

SedonaOffice®

The #1 Financial Software for Security Companies

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Job Management 2 Managing a Job

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Managing Jobs

This track will cover the Operational setups and best practices for the required setups and suggestions for using optional functionality.

- Job Statuses
- Job Phases
- Job Approvals
- Managing Job Parts

Operational Job Setup Tables

The Operational setup tables provide the basis for utilizing functionality to better manage Jobs 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

Job Expense Types

- Categorize Miscellaneous Job Expenses
- Determines whether the expense will process through WIP

Notes

Job Statuses

Job Statuses are used to indicate where a Job is in the process of being complete. When setting up the list of default Job Tasks on each Job Type, a Job Status is required for each Job Task.

A Job's current status may be overridden at any time to indicate that the job is on hold or some circumstance has caused the Job to change the typical processing flow.

There are five system-controlled Job Statuses each of which have a particular purpose, and may not be deleted. These statuses are: Closed, In-Progress, Job Completed, Re-Opened and Reversed.

The Job Status is a sortable / filterable field within the Job Queue.

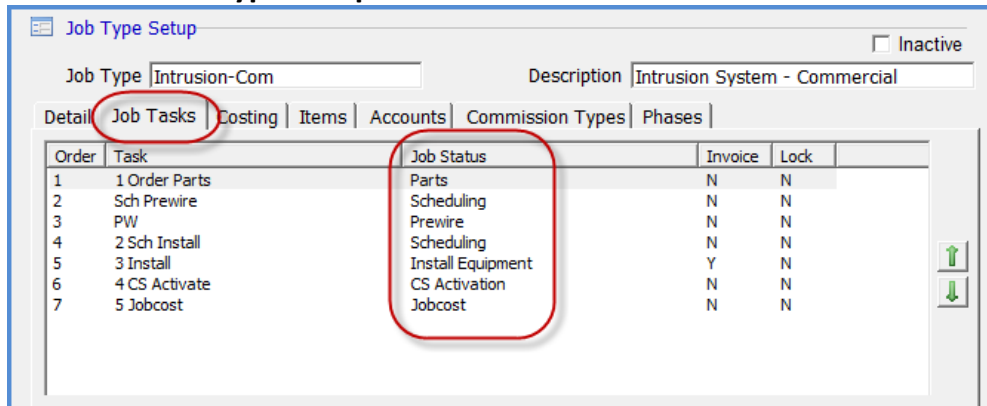
Job Status Setup Table

Job Status Code	Description	Inactive
Activation	Activation	N
Approvals	Approvals	N
Change Order	Change Order	N
Closed	Closed	N
CO Approval	Change Order Approval	N
Hold	On Hold	N
In-Progress	In-Progress	N
Install Equipment	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
Submittals	Submittals	N
Waiting Cust	Waiting on Customer	N
Waiting Phones	Waiting on Phones	N
Waiting Trades	Waiting on Other Trades	N

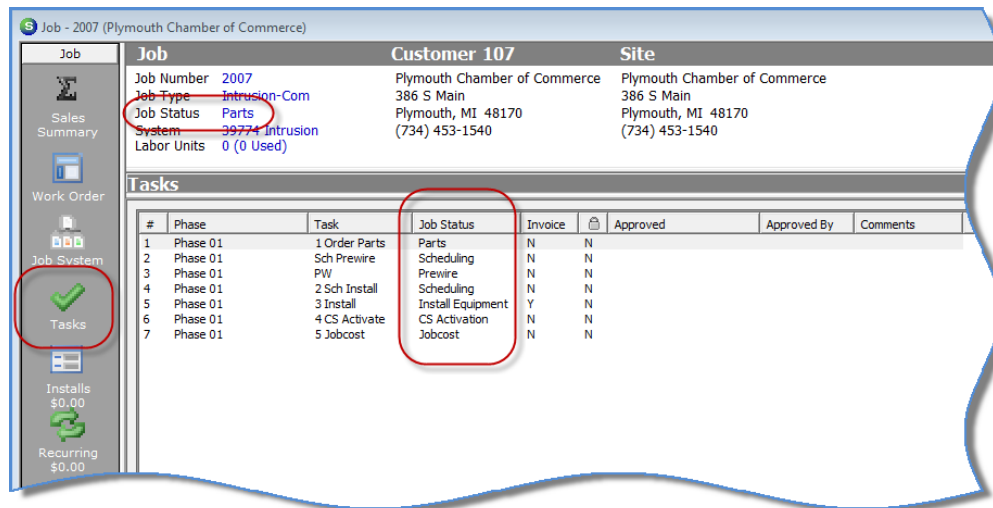
Include Inactive

Notes

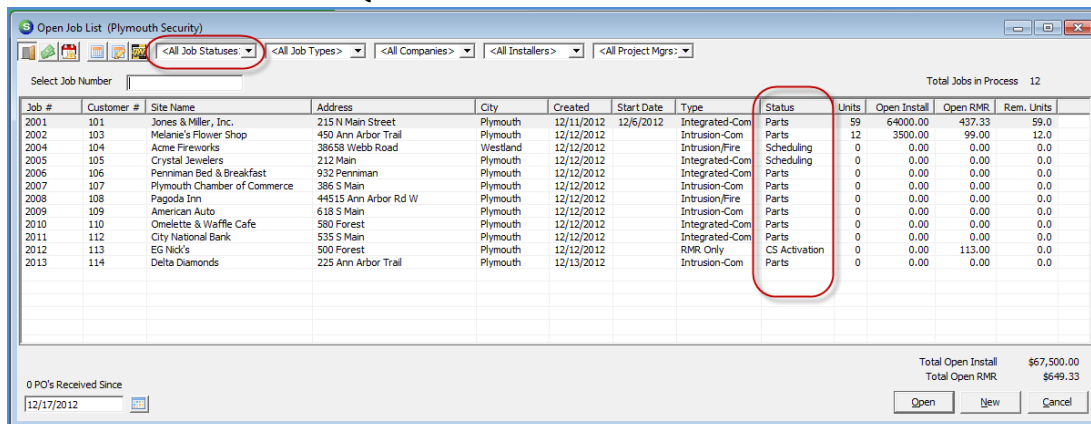
Job Statuses on Job Type setup



Job Statuses on Job Task List



Job Status within the Job Queue



Job Approvals

The Job Approval process was designed to add a layer of control to the Job process which requires that one or multiple users must approve a job prior to the job being released to the installation department. Job Approvals are setup on the Job Type setup. Not all Job Types must use Job Approvals – you determine which Job Types will require Approvals.

You may set up a job type to first require the Sales Manager to approve the job, then the Accounting Manager may approve the commissions, and lastly the Operations Manager will approve the job for processing.

The job approval process is driven by the setup in several SedonaSetup tables. A flag located on the Job Management Setup Processing form within SedonaSetup will activate the use of Job Approvals.

