



## **SedonaOffice Users Conference**

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# **Job Management**

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**PERENNIAL SOFTWARE**

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## **Job Management Overview**

During this four-track series, we will evaluate jobs using the different setup and processing methods. We have intentionally made errors on our test jobs in an effort to demonstrate how to identify and make the necessary corrections.

During the last track, we will focus on Job Commission setup and Job Change Orders. The Change Order topic will be an interactive session. Plenty of space has been provided at the end of this document to take notes.

## Different Setups Different Results

Processing Jobs in SedonaOffice will produce different financial results depending on each company's policies and procedures and the various Job setups.

Some methods will prove to be more favorable to a salesperson, while others will favor the company; the ultimate margin of a Job depends upon certain settings and choices in the related setup tables.

## Job Costing Methods

There are three basic Job Costing methods available in SedonaOffice.

- Recognize expenses and income immediately
- Post expenses to WIP accounts – recognize expenses when invoicing or when closing the Job
- Post expenses to WIP accounts and Income to an accrual account – recognize expenses and income when the Job is closed

### Which method should I use?

There is no right or wrong answer to this question; it is simply a matter of preference. Some companies prefer to use one costing method for all Job Types, while others may use different costing methods based upon the Job Type.

Notes:

## Factors Influencing How Costs record to a Job

The cost of parts is probably one of the main expense items for a Job. How the part cost is posted to the Job may have an impact on the gross margin and may affect the calculation of commissions.

### Part Costs

Two main factors have a direct impact on how part costs will be recorded to a Job; the expense method and the part's costing method.

#### Expense Method

- Issue from inventory to the Job
- Direct expense on a purchase order to the Job
- Receive a PO and issue immediately to the Job

#### Inventory Costing Method

- Standard costing
- Average costing
- Serialized part costing

Notes:

## Part Setup

The image displays three overlapping screenshots of the 'Part Edit' window, illustrating the setup for Part 6160, 'ALPHA ENGLISH KEYPAD'.

**Top Screenshot (Description Tab):**

- Description:** ALPHA ENGLISH KEYPAD
- Detail:** ALPHA ENGLISH KEYPAD
- Product Line:** SOUC-RB
- Manufacturer:** Honeywell
- Manuf Part Code:** 6160
- Manuf Warranty:** One Year
- U.P.C.:**
- Notes:** 32
- Ship Weight:** 0
- Labor Units:** 1.5
- Costing:** Method: Standard, PPV Account: 120900, Direct Exp Acct: N/A
- AR Setup:** Invoice Item: Job Part LCOM, Income Acct: N/A
- Sales:** Invoice Description: ALPHA ENGLISH KEYPAD, Price: 249.6600
- Service:** Invoice Description: ALPHA ENGLISH KEYPAD, Price 1: 300.0000, Price 2: 223.0000
- Options:** ☒ Customer Equipment, ☐ Stock Item For Jobs, ☐ Freeze All Purchasing

**Middle Screenshot (Vendors Tab):**

Vendor	Vendor Part	Purchase Cost	Description	Quantity	Primary
ADI	6160	103.5000	ALPHA ENGLISH KEYPAD	1	Y
Tri-Ed	6160	108.9900		1	N

**Vendor Details:**

- Vendor:** ADI
- Vendor Part:** 6160
- Description:** ALPHA ENGLISH KEYPAD
- Purchase Cost:** 103.5000
- List Price:** 249.6600
- Package Qty:** 1
- Primary Vendor:** ☒

