

SedonaOffice®

The #1 Financial Software for Security Companies

2013 SedonaOffice Users Conference

Job Management 4 Job Auditing

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Job Auditing

This track will cover the following topics:

- **Pre-Closing Job Audit**
 - **Compare Job Cost Estimate to Actual**
 - **Parts**
 - **Labor**
 - **Miscellaneous Expenses**
 - **Commissions**
 - **Reconciling Parts List**
 - **Labor Adjustments/Corrections**
 - **Commission Adjustments/Corrections**
 - **Miscellaneous Expense Corrections**

Pre-Closing Job Audit

Auditing a Job prior to closing may be simple or a bit complicated depending on the number and type of transactions that were posted to the Job. Following a pre-determined process helps to insure accuracy to the Job Costing.

Audit Process Checklist

Having a template checklist saved in an Excel Workbook helps in the auditing process. Items on your checklist may contain the following items for review and verification.

Income

- Install Charges
- Recurring Charges (RMR)
- Parts

Expenses

- Parts
- Labor
- Sales Commissions
- Subcontractors
- Equipment Rentals
- Permits/Fees
- Misc. Expense

Notes

| Job Costing Audit | | | | |
|--------------------|------------------|------------------|-----------------|--|
| Income | | | | |
| | Estimate | Actual | Variance | Notes |
| Install Charges | 64,000.00 | 64,000.00 | - | |
| Recurring | 437.33 | 79.00 | (358.33) | Future start Svc Contract-begins 04/2013 |
| Parts | - | - | - | |
| Totals: | 64,437.33 | 64,079.00 | (358.33) | |
| Expenses | | | | |
| | Estimate | Actual | Variance | Notes |
| Parts | 11,298.60 | 11,298.60 | - | |
| Labor \$ | 2,480.00 | 2,920.00 | 440.00 | |
| Commissions | 10,100.53 | 10,100.53 | - | |
| Subcontract 1 | 2,500.00 | 2,500.00 | - | Locksmith; Protech Construction |
| Subcontract 2 | | | - | |
| Subcontract 3 | | | - | |
| Equipment Rental | 500.00 | 485.00 | (15.00) | |
| Permits/Fees | 100.00 | 125.00 | 25.00 | Alarm Permit, city of plymouth |
| Misc. | | | - | |
| Totals: | 26,979.13 | 27,429.13 | 450.00 | |
| Labor Hours | | | | |
| | Estimate | Actual | Variance | Notes |
| Prewire | 4.00 | 8.00 | 4.00 | |
| Install Devices | 54.00 | 53.00 | (1.00) | |
| Training | - | 6.00 | 6.00 | |
| Programming | - | | - | |
| Travel | - | 6.00 | 6.00 | |
| Project Management | - | | - | |
| Totals: | 58.00 | 73.00 | 15.00 | |
| Closing Notes: | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Review Income

Review all elements of Income to verify everything has been correctly invoiced prior to closing the Job.

If RMR has not been invoiced, but will start on a future date, this will be handled during the Job Close process. Make certain to write down the RMR start date prior to pressing the Close Job button.

Review the Sales Summary Information

| Job | Job | Customer 101 | Site |
|----------------------|-----------------------------------|--------------------|----------------------------------|
| | Job Number 2001 | Jones_Miller, Inc. | Jones_Miller, Inc. (Corp Office) |
| | Job Type Integrated-Com | 215 N Main Street | 215 N Main Street |
| | Job Status Jobcost | Plymouth, MI 48170 | Plymouth, MI 48170 |
| | System 101 Job Integrated | (734) 454-7900 | (734) 454-7900 |
| | Labor Units 58 (73 Used) | | |
| Sales Summary | | | |
| Installs | | | |
| Item Code | Description | Quantity | Amount |
| Install Access-Com | Install Access System | 1 | 32000.00 |
| Install CCTV-Com | Install CCTV System | 1 | 18000.00 |
| Install Int-Com | Install Intrusion System | 1 | 14000.00 |
| | Total | | \$64,000.00 |
| Parts | | | |
| Part Code | Description | Quantity | Amount |
| 318D | DMP DUAL BATTERY HARNESS 318 | 1 | 0.00 |
| 7060-W | DMP 7060-W LCD DISPLAY KEYPAD | 2 | 0.00 |
| 95M2850 | KELTRON DUAL AUTO/MAN TRANSM... | 1 | 0.00 |
| ACX-RAIL-250 | CARD READER MOUNTING BRACKET | 4 | 0.00 |
| AEC-4W-P2USE | ACCESS DR. CONTROLLER AEC-4W-... | 1 | 0.00 |
| AEC21-EXT1 | ACCESS EXTENSION ENCLOSURE A... | 1 | 0.00 |
| APC-AEC-21-UPS1 | DOOR CONTROLLER APC-AEC-21-U... | 1 | 0.00 |
| CD-233CAT5A IDR | CCTV CAMERA IP MINI DOME | 2 | 0.00 |
| CD-235CAT5A1 | CCTV- IP MINI DOME CAMERA | 2 | 0.00 |
| CD-CG2x2.5 DH | CCTV PVM DOUBLE HUNG MOUNT KIT | 4 | 0.00 |
| CD-EXCA235BNCLD | CCTV LED CAMERA CD-EXCA235BN... | 1 | 0.00 |
| CE-VT200 | CCTV MONITOR 20-inch LCD CE-VT... | 2 | 0.00 |
| D8223 | PROX PRO READER D8223 | 4 | 0.00 |
| DHR-753-16A200 | CCTV DVR BOSCH 16 CH, 2TB | 1 | 0.00 |
| EX-35T | DMP EX-35T 35X35 OPTEX PIR | 8 | 0.00 |
| HSW | HORN/STROBE | 1 | 0.00 |
| HSW | HORN/STROBE EXCEDER HSW WHI... | 1 | 0.00 |
| HSWC | HORN/STROBE | 1 | 0.00 |
| HSWC | HORN/STROBE EXCEDER HSWC WH... | 1 | 0.00 |
| IE-PROXKEY | ACCESS IEI PROXKEY KEY FOB | 10 | 0.00 |
| IM-1270 | IM-1270 12V 7AMP BATTERY | 1 | 0.00 |
| VDA-445WMT | CCTV EXTERIOR DOME CAMERA BR... | 4 | 0.00 |
| XR2500F-R | DMP XR2500F-R PANEL | 1 | 0.00 |
| | Total | | \$0.00 |
| | Total Non Recurring | | \$64,000.00 |
| | Total Non Recurring Billed | | \$78,000.00 |
| | Total Credits | | \$14,000.00 |
| | Balance to Bill | | \$0.00 |
| Recurring | | | |
| Item Code | Description | Monthly Amt | |
| MON | Monitoring | 79.00 | |
| SVC CONT | Service Contract | 358.33 | |
| | Total Recurring | | \$437.33 |
| | Total Recurring Billed | | \$79.00 |