The screenshot shows the 'Job Processing' form with the following fields and settings:

- Material WIP: 122100 (WIP - Job Parts)
- Jobs COGS: 510001 (COS - Jobs-Parts)
- Approval Processing: (circled in red)
- Labor To GL:
- Labor Expense Type: Expense thru WIP (selected)
- Labor Expense: 510002 (COS - Jobs-Lab)

Notes

Job Approval Setup

The setup table, Job Approval Groups, is a list of the group codes [names] you require to approve a job. These group codes may be labeled with a department name, a user's job title, or a person's name.

Each Job Approval Group is linked to a default approval level. You may have as many Job Approvers as desired. Each Approval Group is assigned to a default level of authority. For example a Level 3 has the highest level of authority where Level 1 has the lowest level of authority. A Job Approval group with a higher level may approve a job for a group with a lesser approval level.

Job Approval Group Setup

Description	Approval Level	Inactive
Accounting	2	N
Operations	2	N
Sales	1	N

Notes

The next setup required is located on the Employee record within SedonaSetup. The field labeled Job Approval Group is used to link the employee to an Approval Group. Only employees assigned to a job approval group will be able to approve jobs. An employee may be linked to only one Job Approval Group.

Employee Setup – Job Approval Group Assignment

The screenshot shows the 'Employee Edit' form for George Miller. The 'Employee Code' is 'George.Miller'. The 'Inactive' checkbox is unchecked. The 'General Information' tab is selected. The 'User Code' is 'george', 'First Name' is 'George', 'Type' is 'SL', and 'Last Name' is 'Miller'. The 'Assigned To' is 'Sales'. The 'Supervisor' field is empty. The 'Date of Hire' and 'Termination' fields are empty. The 'Job Approval Group' is set to 'Sales' and is circled in red. A blue dashed arrow points from the 'Supervisor' field to the 'Job Approval Group' field.

Notes

Once Job Approval Groups have been set up, you are able to select these on the setup form [Job Approvals] on the Job Type setup record. The approval level assigned to the job approval group in the Job Approval Group setup table will be the default value on the job type, however this may be overridden by the user.

Each Job Type may be assigned a list of groups which must approve the job. When a new job is created which is setup to use job approvals, the application will not allow the job to be scheduled nor have parts ordered until the approval which is flagged to "Allow Job" has been signed-off. You do not have to set up approvals on all your job types.

Job Type Setup Inactive

Job Type: Description:

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

Approval Group	Allow Job	Allow Commissions	Seq	Approval ...
Accounting	Y	Y	2	
Operations	N	N	2	
Sales	N	N	1	

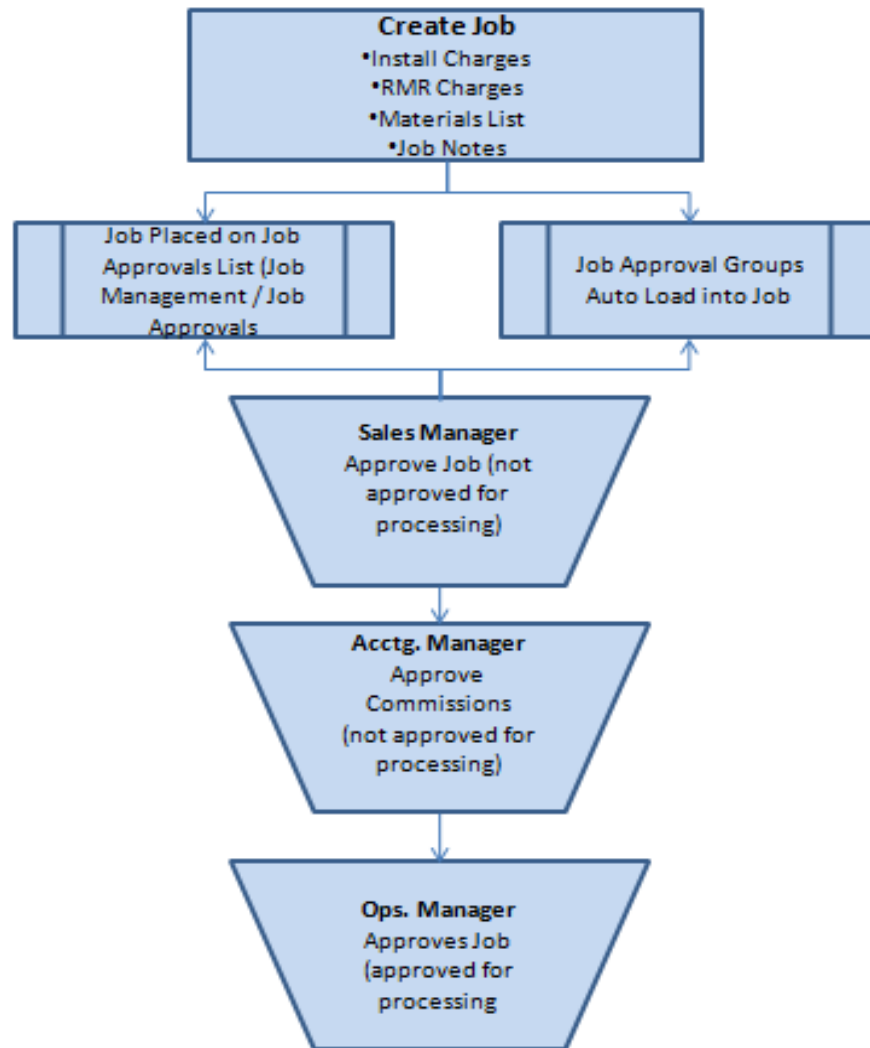
Group: Job Processing

Level: Commission Processing

Notes

Sample Job Approval Process Flow

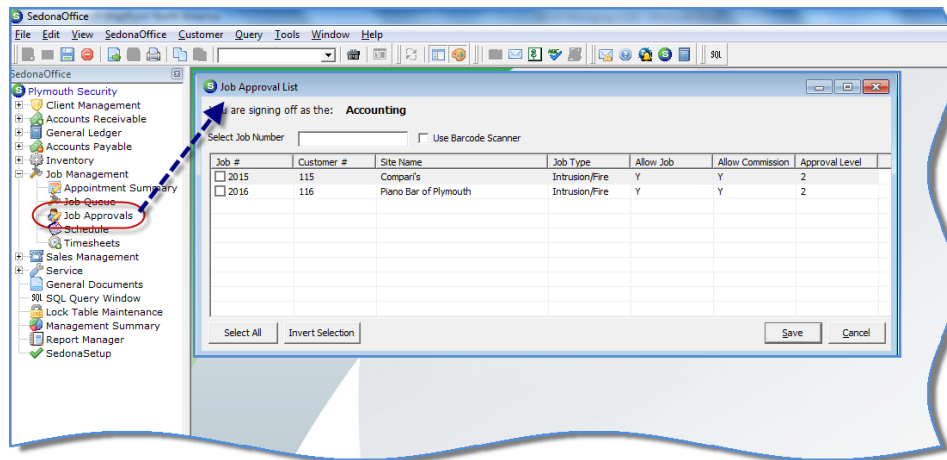
The flow chart provided below is an example of how you may design your Job Approval process. You may have more or fewer Job Approval Groups associated with a Job Type.