**Bottom Screenshot (Warehouses Tab):**

Warehouse	Min ...	Max ...	Row	Shelf	Bin	Stand Cost
Main	5	5				103.5000

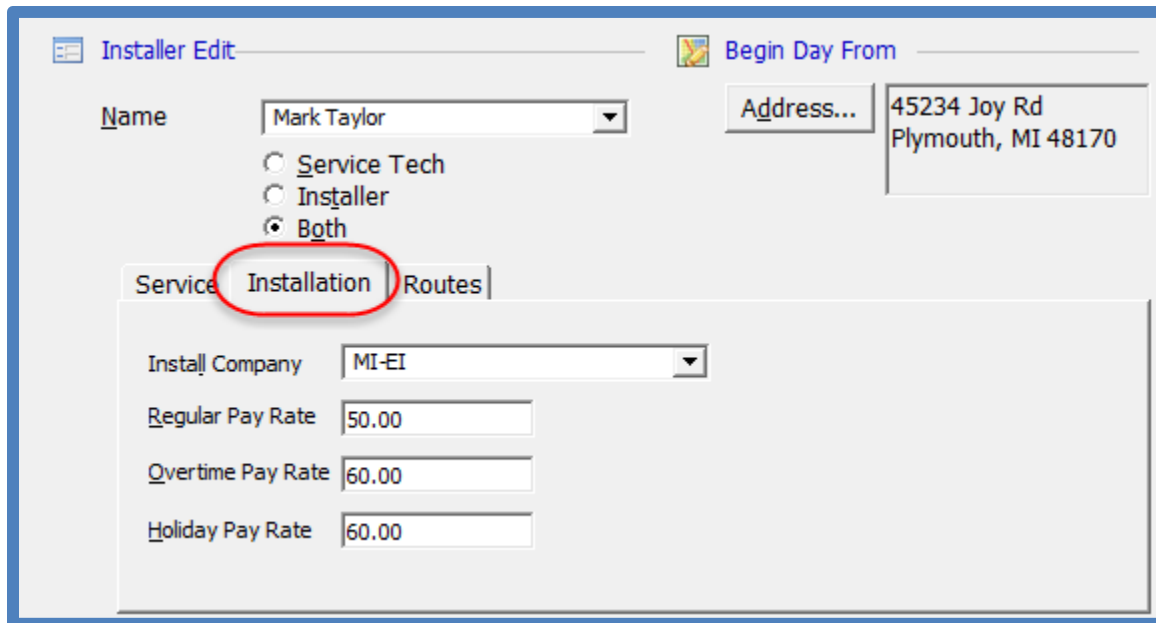
**Warehouse Details:**

- Warehouse:** Main
- Min:** 5
- Max:** 5
- Row:**
- Shelf:**
- Bin:**
- Standard Cost:** 103.5000
- Set All Warehouses:** ☐

## Labor Costs

Two options are available for recording Labor to a Job. The hourly labor rate is setup on the Installer setup record.

- Use actual Labor Rate of the Installer
- Use a burdened Labor Rate for the Installer (actual + plus burden)
- Use one burdened Labor Rate for all Installers\*



The screenshot shows the 'Installer Edit' window. At the top, there are two tabs: 'Installer Edit' and 'Begin Day From'. Below the tabs, there are two main sections. The left section contains a 'Name' field with 'Mark Taylor' and three radio buttons: 'Service Tech', 'Installer', and 'Both'. The 'Both' radio button is selected and circled in red. Below the radio buttons are three tabs: 'Service', 'Installation', and 'Routes'. The 'Installation' tab is selected and circled in red. The right section contains an 'Address...' button and a text box with the address '45234 Joy Rd Plymouth, MI 48170'. Below the tabs, there are four input fields: 'Instal Company' (MI-EI), 'Regular Pay Rate' (50.00), 'Overtime Pay Rate' (60.00), and 'Holiday Pay Rate' (60.00).



Notes:

## Miscellaneous Expenses

Miscellaneous expenses such as Subcontractor, Permits, Freight, etc. are recorded to Jobs and categorized by the Expense Type selected on the purchase order or accounts payable bill.

For companies that are not using WIP, the Expense Type is only used for reporting purposes.

For companies using WIP, selecting the appropriate Expense Type is crucial so that the expense item is posted into WIP and not expensed immediately when the transaction is recorded. Items categorized using the expense type of "O" will always be expensed immediately.

In the Job Expense Type setup is a flag setting which tells the software whether the expense will post to WIP. Educating your staff on the importance of selecting the correct expense type will avoid expensing immediately and having to take the time to make corrections to transactions.

### Expense Types

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

### Expense Type Edit

Expense Type

P

Description

Permits & Fees

Use WIP

☒

Custom JC Bucket

1

Apply

New

Delete

## Custom Job Costing Buckets

The Custom Job Costing Buckets are used if you want to breakdown miscellaneous Job Expenses with up to three distinct labels. Job Expense Types are then linked to the appropriate custom job costing bucket. These three custom buckets are designed to be used when entering the Job Costing estimate on the Job and for tracking the actual miscellaneous expenses as they are posted to job by receiving purchase orders or entering A/P Bills.