Review Invoices & Credits

Job - 2001 (Jones & Miller, Inc. (Corp Office))

| Job | Customer 101 | Site |
|---------------------------|--------------------|----------------------------------|
| Job Number 2001 | Jones_Miller, Inc. | Jones_Miller, Inc. (Corp Office) |
| Job Type Integrated-Com | 215 N Main Street | 215 N Main Street |
| Job Status Jobcost | Plymouth, MI 48170 | Plymouth, MI 48170 |
| System 101 Job Integrated | (734) 454-7900 | (734) 454-7900 |
| Labor Units 58 (73 Used) | | |

Invoicing

| Invoice # | Date | Desc | Amount | Net Due |
|-----------|------------|-----------------------|----------|----------|
| 1000 | 12/6/2012 | Installation Services | 14840.00 | 0.00 |
| 1003 | 12/6/2012 | Installation Services | 14840.00 | 14840.00 |
| 1004 | 12/10/2012 | Installation Services | 19080.00 | 19080.00 |
| 1005 | 12/18/2012 | Installation Services | 33920.00 | 33920.00 |
| 1006 | 12/15/2012 | Installation Services | 309.84 | 309.84 |

Credits

| Credit # | Date | Desc | Amount | Balance |
|----------|------------|-----------------------|----------|---------|
| 1001 | 12/28/2012 | Installation Services | 14840.00 | 0.00 |

Notes

Review Expenses

Review all expenses to verify everything has been correctly posted prior to closing the Job.

Job Costing Form

Compare the amounts between the Estimated Costs and the Actual Costs columns. If any amounts remain in the WIP column, these will move into the actuals column when the Job is closed.

| Job | Customer 101 | Site |
|---------------------------|--------------------|----------------------------------|
| Job Number 2001 | Jones_Miller, Inc. | Jones_Miller, Inc. (Corp Office) |
| Job Type Integrated-Com | 215 N Main Street | 215 N Main Street |
| Job Status Jobcost | Plymouth, MI 48170 | Plymouth, MI 48170 |
| System 101 Job Integrated | (734) 454-7900 | (734) 454-7900 |
| Labor Units 58 (73 Used) | | |

| Costing | | |
|-----------------|-----------------|-------------------------|
| Estimated Costs | Actual Costs | WIP |
| Income | | |
| Install Charge | \$64,000.00 | |
| Change Orders | \$0.00 | |
| Costs | | |
| Parts | \$11,298.60 | |
| Labor | \$2,480.00 | |
| Overhead | \$0.00 | |
| Other | \$3,100.00 | |
| Sub Total | \$16,878.60 | |
| Sub Profit/Loss | \$47,121.40 74% | |
| Commissions | \$10,100.53 | |
| Total | \$26,979.13 | |
| Profit/Loss | \$37,020.87 58% | |
| Recurring | \$437.33 | |
| Hold Back | \$0.00 | |
| | | Material 1 \$0.00 |
| | | Material 2 \$0.00 |
| | | Labor \$0.00 |
| | | Overhead \$0.00 |
| | | Commissions \$0.00 |
| | | Misc Other \$0.00 |
| | | Total WIP \$0.00 |