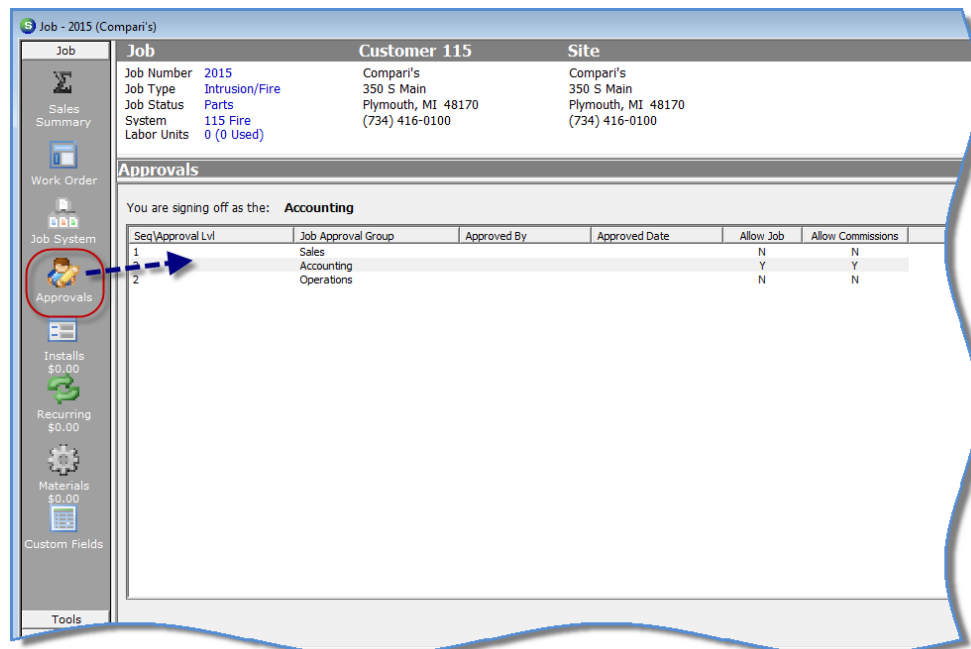
Notes

Job Approval Functionality

When the Job Approvals feature is activated, a new menu option, Job Approvals, is displayed within the Job Management module. When selected, the Job Approvals option opens a list of all jobs awaiting approval. If the user logged into the application has been linked to a job approval group on their employee record, a list of jobs will be displayed to approve. For users that are not linked to a job approval group on their employee record, yet have the Job Approval user group security option granted, the job approval list will be empty.



Jobs may be approved from the Job Approval list or the user with job approval permissions may approve within the job record from the new Job Approval button located on the Job toolbar.



Notes

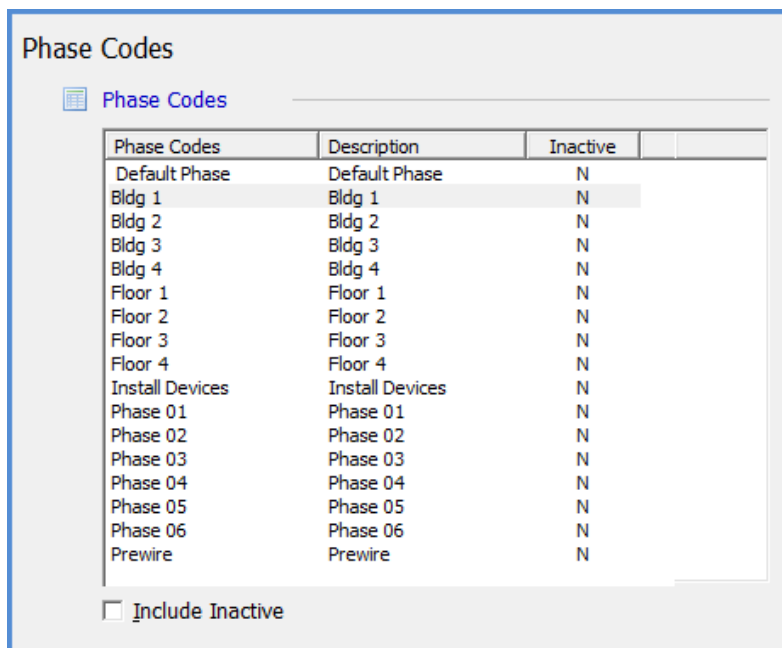
Job Phases

Job Phases is designed to provide a tool for Job resource planning; primarily Labor, Materials and Invoicing. You do not have to use all aspects of Phases to incorporate Job Phases into your Job Management process.

To use the Job Phase feature, you must first create a list of Job Phase Codes in SedonaSetup. Once this list is created, Jobs Types that will use Phases are linked to a list of all possible Phases for that particular Job Type.

Job Phase Setup

The Job Phase table will contain a list of all possible Job Phase Codes.



Phase Codes	Description	Inactive
Default Phase	Default Phase	N
Bldg 1	Bldg 1	N
Bldg 2	Bldg 2	N
Bldg 3	Bldg 3	N
Bldg 4	Bldg 4	N
Floor 1	Floor 1	N
Floor 2	Floor 2	N
Floor 3	Floor 3	N
Floor 4	Floor 4	N
Install Devices	Install Devices	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

Include Inactive

Notes

Job Phases Linked to Job Types

Once a list of Job Phases has been created, you may then link specific Phases to specific Job Types. The Phase List assigned to a Job Type is only the default; individual Job Phase Lists may be modified to reflect the Phases needed for the specific Job.

Each Job Type must contain at least one Job Phase, regardless if you plan to use Job Phases.

Order	Phase	Description	Est Length
1	Prewire	Prewire	1
2	Install Devices	Install Devices	1

Notes

Job Phase Functionality

Job Phase List

The screenshot displays the 'Job - 2004 (Acme Fireworks)' interface. The left sidebar contains navigation icons for Job, Labor, Cost Details, Journals, Tools, Log, Notes, Invoicing, Issue Parts, Journal Entry, Map, Purchase Orders, Documents, and Phases. The 'Tools' and 'Phases' icons are circled in red. A blue dashed arrow points from the 'Phases' icon to the 'Phases' table.

Job		Customer 104	Site	
Job Number	2004	Acme Fireworks	Acme Fireworks	
Job Type	Intrusion/Fire	38658 Webb Road	38658 Webb Road	
Job Status	Scheduling	Westland, MI 48185	Westland, MI 48185	
System	104 Intrusion/Fire			
Labor Units	0 (0 Used)			

Phases						
Phase	Description	Proj Start	Proj End	Proj Manager	Wage	Units
Bldg 1	Bldg 1	12/19/2012	12/20/2012		0.00	2
Bldg 2	Bldg 2	12/21/2012	12/22/2012		0.00	2
Bldg 3	Bldg 3	12/23/2012	12/24/2012		0.00	2

Form fields below the table:

Phase Code	<input type="text"/>	Project Manager	<input type="text"/>
Projected Start	<input type="text"/>	Prevailing Wage	<input type="text"/>
Projected End	<input type="text"/>	Total Phase Units	<input type="text"/>

Buttons: Save, New, Remove

Notes

Job Phase Materials

You are able to tag individual parts on the Materials List to a specific “phase” of the Job. When creating purchase orders for parts, the user is prompted for which phase of the Job parts are being ordered. “Phasing” the parts list helps keep costs under control by only ordering parts that will be needed in the near future.