Job Processing

Setup Processing | **Custom Job Costing Buckets** | Define Initial View

**Custom Bucket 1**

Description: Permits & Fees

☒ Use WIP

WIPAccount: 122135

**Custom Bucket 2**

Description: Freight

☒ Use WIP

WIPAccount: 122140

**Custom Bucket 3**

Description: Equipment Rental

☒ Use WIP

WIPAccount: 122140

Apply

Notes:

Custom Job Costing Buckets on the Job Costing form.

**Costing**

	Estimated	Actual	Variance
<b>Income</b>			
Install Charge	\$22,600.00	\$20,340.00	\$2,260.00
Change Orders	\$0.00	Hold Back \$2,260.00	
<b>Costs</b>			
Parts	\$9,022.37	\$0.00	\$9,022.37
Labor	\$2,400.00	\$0.00	\$2,400.00
Overhead	\$0.00	\$0.00	\$0.00
Permits_Fees	\$150.00	\$0.00	\$150.00
Freight	\$0.00	\$0.00	\$0.00
Equipment Rental	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Sub Total	\$11,572.37	\$0.00	\$11,572.37
Sub Profit/Loss	\$11,027.63 49%	\$20,340.00 100%	(\$9,312.37)
Commissions	\$50.00	\$0.00	\$50.00
Total	\$11,622.37	\$0.00	\$11,622.37
Profit/Loss	\$10,977.63 49%	\$20,340.00 100%	(\$9,362.37)

WIP	
Material 1	\$9,220.06
Material 2	\$0.00
Labor	\$2,931.00
Permits_Fees	\$175.00
Freight	\$0.00
Equipment Rental	\$0.00
Overhead	\$0.00
Commissions	\$50.00
Other	\$138.25
<b>Total WIP</b>	<b>\$12,514.31</b>

Recurrings	
<b>Est</b>	
Job RMR	\$177.00
<b>Act</b>	
Activated RMR	\$177.00

Notes:

## Test Case #1 – Accrued Income Method

In this example, our Job Type has been setup to post all Job Invoices to an accrued income account and all expenses will post into WIP accounts.

When the Job is closed, the accrued income will move into the income accounts associated with the Invoice Items on the invoices. The amounts in the WIP accounts will move to their respective COGS or Expense accounts.

### Integrated Job

This job was setup to install a fire and an intrusion system. This job was entered to combine both systems because the customer required being invoiced together under one contract.

Once the Job is closed, the two systems and their corresponding equipment and RMR can be separated into their respective systems. This can be done easily by using the drag and drop to move equipment and the RMR from one system to another.

### Job Type Setup

**Job Type Setup** ☐ Inactive

Job Type:  Description:

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

Category	<input type="text" value="Jobs Com"/>	Hold Back %	<input type="text" value="10.00"/>
Material WIP	<input type="text" value="122100"/>	Hold Back Item	<input type="text" value="RETENTION"/>
COGS Acct	<input type="text" value="510001"/>	Hold Back Acct	<input type="text" value="110400"/>
Use COGS Acct	<input type="text" value="510010"/>	Est LU Cost	<input type="text" value="40"/>
When Amt >=	<input type="text" value="9999999"/>	<input checked="" type="checkbox"/> Zero Part Price	
Misc WIP	<input type="text" value="122140"/>	Material Item	<input type="text" value=""/>
Accrued Income	<input type="text" value="110300"/>	<input checked="" type="checkbox"/> Expense Part When Issued	

☐ Lease ☐ Percentage Invoicing ☒ Allow Costing to Closed Jobs ☒ Force Part Reconciliation

☐ Allow Override Task List

## Reviewing the Job

### Sales Summary

Job - 101 (ABC Lumber)

Job	Customer 101	Site
Job Number 101	ABC Lumber	ABC Lumber
Job Type COM-Integrated AI	4321 Mills	4321 Mills
Job Status Job Complete	Plymouth, MI 48170	Plymouth, MI 48170
System F4874 Fire	(734) 248-7000	(734) 248-7000
Labor Units 60 (76 Used)		

#### Sales Summary

Installs	Description	Quantity	Amount
Item Code			
Inst-Com-Fire	Install Fire System-Commercial	1	17500.00
Install Intr LCOM	Install Intrusion System-Commercial	1	5100.00
<b>Total</b>			<b>\$22,600.00</b>