Parts Review

Parts Reconciliation

Job - 2001 (Jones & Miller, Inc. (Corp Office))

| Job | Job | Customer 101 | Site |
|--------------|---------------------------|--------------------|----------------------------------|
| Labor | Job Number 2001 | Jones_Miller, Inc. | Jones_Miller, Inc. (Corp Office) |
| Cost Details | Job Type Integrated-Com | 215 N Main Street | 215 N Main Street |
| Journals | Job Status Jobcost | Plymouth, MI 48170 | Plymouth, MI 48170 |
| Tools | System 101 Job Integrated | (734) 454-7900 | (734) 454-7900 |
| | Labor Units 58 (73 Used) | | |

| Part Code | Description | Detail | Job Quantity | Issued Quantity |
|-----------------|---------------------------------------|---|--------------|-----------------|
| 318D | DMP DUAL BATTERY HARNESS 318 | BATTERY HARNESS FOR TWO 12V BATTER... | 1 | 1 |
| 7060-W | DMP 7060-W LCD DISPLAY KEYPAD | KEYPAD | 2 | 2 |
| 95M2850 | KELTRON DUAL AUTO/MAN TRANSMITTER | DUAL AUTO/MAN TRANSMITTER | 1 | 1 |
| ACX-RAIL-250 | CARD READER MOUNTING BRACKET | CARD READER MOUNTING BRACKET | 4 | 4 |
| AEC-4W-P2USE | ACCESS DR. CONTROLLER AEC-4W-P2USE | ACCESS DR. CONTROLLER | 1 | 1 |
| AEC21-EXT1 | ACCESS EXTENSION ENCLOSURE AEC21-E... | ACCESS EASY CONTROLLER 2.1 | 1 | 1 |
| APC-AEC-21-UPS1 | DOOR CONTROLLER APC-AEC-21-UPS1 | CPU WITH ENCLOSURE 4 READER BOARD... | 1 | 1 |
| CD-233CATSA1DR | CCTV CAMERA IP MINI DOME | IP MINI DOME CAMERA | 2 | 2 |
| CD-235CATSA1 | CCTV-IP MINI DOME CAMERA | IP MINI DOME CAMERA | 2 | 2 |
| CD-GS2x2.5 DH | CCTV PVM DOUBLE HUNG MOUNT KIT | PVM DOUBLE HUNG MOUNT KIT | 4 | 4 |
| CD-EXCA235BNCLD | CCTV LED CAMERA CD-EXCA235BNCLD | CCTV | 1 | 1 |
| CE-VT200 | CCTV MONITOR 20-inch LCD CE-VT200 | CLINTON 20-INCH LCD MONITOR | 2 | 2 |
| D8223 | PROX PRO READER D8223 | PROX PRO READER D8223 | 4 | 4 |
| DHR-753-16A200 | CCTV DVR BOSCH 16 CH, 2TB | 750 SERIES HYBRID 16 CHANNEL 16 AUDI... | 1 | 1 |
| EX-35T | DMP EX-35T 35X35 OPTEX PIR | EX-35T 35X35 OPTEX PIR | 8 | 8 |
| HSW | HORN/STROBE EXCEDER HSW WHITE, WALL | WALL MOUNT WHITE HORN/STROBE | 2 | 1 |
| HSWC | HORN/STROBE EXCEDER HSWC WHITE, C... | CEILING MOUNT WHITE HORN/STROBE | 2 | 1 |
| IE-PROXKEY | ACCESS IEI PROXKEY KEY FOB | KEY FOB | 10 | 10 |
| IM-1270 | IM-1270 12V 7AMP BATTERY | 12 VOLT 7 AH BATTERY | 1 | 1 |
| VDA-445WMT | CCTV EXTERIOR DOME CAMERA BRACKET | CAMERA WALL MOUNT BRACKET | 4 | 4 |
| XR2500F-R | DMP XR2500F-R PANEL | FIRE PANEL | 1 | 1 |