Job - 2001 (Jones & Miller, Inc.)

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: Approvals Plymouth, MI 48170 Plymouth, MI 48170
 System: 101 Job Integrated (734) 454-7900 (734) 454-7900
 Labor Units: 119 (0 Used)

Materials

Show Phases

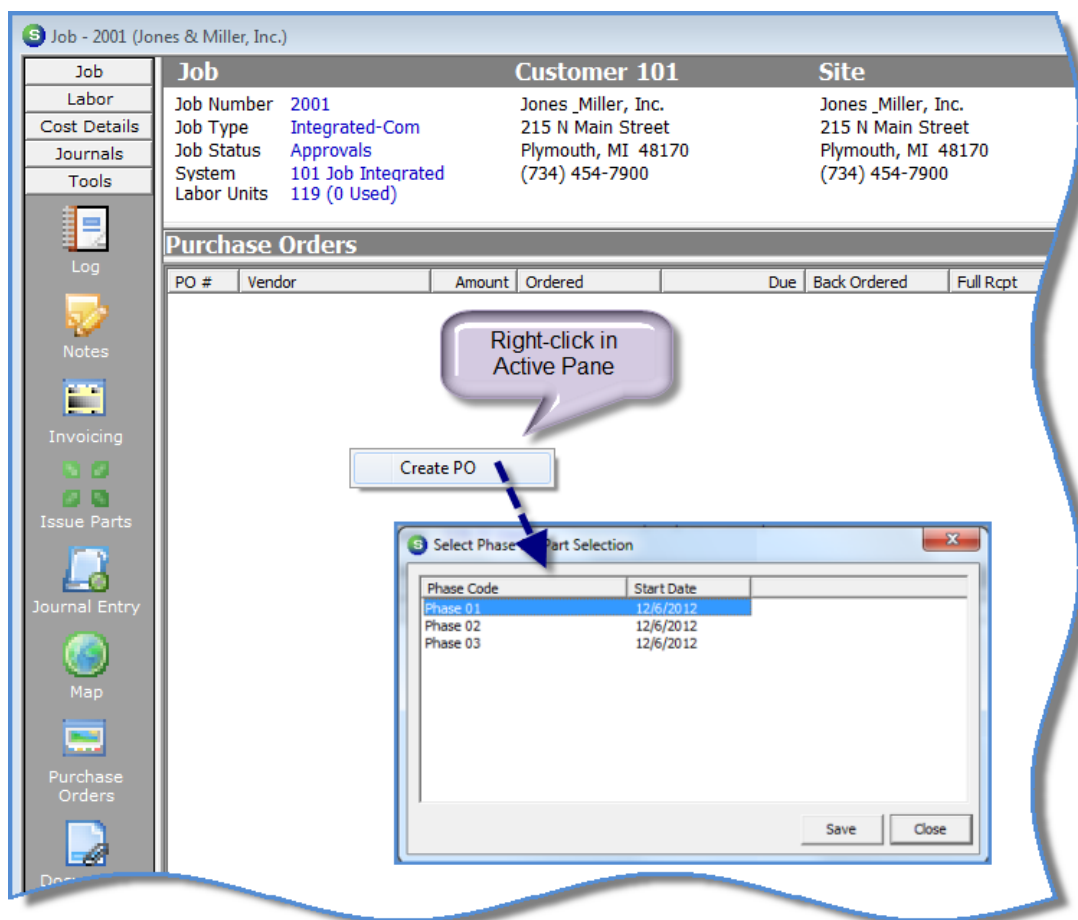
Phase	Description	Vendor	Qty	Location	Unit Price	Ext Price	Tax	LU	Issued	Stock	PO	PO			
Phase 01	D8223 PROX PRO READER D8223	Bosch	4		0.00	0.00	0.00	8	0	<input type="checkbox"/>	0.00				
Phase 01	IE-PROXKEY ACCESS IET PROXKEY KEY FOB	ADI	10		0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.00				
Phase 01	318D DMP DUAL BATTERY HARNESS 318	Data	1		0.00	0.00	0.00	1	0	<input type="checkbox"/>	0.00				
Phase 01	9SM2850 KELTRON DUAL AUTO/MAN TRANSMITT	Keltron	1		0.00	0.00	0.00	1	0	<input type="checkbox"/>	0.00				
Phase 01	ACX-RAIL-250 CARD READER MOUNTING BRACKET	Bosch	4		0.00	0.00	0.00	2	0	<input type="checkbox"/>	0.00				
Phase 01	AEC-4W-P2USE ACCESS DR CONTROLLER AEC-4W-P2L	Bosch	1		0.00	0.00	0.00	1	0	<input type="checkbox"/>	0.00				
Phase 01	AEC21-EXT1 ACCESS EXTENSION ENCLOSURE AEC	Bosch	1		0.00	0.00	0.00	1	0	<input type="checkbox"/>	0.00				
Phase 01	APC-AEC-21-UPS1 DOOR CONTROLLER APC-AEC-21-UPS1	Bosch	1		0.00	0.00	0.00	1	0	<input type="checkbox"/>	0.00				
Phase 02	CD-233CATSA1DR CCTV CAMERA IP MINI DOME	Innoti	2		0.00	0.00	0.00	2	0	<input type="checkbox"/>	0.00				
Phase 02	CD-233CATSA1 CCTV-IP MINI DOME CAMERA	Innoti	2		0.00	0.00	0.00	2	0	<input type="checkbox"/>	0.00				
Phase 02	CD-EXCA235BNCLD CCTV LED CAMERA CD-EXCA235BNCLD	Innoti	1		0.00	0.00	0.00	1	0	<input type="checkbox"/>	0.00				
Phase 02	CE-VT200 CCTV MONITOR 20-inch LCD CE-VT200	Clinto	2		0.00	0.00	0.00	2	0	<input type="checkbox"/>	0.00				
Phase 02	DHR-753-16A200 CCTV DVR BOSCH 16 CH, 2TB	Bosch	1		0.00	0.00	0.00	4	0	<input type="checkbox"/>	0.00				
Phase 02	VDA-445WMT CCTV EXTERIOR DOME CAMERA BRAC	Bosch	4		0.00	0.00	0.00	2	0	<input type="checkbox"/>	0.00				
Phase 02	CD-CG2x2.5 DH CCTV PVM DOUBLE HUNG MOUNT KIT	Innoti	4		0.00	0.00	0.00	16	0	<input type="checkbox"/>	0.00				
Phase 03	XR2500F-R DMP XR2500F-R PANEL	Data	1		0.00	0.00	0.00	4	0	<input type="checkbox"/>	0.00				
Phase 03	EX-35T DMP EX-35T 35X35 OPTEX PIR	Data	8		0.00	0.00	0.00	8	0	<input type="checkbox"/>	0.00				
Phase 03	7060-W DMP 7060-W LCD DISPLAY KEYPAD	Data	2		0.00	0.00	0.00	2	0	<input type="checkbox"/>	0.00				
Phase 03	HSW HORN/STROBE EXCEDER HSW WHITE,	Coop	1		0.00	0.00	0.00	1	0	<input type="checkbox"/>	0.00				
Total Material LU											60		Sub Total	0.00	0.00

