

Labor WIP 
WIP - Job Labor

Commission WIP 
WIP - Job Commissions

 Overhead _____  Restrict Sales Month _____

Overhead Debit  Restrict Sales Month

Overhead Credit  Current Sales Month 

Notes

Notes

Job Billable Items

Job Billable Items are the various services which will be invoiced to the Customer through a Job and may consist of one or a combination of three elements:

- *Install Charges*
 - One total amount for the entire contact
 - Multiple line items for various services
- *Recurring Charges*
 - Monitoring, Service Agreements, etc.
- *Parts*
 - Inventory Parts

Notes

Install Charges

Install Charges are selected from a list of Invoice Items on the Installs form of the Job. The list of selectable Items may be restricted based upon the Job Type setup. Depending on the tax rules associated with the location of the Job Site, you may need to create more than one Install Charge line to be invoiced.

Job - 2001 (Jones & Miller, Inc.)

Job	Job	Customer 101	Site
Job Number	2001	Jones_Miller, Inc.	Jones_Miller, Inc.
Job Type	Integrated-Com	215 N Main Street	215 N Main Street
Job Status	Parts	Plymouth, MI 48170	Plymouth, MI 48170
System	101 Job Integrated	(734) 454-7900	(734) 454-7900
Labor Units	59 (0 Used)		

Item	Description	Phase	QTY	Unit Price	Extended Price	Tax	Units	Cost Type	Cost
Install Access-Com	Install Access System	Phase 01	1	32000.00	32000.00	1920.00	25	O	0.00
Install CCTV-Com	Install CCTV System	Phase 01	1	18000.00	18000.00	1080.00	24	O	0.00
Install Int-Com	Install Intrusion System	Phase 01	1	14000.00	14000.00	840.00	10	O	0.00

Total Install Labor Units: 59
Installation Totals: 64000.00 3840

Notes

Notes

Recurring Charges

If recurring services such as Monitoring or a Service Agreement were sold with the Job, these items are setup on the Recurring form within the Job. Recurring services may be set up and do not have to be invoiced with the Job, but may be set up to begin invoicing at some time in the future.

The screenshot shows the 'Job - 2001 (Jones & Miller, Inc.)' window. The left sidebar contains navigation icons for Sales Summary, Work Order, Job System, Tasks, Installs (\$64,000.00), and Recurring (\$437.33). The main area displays job information for Customer 101 (Jones_Miller, Inc.) and Site (Jones_Miller, Inc.). Below this is a 'Recurrings' table with columns: Item Code, Description, Bill Cycle, Cycle Start, RMR Amount, Cycle Amt, Tax, Master, and Active. A blue arrow points from the 'Recurring' sidebar icon to the table. At the bottom right, a 'Total Monthly Amount' field shows 437.33.

Item Code	Description	Bill Cycle	Cycle Start	RMR Amount	Cycle Amt	Tax	Master	Active
MON	Monitoring	Quarterly	12/11/2012	79.00	237.00	4.74	N	N
SVC CONT	Service Contract-CCTV	Annual	04/01/2013	150.00	1800.00	9.00	N	N
SVC CONT	Service Contract-Access Control System	Annual	04/01/2013	208.33	2500.00	12.50	N	N

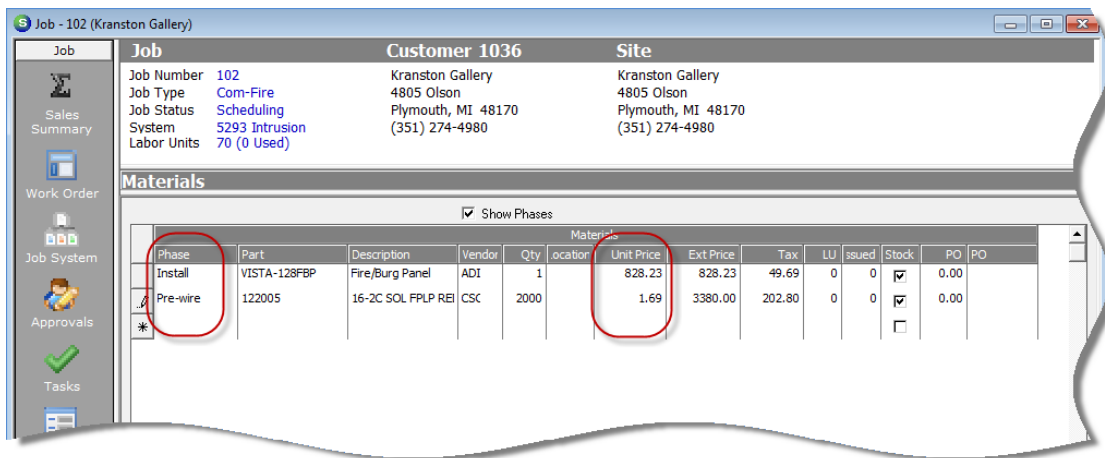
Notes

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Parts Charges

If the Customer is to be invoiced for some or all of the parts individually, then the billable amount for each part will default into the Job Materials form based on the default Sales Price for each Part.

Note: Parts may only be invoiced if the Job Type setup has been set to allow this. Invoicing for parts is allowable if the *Zero Part Price* option has not been selected on the Job Type setup.



Notes

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