Parts Journal

| Job - 2001 (Jones & Miller, Inc. (Corp Office)) | | | | | | | | | |
|---|-----------------------------|------------------------|----------------------------------|-----------|-----|-----------|----------|----------------|---------------|
| Job | Customer | Site | | | | | | | |
| Job Number | 2001 | Jones_Miller, Inc. | Jones_Miller, Inc. (Corp Office) | | | | | | |
| Job Type | Integrated-Com | 215 N Main Street | 215 N Main Street | | | | | | |
| Job Status | Jobcost | Plymouth, MI 48170 | Plymouth, MI 48170 | | | | | | |
| System | 101 Job Integrated | (734) 454-7900 | (734) 454-7900 | | | | | | |
| Labor Units | 58 (73 Used) | | | | | | | | |
| Part Journal | | | | | | | | | |
| Part Code | Description | Detail | Date | Warehouse | Qty | Unit Cost | Ext Cost | TimeStamp | UserCode |
| IE-PROXKEY | ACCESS IEI PROXKEY KEY FOB | KEY FOB | 12/28/2012 | | 10 | 4.10 | 41.00 | 12/28/2012 ... | Administrator |
| AEC-4W-P2USE | ACCESS DR CONTROLLER AE... | ACCESS DR CONTROL... | 12/28/2012 | | 1 | 1295.00 | 1295.00 | 12/28/2012 ... | Administrator |
| AEC21-EXT1 | ACCESS EXTENSION ENCLOS... | ACCESS EASY CONTR... | 12/28/2012 | | 1 | 250.00 | 250.00 | 12/28/2012 ... | Administrator |
| ACX-RAIL-250 | CARD READER MOUNTING B... | CARD READER MOUN... | 12/28/2012 | | 4 | 8.65 | 34.60 | 12/28/2012 ... | Administrator |
| APC-AEC-21-UPS1 | DOOR CONTROLLER APC-AE... | CPU WITH ENCLOSUR... | 12/28/2012 | | 1 | 1200.00 | 1200.00 | 12/28/2012 ... | Administrator |
| D8223 | PROX PRO READER D8223 | PROX PRO READER D... | 12/28/2012 | | 4 | 127.50 | 510.00 | 12/28/2012 ... | Administrator |
| 95M2850 | KELTRON DUAL AUTO/MAN T... | DUAL AUTO/MAN TRA... | 12/28/2012 | | 1 | 500.00 | 500.00 | 12/28/2012 ... | Administrator |
| 318D | DMP DUAL BATTERY HARNES... | BATTERY HARNES F... | 12/28/2012 | | 1 | 6.80 | 6.80 | 12/28/2012 ... | Administrator |
| CD-CG2x2.5 DH | CCTV PVM DOUBLE HUNG M... | PVM DOUBLE HUNG M... | 12/28/2012 | | 4 | 167.00 | 668.00 | 12/28/2012 ... | Administrator |
| CD-233CAT5A1DR | CCTV CAMERA IP MINI DOME | IP MINI DOME CAMERA | 12/28/2012 | | 2 | 207.00 | 414.00 | 12/28/2012 ... | Administrator |
| CD-EXCA233BNCLD | CCTV LED CAMERA CD-EXCA... | CCTV | 12/28/2012 | | 1 | 250.00 | 250.00 | 12/28/2012 ... | Administrator |
| CD-233CAT5A1 | CCTV-IP MINI DOME CAMERA | IP MINI DOME CAMERA | 12/28/2012 | | 2 | 169.00 | 338.00 | 12/28/2012 ... | Administrator |
| CE-VT200 | CCTV MONITOR 20-inch LCD | CLINTON 20-INCH LC... | 12/28/2012 | | 2 | 499.00 | 998.00 | 12/28/2012 ... | Administrator |
| DHR-753-16A200 | CCTV DVR BOSCH 16 CH, 2TB | 750 SERIES HYBRID 1... | 12/28/2012 | | 1 | 3726.00 | 3726.00 | 12/28/2012 ... | Administrator |
| VDA-445WMT | CCTV EXTERIOR DOME CAME... | CAMERA WALL MOUN... | 12/28/2012 | | 4 | 46.35 | 185.40 | 12/28/2012 ... | Administrator |
| 7060-W | DMP 7060-W LCD DISPLAY K... | KEYPAD | 12/28/2012 | | 2 | 70.30 | 140.60 | 12/28/2012 ... | Administrator |
| EX-35T | DMP EX-35T 35X35 OPTEX PIR | EX-35T 35X35 OPTEX ... | 12/28/2012 | | 8 | 15.90 | 127.20 | 12/28/2012 ... | Administrator |
| XR2500F-R | DMP XR2500F-R PANEL | FIRE PANEL | 12/28/2012 | | 1 | 549.30 | 549.30 | 12/28/2012 ... | Administrator |
| HSW | HORN/STROBE EXCEDER HS... | WALL MOUNT WHITE ... | 12/28/2012 | | 1 | 27.50 | 27.50 | 12/28/2012 ... | Administrator |
| HSWC | HORN/STROBE EXCEDER HS... | CEILING MOUNT WHIT... | 12/28/2012 | | 1 | 28.00 | 28.00 | 12/28/2012 ... | Administrator |
| IM-1270 | IM-1270 12V 7AMP BATTERY | 12 VOLT 7 AH BATTERY | 12/28/2012 | | 1 | 9.20 | 9.20 | 12/28/2012 ... | Administrator |
| HSW | HORN/STROBE EXCEDER HS... | WALL MOUNT WHITE ... | 12/28/2012 | MI Main | 1 | 27.50 | 27.50 | 12/28/2012 ... | Administrator |
| HSWC | HORN/STROBE EXCEDER HS... | CEILING MOUNT WHIT... | 12/28/2012 | MI Main | 1 | 28.00 | 28.00 | 12/28/2012 ... | Administrator |
| HSW | HORN/STROBE EXCEDER HS... | WALL MOUNT WHITE ... | 12/28/2012 | MI Main | -1 | 27.50 | -27.50 | 12/28/2012 ... | Administrator |
| HSWC | HORN/STROBE EXCEDER HS... | CEILING MOUNT WHIT... | 12/28/2012 | MI Main | -1 | 28.00 | -28.00 | 12/28/2012 ... | Administrator |
| TOTAL | | | | | | | 11298.60 | | |