Capture Original Parts Apply

Notes

Ordering Parts by Phase

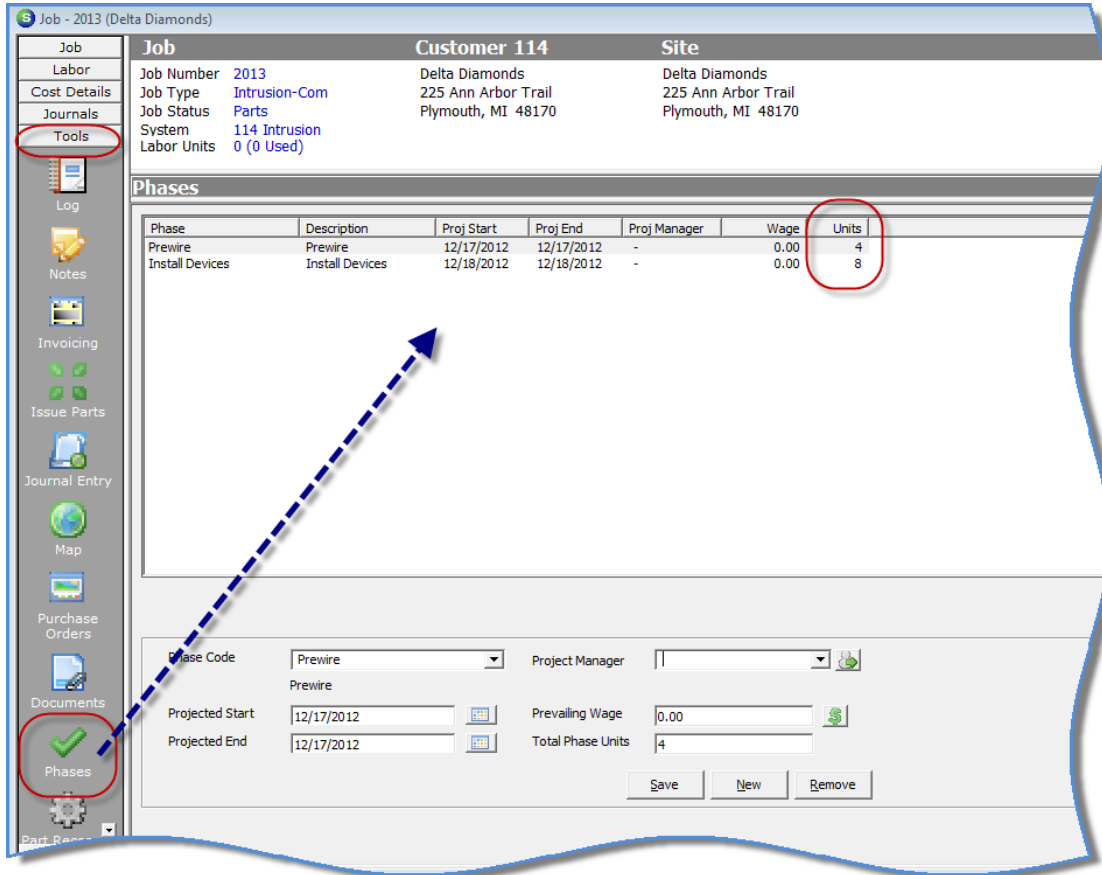
When the parts on the Job Materials List have been assigned Phases, when creating Purchase Orders from the Job, the User is prompted for which Phase PO's will be created.



Notes

Scheduling by Phase

Job Phases can also be used to indicate Labor Units required for a particular Job Phase.



Notes

Invoicing by Phase

The Invoicing of a Job may also be assigned to all the same phase or multiple job phases. Each Install Charge Line must be associated with a Job Phase, which may be different or all the same Phase.

Job - 2001 (Jones & Miller, Inc.)

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 Approvals	Plymouth, MI 48170	Plymouth, MI 48170
System 101 Job Integrated	(734) 454-7900	(734) 454-7900
Labor Units 58 (0 Used)		

Item	Description	Phase	QTY	Unit Price	Extended Price	
Install CCTV-Com	Install CCTV System	Phase 02	1	18000.00	18000.00	108
Install Access-Com	Install Access System	Phase 03	1	32000.00	32000.00	192
Install Int-Com	Install Intrusion System	Phase 01	1	14000.00	14000.00	840

Total Install Labor Units

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

Notes

The Job Task List determines which Phases and which Install Charges are available 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	Approvals	Plymouth, MI 48170	Plymouth, MI 48170
System	101 Job Integrated	(734) 454-7900	(734) 454-7900
Labor Units	58 (0 Used)		

#	Phase	Task	Job Status	Invoice	A	A	Comments
1	Phase 01	Pending Approvals	Approvals	N	N		
2	Phase 01	Order Parts- Phase 01	Parts	N	N		
3	Phase 01	1 Order Parts	Parts	Y	N		Invoice 25% - Mobilization
4	Phase 02	Submittals	Submittals	N	N		Delivered 12/04/2012 by Joe
5	Phase 02	Order Parts- Phase 02	Parts	N	N		
6	Phase 02	Sch Prewire	Scheduling	N	N		
7	Phase 02	PW	Prewire	Y	N		Progress Invoice 40% of Contract
8	Phase 03	Order Parts- Phase 03	Parts	N	N		
9	Phase 03	2 Sch Install	Scheduling	N	N		
10	Phase 03	3 Install	Install Equipment	Y	N		Final Invoice Balance of Contract. Bill RMR Separately.
11	Phase 03	4 CS Activate	CS Activation	Y	N		Bill RMR - Monitoring only.
12	Phase 03	5 Jobcost	Jobcost	N	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: 1 Order Parts
 Job Status: Parts
 Phase Code: Phase 01
 Invoice Memo: Invoice 25% - Mobilization
 Invoice

Notes

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Managing Job Parts

The list of parts on a Job Materials list serves multiple purposes:

- Provides a list of parts to be ordered and/or issued from on-hand inventory which will be expensed to the Job
- Parts may be invoiced individually if desired and if the Job Type is setup to allow parts invoicing
- Provides a list of installed parts for future use with service tickets

Parts List Capture & Job Change Orders

When the Materials list is first created, typically it reflects the list of parts that was quoted to the customer. The parts that are actually used on the Job may be different than the original plan. Three options are available for managing changes in the original quoted list of parts that were either manually entered or imported from QuoteWerks© or WeEstimate©.