Parts	Description	Quantity	Amount
Part Code			
2022	DOUBLE MAGLOCK PROTSWG12 12V	1	0.00
355	INDOOR SIREN	1	0.00
7060-W	KEYPAD, LCD, WHITE	1	0.00
712-8	8 ZONE EXPANSION MODULE	4	0.00
734	INTERFACE MODULE	1	0.00
7939WG-GY	SURFACE MOUNT CONTACT GRAY	21	0.00
ALTSMP3E	POWER SUPPLY ENCLOSURE	1	0.00
BG12LX	FIRELITE ADDRESSABLE PULL STATI...	18	0.00
BKP2R	HORN/STROBE RED 12/24V	5	0.00
BKP2RK	OUTDOOR HORN/STROBE W/BACK ...	1	0.00
BKSR	RED STROBE ONLY	38	0.00
CELLCOMSLCF	CELLULAR FIRE ALARM COMMUNIC...	1	0.00
CK-IS310WH	REQUEST TO EXIT PIR SENSOR	1	0.00
DST3	DST3	8	0.00
DTK120HW	HARDWIRED SURGE PROTECTOR	1	0.00
FAS-1075	12V 7AH BATTERY	1	0.00
FILMS9200UDLS	MS9200 FIRE PANEL	1	0.00
FLANN80	REMOTE LCD ANNUNCIATOR	1	0.00
FLCRF300	CONTROL RELAY MODULE	9	0.00
FLD355PL	FLD355PL	8	0.00
FLFCPS24FS6	FIRELIT 24V POWER SUPPLY	4	0.00
FLH355	HEAT DETECTOR	1	0.00
FLSD355	ADDRESSABLE PHOTO SMOKE	38	0.00
IM-1270	12V 7AH SLA BATTERY	4	0.00
MDF300	ADDRESSABLE INPUT MODULE	3	0.00
RTS15IKEY	REMOTE TEST STATION W/KEY	1	0.00
SN-EEB3N	EXIT PUSH BUTTON W/ DELAY	1	0.00
SSU00685	FIRE ALARM STORAGE CABINET	1	0.00
USHUB2SA	HOLD-UP SWITCH	1	0.00
XR150DNL-G	142 ZONE NETWORK PANEL	1	0.00
<b>Total</b>			<b>\$0.00</b>
<b>Total Non Recurring</b>			<b>\$22,600.00</b>
<b>Total Non Recurring Billed</b>			<b>\$22,600.00</b>
<b>Credits/Holdback Credits</b>			<b>\$0.00</b>
<b>Retention Balance</b>			<b>\$2,260.00</b>
<b>Balance to Bill</b>			<b>\$2,260.00</b>

#### Retention History

Invoice Number	Invoice Date	Amount
102	12/10/2017	900.00
103	1/14/2018	1360.00
<b>Retention Balance</b>		<b>\$2,260.00</b>

#### Recurring

Item Code	Description	Monthly Amt
INSP Fire System	Inspection-Fire System	64.00
MON-Taxable	Monitoring	52.00
RAD	Radio/Cellular Backup	41.00
Service Agreement	Service Contract	8.00
TSTD	Daily Test	12.00
<b>Total Recurring</b>		<b>\$177.00</b>
<b>Total Recurring Billed</b>		<b>\$177.00</b>

Job Costing: \$22,600.00

Recurring: \$177.00

Materials: \$0.00

Commissions

Custom Fields

Labor

Cost Details

Journals

Tools

Quotes

## Job Costing

This Job has been invoiced in full. Before closing the Job, let us explore the variances.

- Materials –posted costs exceeded the estimate
- Labor – posted costs exceeded the estimate
- Miscellaneous Expenses – posted costs exceed the estimate