Materials List

| Phase | Part | Description | Vendor | Qty | Location | Unit | Ext | Tax | LU | Issued | Stock | PO | PO D |
|-------|---------------|----------------|--------|-----|----------|------|------|------|----|--------|--------------------------|----|------|
| Phase | AEC21-EXT1 | ACCESS EXTENS | Bosch | 1 | | | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase | APC-AEC-21-UF | DOOR CONTROL | Bosch | 1 | | | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase | CD-233CAT5A1 | CCTV CAMERA IP | Innot | 2 | | | 0.00 | 0.00 | 0 | 2 | <input type="checkbox"/> | | 0.00 |
| Phase | CD-235CAT5A1 | CCTV-IP MINI D | Innot | 2 | | | 0.00 | 0.00 | 0 | 2 | <input type="checkbox"/> | | 0.00 |
| Phase | CD-EXCA235BN | CCTV LED CAMEF | Innot | 1 | | | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase | CE-VT200 | CCTV MONITOR | Clint | 2 | | | 0.00 | 0.00 | 0 | 2 | <input type="checkbox"/> | | 0.00 |
| Phase | DHR-753-16A2 | CCTV DVR BOSCH | Bosch | 1 | | | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase | VDA-445WMT | CCTV EXTERIOR | Bosch | 4 | | | 0.00 | 0.00 | 0 | 4 | <input type="checkbox"/> | | 0.00 |
| Phase | CD-CG2x2.5 DH | CCTV PVM DOUE | Innot | 4 | | | 0.00 | 0.00 | 0 | 4 | <input type="checkbox"/> | | 0.00 |
| Phase | XR2500F-R | DMP XR2500F-R | Data | 1 | | | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase | EX-35T | DMP EX-35T 35X | Data | 8 | | | 0.00 | 0.00 | 0 | 8 | <input type="checkbox"/> | | 0.00 |
| Phase | 7060-W | DMP 7060-W LCD | Data | 2 | | | 0.00 | 0.00 | 0 | 2 | <input type="checkbox"/> | | 0.00 |
| Phase | HSW | HORN/STROBE E | Coop | 1 | | | 0.00 | 0.00 | 0 | 0 | <input type="checkbox"/> | | 0.00 |
| Phase | HSWC | HORN/STROBE E | Coop | 1 | | | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase | IM-1270 | IM-1270 12V 7A | ADI | 1 | | | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase | HSW | HORN/STROBE | Coop | 1 | | | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase | HSWC | HORN/STROBE | Coop | 1 | | | 0.00 | 0.00 | 0 | 0 | <input type="checkbox"/> | | 0.00 |

Make Corrections

| Phase | Part | Description | Vendor | Qty | Location | Unit Price | Ext Price | Tax | LU | Issued Qty | Stock | PO | PO D |
|----------|-----------------|----------------------|-----------|-----|----------|------------|-----------|------|----|------------|--------------------------|----|------|
| Phase 01 | AEC-4W-P2USE | ACCESS DR CONTROLL | Bosch Se | 1 | | 0.00 | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase 01 | AEC21-EXT1 | ACCESS EXTENSION EN | Bosch Se | 1 | | 0.00 | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase 01 | APC-AEC-21-UPS1 | DOOR CONTROLLER AP | Bosch Se | 1 | | 0.00 | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase 02 | CD-233CAT5A1DR | CCTV CAMERA IP MINI | Innotch | 2 | | 0.00 | 0.00 | 0.00 | 0 | 2 | <input type="checkbox"/> | | 0.00 |
| Phase 02 | CD-235CAT5A1 | CCTV-IP MINI DOME C | Innotch | 2 | | 0.00 | 0.00 | 0.00 | 0 | 2 | <input type="checkbox"/> | | 0.00 |
| Phase 02 | CD-EXCA235BNCLD | CCTV LED CAMERA CD- | Innotch | 1 | | 0.00 | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase 02 | CE-VT200 | CCTV MONITOR 20-inch | Clinton E | 2 | | 0.00 | 0.00 | 0.00 | 0 | 2 | <input type="checkbox"/> | | 0.00 |
| Phase 02 | DHR-753-16A200 | CCTV DVR BOSCH 16 C | Bosch Se | 1 | | 0.00 | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase 02 | VDA-445WMT | CCTV EXTERIOR DOME | Bosch Se | 4 | | 0.00 | 0.00 | 0.00 | 0 | 4 | <input type="checkbox"/> | | 0.00 |
| Phase 02 | CD-CG2x2.5 DH | CCTV PVM DOUBLE HUI | Innotch | 4 | | 0.00 | 0.00 | 0.00 | 0 | 4 | <input type="checkbox"/> | | 0.00 |
| Phase 03 | XR2500F-R | DMP XR2500F-R PANEL | Data Cor | 1 | | 0.00 | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase 03 | EX-35T | DMP EX-35T 35X35 OPT | Data Cor | 8 | | 0.00 | 0.00 | 0.00 | 0 | 8 | <input type="checkbox"/> | | 0.00 |
| Phase 03 | 7060-W | DMP 7060-W LCD DISP | Data Cor | 2 | | 0.00 | 0.00 | 0.00 | 0 | 2 | <input type="checkbox"/> | | 0.00 |
| Phase 03 | HSW | HORN/STROBE EXCEDE | Cooper \ | 0 | | 0.00 | 0.00 | 0.00 | 0 | 0 | <input type="checkbox"/> | | 0.00 |
| Phase 03 | HSWC | HORN/STROBE EXCEDE | Cooper \ | 1 | | 0.00 | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase 03 | IM-1270 | IM-1270 12V 7AMP BA1 | ADI | 1 | | 0.00 | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase 02 | HSW | HORN/STROBE | Cooper \ | 1 | | 0.00 | 0.00 | 0.00 | 0 | 1 | <input type="checkbox"/> | | 0.00 |
| Phase 02 | HSWC | HORN/STROBE | Cooper \ | 0 | | 0.00 | 0.00 | 0.00 | 0 | 0 | <input type="checkbox"/> | | 0.00 |