- Using the “Capture Original Parts” feature
- Using Job Change Orders
- Using a combination of the “Capture Original Parts” feature and Job Change Orders

The method used depends on each company’s preference after considering any limitations/restrictions with each method.

Notes

Capture Original Parts

Using the Capture Original Parts feature will create an exact copy of the parts which are listed on the Materials List at the time the Capture button is clicked. This is considered the Original Parts List. A second parts list is automatically created and labeled as the Working Parts List.

Actions that may be performed on the Working Parts List

- Part quantities may be increased
- Part quantities may be decreased
- Part quantities may be zeroed-out
- Additional parts may be added
- Parts that were added after Capturing the Original Parts List may be deleted*

Limitations/Restrictions

- For Jobs where parts will be invoiced individually, once a Part has been invoiced, that part quantity may not be modified on the Working Parts List.
- Once all Job Tasks have been approved, changes are not permitted on the Working Parts List.

Notes

Job Change Orders

Using Job Change Orders is a more formal method of documenting and processing changes in the Job Materials List. Although this method is more time consuming, it provides a superior audit trail and capabilities for invoicing (or crediting) the customer for changes in the parts list.

Actions that may be performed with Job Change Orders

- Part quantities may be increased
- Part quantities may be decreased
- Additional parts may be added

Limitations/Restrictions

- For Jobs where parts will be invoiced individually, once a Part has been invoiced, that part quantity may not be modified on the Working Parts List.
- Once all Job Tasks have been approved, changes are not permitted on the Working Parts List.
- Jobs must be forced into “Lock” mode to be able to create Change Orders.
- Once a Job is in “Lock” mode, data entry fields on the Job Work Order are locked down to any changes.

Notes

Using Parts Capture & Job Change Orders

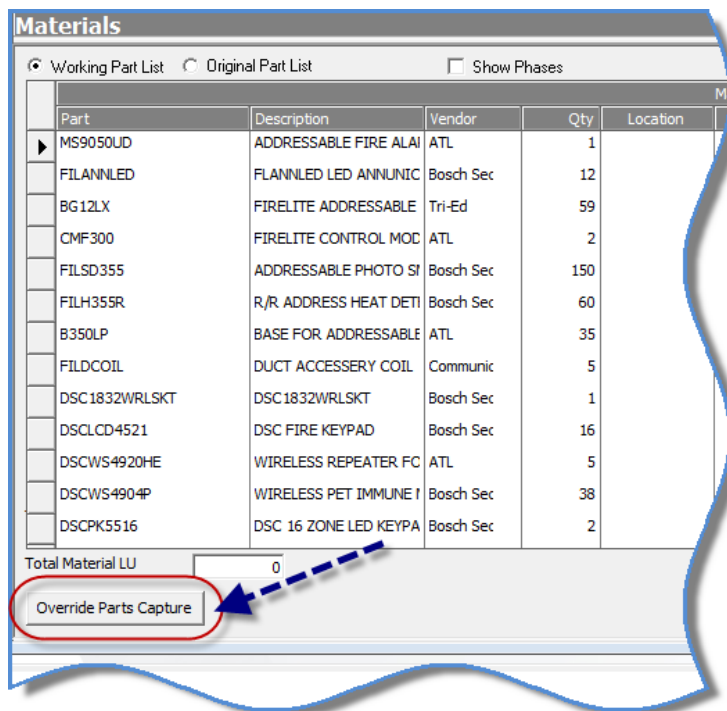
The third alternative is to use the Parts Capture and Job Change Orders. This would be the option for companies preferring to use Job Change Orders, but also want to lock down the original parts list so that it is preserved for reference purposes when reviewing a Job prior to closing.

Notes

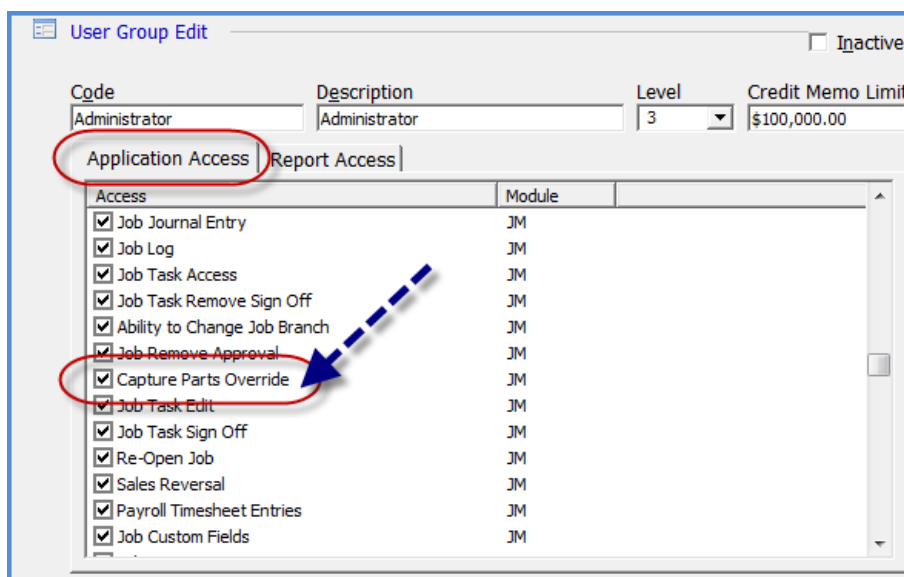
Notes

Override Parts Capture

The Override Parts Capture option is button which becomes visible only after the Capture Original Parts List button has pressed. This option is used to re-capture the parts list. This button would be used if someone clicked on the Capture Original Parts button prematurely. Using the Override Parts Capture will refresh the Original Parts list with all part information currently shown on the Working Parts List.



Access to the Override Parts Capture button is controlled by User Group Permissions.



Notes

Part Issues & Returns

Quantities of parts issued to a Job are tracked by issue and return transactions. Part costs are applied to Jobs depending on how a transaction is processed.

- Issue parts from a warehouse to a Job
- Direct Expense parts to a Job when receiving a Purchase Order
- Return Parts to a warehouse
- Return Parts to Vendor

Part Issues

Parts are issued to the Job by manually issuing from a warehouse or by receiving a purchase order as a direct expense to the Job. Both of these transactions create an "Issue" record which is displayed in the Job parts journal.

Part Issues from a Warehouse

The SedonaOffice application will apply part costs to the Job based upon the costing method of each individual part.