Labor Review

Review both Labor Hours and Labor Costs.

Labor Hours

Job - 2001 (Jones & Miller, Inc. (Corp Office))

| Job | Job | Customer 101 |
|-------------|--------------------|--------------------|
| Job Number | 2001 | Jones_Miller, Inc. |
| Job Type | Integrated-Com | 215 N Main Street |
| Job Status | Jobcost | Plymouth, MI 48170 |
| System | 101 Job Integrated | (734) 454-7900 |
| Labor Units | 58 (73 Used) | |

Sales Summary

Installs

| Item Code | Description |
|--------------------|--------------------------|
| Install Access-Com | Install Access System |
| Install CCTV-Com | Install CCTV System |
| Install Int-Com | Install Intrusion System |
| Total | |

Parts

| Part Code | Description |
|-----------------|-------------------------------|
| 318D | DMP DUAL BATTERY HARNESS 318 |
| 7060-W | DMP 7060-W LCD DISPLAY KEYPAD |
| 95M2850 | KELTRON DUAL AUTO/MAN TRANS |
| ACX-RAIL-250 | CARD READER MOUNTING BRACK |
| AEC-4W-P2USE | ACCESS DR CONTROLLER AEC-4W |
| AEC21-EXT1 | ACCESS EXTENSION ENCLOSURE |
| APC-AEC-21-UPS1 | DOOR CONTROLLER APC-AEC-21-L |
| CD-233CAT5A1DR | CAMERA IP MINI DOME |
| CD-233CAT5A1 | DOME CAMERA |

Labor Estimate/Actuals

Job - 2001 (Jones & Miller, Inc. (Corp Office))

| Job | Customer 101 | Site |
|-------------|--------------------|----------------------------------|
| Job Number | Jones_Miller, Inc. | Jones_Miller, Inc. (Corp Office) |
| Job Type | 215 N Main Street | 215 N Main Street |
| Job Status | Jobcost | Plymouth, MI 48170 |
| System | 101 Job Integrated | (734) 454-7900 |
| Labor Units | 58 (73 Used) | (734) 454-7900 |

Costing

| Income | Actual Costs | WIP |
|-----------------|----------------|------------------|
| Install Charge | Install Charge | Material 1 |
| \$64,000.00 | \$64,000.00 | Material 2 |
| Change Orders | | Labor |
| \$0.00 | | Overhead |
| Costs | Costs | Commissions |
| Parts | Parts | Misc Other |
| \$11,298.60 | \$11,298.60 | Total WIP |
| Labor | Labor | |
| \$2,480.00 | \$2,920.00 | |
| Overhead | Overhead | |
| \$0.00 | \$0.00 | |
| Other | Other | |
| \$3,100.00 | \$3,110.00 | |
| Sub Total | | |
| Sub Profit/Loss | | |
| Commissions | | |
| Total | | |
| Profit/Loss | | |
| Recurring | | |
| Hold Back | | |

Job Labor Tasks

| Labor Task | Description | Estimated Units | Estimated Cost | Actual Units | Actual Cost |
|---------------|-------------------|-----------------|----------------|--------------|-------------|
| PW | Prewire | 4 | 320.00 | 8 | 320.00 |
| IN | Equipment Install | 54 | 2160.00 | 53 | 2120.00 |
| Training | Training | 0 | 0.00 | 6 | 240.00 |
| Travel | Travel | 0 | 0.00 | 6 | 240.00 |
| Totals | | 73 | 2920.00 | | |

Job Timesheets

The screenshot shows the 'Job Timesheets' window for Job 2001. The window title is 'Job - 2001 (Jones & Miller, Inc. (Corp Office))'. The main area displays a table of time sheet entries. A sidebar on the left contains navigation icons for Labor, Schedule, Appointments, Time Sheets (highlighted with a red circle), and Payroll. Below the table is a form for adding new entries with fields for Date, Installer, Job Task, Description, Labor Task, Units, Pay Rate, and Amount, along with 'Add', 'New', and 'Delete' buttons.