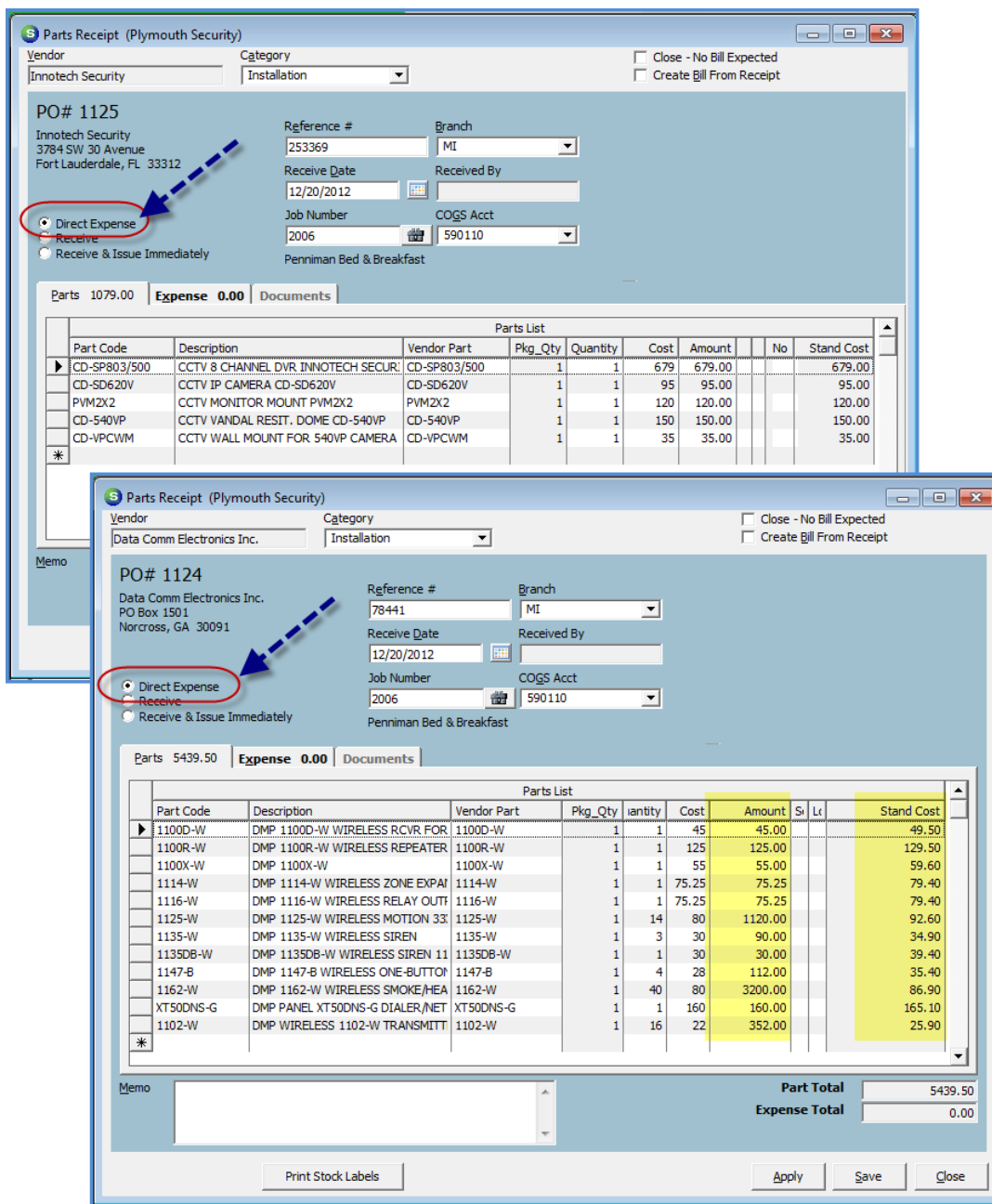
- Average Costing – part(s) will be posted to the Job at the current average cost when the issue transaction is performed.
- Standard Costing – part(s) will be posted to the Job at the current standard cost within the warehouse from which the part is being issued to the Job.
- Serialized Part Costing – part(s) will be posted to the job with the value of the particular serial number being issued to the Job.

Notes

Part Issues from receiving a Direct Expense PO

Parts on a purchase order that are flagged for Direct Expense, are costed to the Job when the purchase order is received. The cost applied to the Job is the unit cost on the purchase order at the time of the receipt.

Note: If parts are returned to a vendor that were originally direct expensed to a Job, the return must also be handled as a direct expense to properly account for the original cost that was applied to the Job.



Issue transaction created from receiving a Direct Expense parts purchase order

Warehouse displayed as N/A for Direct Expense Receipts

Issue	Date	Warehouse	User	Return	Memo	Holding	Holding Location
72	12/20/2012	N/A	Administrator	N		N	
73	12/20/2012	N/A	Administrator	N		N	

Part	Description	Detail	Qty	Location
CD-540VP	CCTV VANDAL RESIT. DOME CD-540VP	VANDAL RESIT. DOI	1	
PVM2X2	CCTV MONITOR MOUNT PVM2X2	MONITOR MOUNT	1	
CD-SD620V	CCTV IP CAMERA CD-SD620V	IP CAMERA	1	
CD-VPCCWM	CCTV WALL MOUNT FOR 540VP CAMERA	WALL MOUNT FOR :	1	
CD-SP803/500	CCTV 8 CHANNEL DVR. INNTECH SECURITY	DVR 8 CHANNEL	1	

Job Parts Journal

Part Code	Detail	Date	Warehouse	Qty	Unit Cost	Ext Cost	TimeStamp	UserCode
CD-SP803/500	DVR 8 CHANNEL	12/20/2012		1	679.00	679.00	12/20/2012 2:00:52 PM	Administrator
CD-SD620V	IP CAMERA	12/20/2012		1	95.00	95.00	12/20/2012 2:00:52 PM	Administrator
PVM2X2	MONITOR MOUNT	12/20/2012		1	120.00	120.00	12/20/2012 2:00:52 PM	Administrator
CD-540VP	VANDAL RESIT. DOME	12/20/2012		1	150.00	150.00	12/20/2012 2:00:52 PM	Administrator
CD-VPCCWM	WALL MOUNT FOR 54...	12/20/2012		1	35.00	35.00	12/20/2012 2:00:52 PM	Administrator
1100D-W	WIRELESS RECEIVER	12/20/2012		1	45.00	45.00	12/20/2012 2:03:53 PM	Administrator
1100R-W	WIRELESS REPEATER	12/20/2012		1	125.00	125.00	12/20/2012 2:03:53 PM	Administrator
1100X-W	WIRELESS RECEIVER	12/20/2012		1	55.00	55.00	12/20/2012 2:03:53 PM	Administrator
1114-W	WIRELESS ZONE EXPA...	12/20/2012		1	75.25	75.25	12/20/2012 2:03:53 PM	Administrator
1116-W	WIRELESS RELAY	12/20/2012		1	75.25	75.25	12/20/2012 2:03:53 PM	Administrator
1125-W	WIRELESS MOTION D...	12/20/2012		14	80.00	1120.00	12/20/2012 2:03:53 PM	Administrator
1135-W	WIRELESS SIREN	12/20/2012		3	30.00	90.00	12/20/2012 2:03:53 PM	Administrator
1135DB-W	WIRELESS SIREN 110DB	12/20/2012		1	30.00	30.00	12/20/2012 2:03:53 PM	Administrator
1147-B	WIRELESS KEY FOB	12/20/2012		4	28.00	112.00	12/20/2012 2:03:53 PM	Administrator
1162-W	WIRELESS SMOKE DET...	12/20/2012		40	80.00	3200.00	12/20/2012 2:03:53 PM	Administrator
XT500DNS-G	DIGITAL DIALER AND ...	12/20/2012		1	160.00	160.00	12/20/2012 2:03:53 PM	Administrator
1102-W	WIRELESS TRANSMIT...	12/20/2012		16	22.00	352.00	12/20/2012 2:03:53 PM	Administrator
						TOTAL	6518.50	