| Work Date | Installer | Job Task | Description | Labor Task | Units | Pay Rate | Amount |
|------------|---------------|-----------|-------------|------------|-------|----------|--------|
| 12/6/2012 | Mack Miller | PW | | PW | 4 | 40.00 | 160.00 |
| 12/6/2012 | Mark Taylor | PW | | PW | 4 | 40.00 | 160.00 |
| 12/7/2012 | Mack Miller | 3 Install | | IN | 7 | 40.00 | 280.00 |
| 12/7/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/8/2012 | Mack Miller | 3 Install | | IN | 7 | 40.00 | 280.00 |
| 12/8/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/9/2012 | Mack Miller | 3 Install | | IN | 7 | 40.00 | 280.00 |
| 12/9/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/10/2012 | Mack Miller | 3 Install | | IN | 8 | 40.00 | 320.00 |
| 12/10/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/11/2012 | Mack Miller | 3 Install | | IN | 8 | 40.00 | 320.00 |
| 12/11/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/12/2012 | Mack Miller | 3 Install | | IN | 8 | 40.00 | 320.00 |
| 12/12/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/13/2012 | Mack Miller | 3 Install | | Training | 6 | 40.00 | 240.00 |
| 12/10/2012 | Orlando Smith | 3 Install | | IN | 8 | 40.00 | 320.00 |

Make Corrections

The screenshot shows the 'Time Sheets' window with a correction being made. The 'Units' field for the entry on 12/10/2012 by Orlando Smith is highlighted with a red circle and set to -8.0. The 'Amount' field is set to -320.00. The 'Description' field contains the text 'posted to wrong Job'. The 'Labor Task' is set to 'IN'. The 'Add', 'New', and 'Delete' buttons are visible at the bottom.

| Work Date | Installer | Job Task | Description | Labor Task | Units | Pay Rate | Amount |
|------------|---------------|-----------|-------------|------------|-------|----------|--------|
| 12/6/2012 | Mack Miller | PW | | PW | 4 | 40.00 | 160.00 |
| 12/6/2012 | Mark Taylor | PW | | PW | 4 | 40.00 | 160.00 |
| 12/7/2012 | Mack Miller | 3 Install | | IN | 7 | 40.00 | 280.00 |
| 12/7/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/8/2012 | Mack Miller | 3 Install | | IN | 7 | 40.00 | 280.00 |
| 12/8/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/9/2012 | Mack Miller | 3 Install | | IN | 7 | 40.00 | 280.00 |
| 12/9/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/10/2012 | Mack Miller | 3 Install | | IN | 8 | 40.00 | 320.00 |
| 12/10/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/11/2012 | Mack Miller | 3 Install | | IN | 8 | 40.00 | 320.00 |
| 12/11/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/12/2012 | Mack Miller | 3 Install | | IN | 8 | 40.00 | 320.00 |
| 12/12/2012 | Mack Miller | 3 Install | | Travel | 1 | 40.00 | 40.00 |
| 12/13/2012 | Mack Miller | 3 Install | | Training | 6 | 40.00 | 240.00 |
| 12/10/2012 | Orlando Smith | 3 Install | | IN | 8 | 40.00 | 320.00 |

Review Commissions

Job **Customer 101** **Site**

Job Number: 2001 Jones_Miller, Inc. Jones_Miller, Inc. (Corp Office)
 Job Type: Integrated-Com 215 N Main Street 215 N Main Street
 Job Status: Jobcost Plymouth, MI 48170 Plymouth, MI 48170
 System: 101 Job Integrated (734) 454-7900 (734) 454-7900
 Labor Units: 58 (65 Used)

Commissions

Commissionable / Splits

Install Total: 64000.00 Salesperson 1: George.Miller 100.00 %
 Commissionable %: 100.00 Salesperson 2: 0.00 %
 Commissionable: 64000.00
 Recurring: 437.33 [Remove All] [Apply]

| Salesperson | Commission Type | Post Date | Commissionable | Rate | Commission |
|---------------|-----------------|-----------|----------------|--------|------------|
| George.Miller | Install | 12/2/2012 | 64000.00 | 15.00 | 9600.00 |
| George.Miller | MON | 12/2/2012 | 79.00 | 180.00 | 142.20 |
| George.Miller | SVC CONT | 12/2/2012 | 358.33 | 100.00 | 358.33 |

Total Commission: 10100.53

Salesperson: **George.Miller** Commissionable: []
 Commission Type: [] Rate: []
 Posting Date (GL): 12/2/2012 Commission: []
 Select from all other Salespeople [Apply] [New] [Delete]

Make Corrections/Adjustments

Commissions

Commissionable / Splits

Install Total: 64000.00 Salesperson 1: George.Miller 100.00 %
 Commissionable %: 100.00 Salesperson 2: 0.00 %
 Commissionable: 64000.00
 Recurring: 437.33 [Remove All] [Apply]

| Salesperson | Commission Type | Post Date | Commissionable | Rate | Commission |
|---------------|-----------------|-----------|----------------|--------|------------|
| George.Miller | Install | 12/2/2012 | 64000.00 | 15.00 | 9600.00 |
| George.Miller | MON | 12/2/2012 | 79.00 | 180.00 | 142.20 |
| George.Miller | SVC CONT | 12/2/2012 | 358.33 | 100.00 | 358.33 |