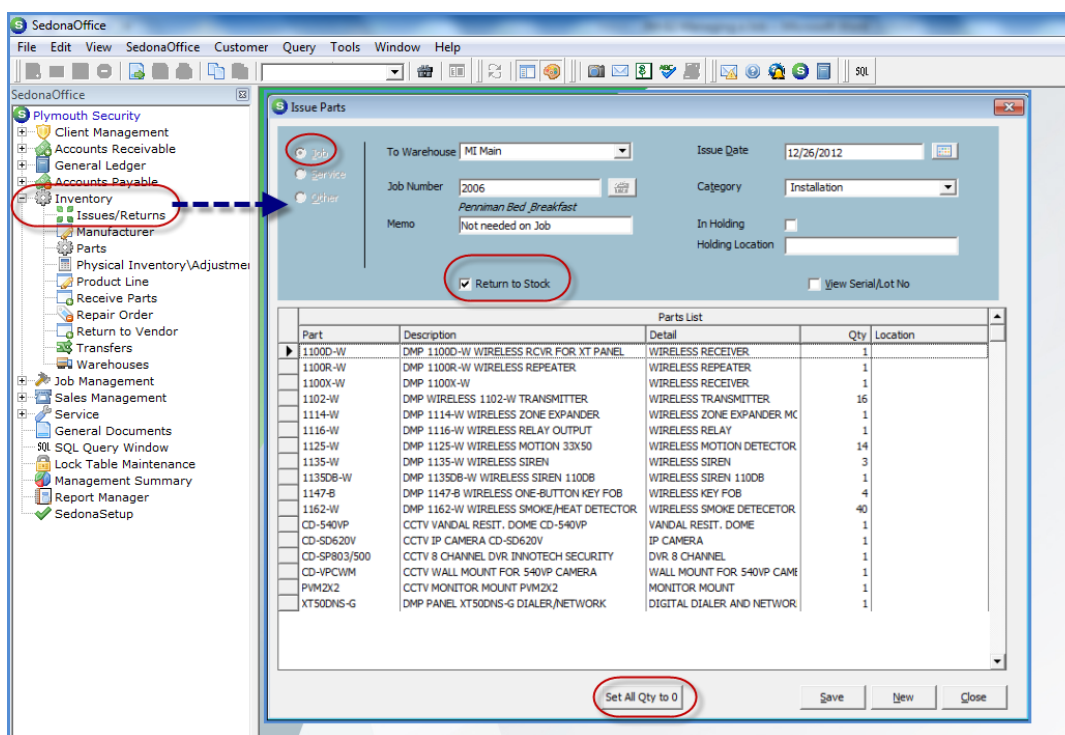
Notes

Part Returns

Parts Returned to a Warehouse

Parts not needed on a Job are returned to a warehouse to remove the part quantity and cost from the Job. Returns are processed by using the return to stock option on the Inventory Issues form.

If Job Types are flagged to require parts reconciliation, then either the Working Parts List must be modified to reduce part quantities of parts that will not be used on the Job or a Negative Change Order must be created to reduce the part quantities that will not be used.



Notes

Parts Returned to a Vendor

Parts that were issued to a Job or received into a Job with a Direct Expense Purchase Order are processed with a Return to Vendor transaction to remove the expense and issue quantity from the Job.

If parts were issued to a Job from a warehouse and need to be returned to the vendor, then a return to stock transaction is processed first to put the part back into stock and to remove the cost and issue transaction from the Job. The second step would be to process a Return to Vendor transaction that is not* linked to the Job.

If Job Types are flagged to require parts reconciliation, then either the Working Parts List must be modified to reduce part quantities of parts that will not be used on the Job or a Negative Change Order must be created to reduce the part quantities that will not be used.

*Note: If any re-stocking fees are charged for the parts return, and you want to apply those fees to the Job, the Job number would be entered on an Expense line of the Vendor Credit form.

Notes

Parts Return to Vendor-Direct Expense

Parts that need to be returned to a Vendor, which were originally issued to a Job from the receipt of a Direct Expense Purchase Order, need to be processed as a Direct Expense when performing the Return to Vendor Transaction.

Any expenses being charged by the Vendor, such as a restocking fee, would be entered when the Return is processed into a Vendor Credit.

Parts Return

Vendor: Bosch Security Systems Inc
 Category: J-Add/Upgrade R/SC

Create Vendor Credit

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

Reference #: PO1129RTV
 Branch: MI
 Receive Date: 12/26/2012
 Received By: Administrator
 Job Number: 140
 COGS Acct: 510001
 Lilly Taylor

In Holding

Parts 5.00 | Expense 0.00 | Documents

Part Code	Description	Vendor	Pkg_Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
DSCDMW	WALL MOUNT FOR BU	DSCDMW	1	1	5	5.00			5.00

Memo

Part Total: 5.00
 Expense Total: 0.00

Print Stock Labels | Return to Vendor | Save | Close

Credits

Vendor: Bosch Security Systems Inc
 Category: J-L.Com

Vendor Credit
 Vendor: Bosch Security Systems Inc
 Address: 130 Perinton Pkwy
 Chicago, IL 60690

Reference #: PO1129RTV
 Branch: MI
 Amount: 4.50
 Credit Date: 12/26/2012
 Costing: 140
 Lilly Taylor

Parts 5.00 | Expense -0.50 | Documents

Show Branches | Show Job Cost

GL Account	Description	Amount	Category	Job	Type	Pass Item
510010	Restocking Fee	-0.50	J-L.Com	140	O	

Memo

Total: 4.50
 Balance Due: 4.50

View Applied Credits | Save | Close

Notes

Warehouse Return to Vendor – Post Expense to Job

Parts that need to be returned to a Vendor, which were originally issued from a company warehouse, are processed with a Return to Vendor transaction without linking the return to a Job.

Any expenses being charged by the Vendor, such as a restocking fee, would be entered when the Return is processed into a Vendor Credit. If the fees are to be expensed to a Job, the Job number is entered on the Expense Line **only**.

Vendor: Bosch Security Systems Inc
Address: 130 Perinton Pkwy, Chicago, IL 60690

Reference #: CM36552
Branch: MI
Warehouse: Main-MI

Amount: 42.63
Credit Date: 12/26/2012

Costing: []

Parts 47.31 Expense -4.68 Documents

General Ledger				Job Cost		
GL Account	Description	Amount	Category	Job	Type	Pass Item
510010	Restocking Fee	-4.68	J-L.Com	140		

Memo: []

Total: 42.63
Balance Due: 42.63

Buttons: Apply, Save, Close

Notes