Total Commission: 10100.53

Salesperson: **George.Miller** Commissionable: **-100.00**
 Commission Type: Adjustment Rate: 100.00
 Posting Date (GL): 12/2/2012 Commission: -100.00
 Select from all other Salespeople [Apply] [New] [Delete]

Review Miscellaneous Expenses / Make Corrections

Estimated Expenses

Job - 2001 (Jones & Miller, Inc. (Corp Office))

| 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: Jobcost | Plymouth, MI 48170 | Plymouth, MI 4817 |
| System: 101 Job Integrated | (734) 454-7900 | (734) 454-7900 |
| Labor Units: 58 (65 Used) | | |

| Estimated Costs | | Actual Costs | |
|-----------------|-------------------|-----------------|-----------------|
| Income | | | |
| Install Charge | \$64,000.00 | Install Charge | \$64,000.00 |
| Change Orders | \$0.00 | | |
| Costs | | | |
| Parts | \$11,298.60 | Parts | \$11,298.60 |
| Labor | \$2,480.00 | Labor | \$2,920.00 |
| Overhead | \$0.00 | Overhead | \$0.00 |
| Other | \$3,100.00 | Other | \$3,110.00 |
| Sub Total | \$16,878.60 | Sub Total | \$17,328.60 |
| Sub Profit/Loss | \$47,121.40 74% | Sub Profit/Loss | \$46,671.40 73% |
| Commissions | \$10,100.53 | Commissions | \$10,100.53 |
| Total | \$26,979.13 | Total | \$27,429.13 |
| Profit/Loss | \$37,020.87 58% | Profit/Loss | \$36,570.87 57% |
| Recurring | \$437.33 | Recurring | \$79.00 |

Utilizing Job Custom Fields

Job - 2001 (Jones & Miller, Inc. (Corp Office))

| Job | Customer 101 |
|----------------------------|--------------------|
| Job Number: 2001 | Jones_Miller, Inc. |
| Job Type: Integrated-Com | 215 N Main Street |
| Job Status: Jobcost | Plymouth, MI 48170 |
| System: 101 Job Integrated | (734) 454-7900 |
| Labor Units: 58 (65 Used) | |

| Custom Fields | |
|------------------|----------|
| Text | |
| Sub-Elect. Est\$ | Field 1 |
| Sub-Locks Est\$ | 2500 |
| Equip Rent Est\$ | 500 |
| Permit/Fee Est\$ | 100 |
| Field 5 | Field 13 |
| Field 6 | Field 14 |
| Field 7 | Field 15 |
| Field 8 | Field 16 |
| Money | |
| Amount 1 | 0.00 |
| Amount 2 | 0.00 |
| Tables | |
| Table 1 | |
| Table 2 | |

Miscellaneous Expenses – Cost Details

Job - 2001 (Jones & Miller, Inc. (Corp Office))

| Job | Customer 101 | Site |
|---------------------------|--------------------|----------------------------------|
| Job Number 2001 | Jones_Miller, Inc. | Jones_Miller, Inc. (Corp Office) |
| Job Type Integrated-Com | 215 N Main Street | 215 N Main Street |
| Job Status Jobcost | Plymouth, MI 48170 | Plymouth, MI 48170 |
| System 101 Job Integrated | (734) 454-7900 | (734) 454-7900 |
| Labor Units 58 (65 Used) | | |

Cost - Checks

| Date | Vendor Code | Check No | Account | Description | Amount | Expense Type |
|--------------|------------------|----------|---------|--------------------------|---------------|--------------|
| 12/28/2012 | City Of Plymouth | 2252 | 510005 | CO5 - Jobs-Permits-Al... | 125.00 | P |
| Total | | | | | 125.00 | |

Job - 2001 (Jones & Miller, Inc. (Corp Office))

| Job | Customer 101 | Site |
|---------------------------|--------------------|----------------------------------|
| Job Number 2001 | Jones_Miller, Inc. | Jones_Miller, Inc. (Corp Office) |
| Job Type Integrated-Com | 215 N Main Street | 215 N Main Street |
| Job Status Jobcost | Plymouth, MI 48170 | Plymouth, MI 48170 |
| System 101 Job Integrated | (734) 454-7900 | (734) 454-7900 |
| Labor Units 58 (65 Used) | | |

Cost - Receipts/Bills

| Date | User | Type | PO Number | Vendor | Account | Description | Amount | Expense Type |
|--------------|---------------|---------|-----------|----------------------|---------|-------------------------------|----------------|--------------|
| 12/28/2012 | Administrator | Receipt | 1137 | United Rentals Inc | 510006 | Scissor Lift - 5-day rental | 385.00 | ER |
| 12/28/2012 | Administrator | Receipt | 1137 | United Rentals Inc | 510006 | Lift - Pickup & Delivery Fee | 100.00 | ER |
| 12/28/2012 | Administrator | Bill | 1136 | Protech Construction | 510004 | Jobs-Subcontractors- 10 hr... | 2500.00 | S |
| Total | | | | | | | 2985.00 | |