Costing			
Estimated	Actual	Variance	WIP
<b>Income</b>			
Install Charge	\$22,600.00	\$20,340.00	\$2,260.00
Change Orders	\$0.00	Hold Back \$2,260.00	
<b>Costs</b>			
Parts	\$9,022.37	\$9,220.06	(\$197.69)
Labor	\$2,400.00	\$2,931.00	(\$531.00)
Overhead	\$0.00	\$0.00	\$0.00
Permits_Fees	\$150.00	\$175.00	(\$25.00)
Freight	\$0.00	\$0.00	\$0.00
Equipment Rental	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$138.25	(\$138.25)
Sub Total	\$11,572.37	\$12,464.31	(\$891.94)
Sub Profit/Loss	\$11,027.63 49%	\$7,875.69 39%	\$3,151.94
Commissions	\$50.00	\$50.00	\$0.00
Total	\$11,622.37	\$12,514.31	(\$891.94)
Profit/Loss	\$10,977.63 49%	\$7,825.69 38%	\$3,151.94
<input checked="" type="checkbox"/> Include WIP Amounts			
<b>WIP</b>			
Material 1		\$9,220.06	
Material 2		\$0.00	
Labor		\$2,931.00	
Permits_Fees		\$175.00	
Freight		\$0.00	
Equipment Rental		\$0.00	
Overhead		\$0.00	
Commissions		\$50.00	
Other		\$138.25	
<b>Total WIP</b>		\$12,514.31	
<b>Recurrings</b>			
<b>Est</b>			
Job RMR		\$177.00	
<b>Act</b>			
Activated RMR		\$177.00	

Notes:

## Material Overage

**Job**

Job Number	101	Customer 101	Site
Job Type	COM-Integrated AI	ABC Lumber	ABC Lumber
Job Status	Job Complete	4321 Mills	4321 Mills
System	F4874 Fire	Plymouth, MI 48170	Plymouth, MI 48170
Labor Units	60 (76 Used)	(734) 248-7000	(734) 248-7000

**Cost - Receipts/Bills**

Date	User	Type	PO Number	Vendor	Account	Description	Amount	Expense Type	Reference
12/5/2017	Administrator	Bill	0	City Of Plymouth	510005	COS - Jobs-Permits	175.00	P	J101
1/14/2018	Administrator	Bill	0	Home Depot	510011	COS - Jobs-Wire & Su...	135.75	M	J101
<b>Total</b>							<b>310.75</b>		

Notes:



## Labor Overage

Job	Job	Customer 101	Site
Labor	Job Number 101	ABC Lumber	ABC Lumber
Cost Details	Job Type COM-Integrated AI	4321 Mills	4321 Mills
	Job Status Job Complete	Plymouth, MI 48170	Plymouth, MI 48170
	System F4874 Fire	(734) 248-7000	(734) 248-7000
	Labor Units 60 (76 Used)		

Date	Emp Code	Labor Task	Units	Rate	Amount	UserCode	Entry Date
12/6/2017	Mark Taylor	IN	7	50.00	350.00	Administrator	1/14/2018 11:01:49 AM
12/6/2017	Milton Morris	IN	7.5	21.00	157.50	Administrator	1/14/2018 11:02:03 AM
12/7/2017	Mark Taylor	IN	6.5	50.00	325.00	Administrator	1/14/2018 11:03:05 AM
12/7/2017	Milton Morris	IN	4.5	21.00	94.50	Administrator	1/14/2018 11:03:19 AM
12/8/2017	Mark Taylor	IN	3.5	50.00	175.00	Administrator	1/14/2018 11:03:41 AM
12/8/2017	Milton Morris	IN	2.5	21.00	52.50	Administrator	1/14/2018 11:03:55 AM
1/2/2018	Mark Taylor	IN	9	50.00	450.00	Administrator	1/14/2018 11:26:54 AM
1/2/2018	Mitchell Malloy	IN	8.5	46.00	391.00	Administrator	1/14/2018 11:27:06 AM
1/2/2018	Mike Walker	IN	8.5	20.00	170.00	Administrator	1/14/2018 11:27:22 AM
1/2/2018	Milton Morris	IN	5.5	21.00	115.50	Administrator	1/14/2018 11:27:39 AM
1/3/2018	Mark Taylor	IN	13	50.00	650.00	Administrator	1/14/2018 11:31:23 AM
<b>Total</b>				<b>2931.00</b>			

Notes:

## Miscellaneous Expense Overage

The permit was estimated at \$150.00, however a bill was entered for \$175.00.

The screenshot displays the 'Job' management interface. On the left is a vertical toolbar with icons for Labor, Cost Details (circled in red), Check, Commission, Credit, Issue/Return, Journal Entry, Receipt/Bill (circled in red), and Timesheet. The main area shows job details for 'Customer 101' and 'Site'. Below this is a table titled 'Cost - Receipts/Bills'.

Date	User	Type	PO Number	Vendor	Account	Description	Amount	Expense Type	Reference
12/5/2017	Administrator	Bill	0	City Of Plymouth	510005	COS - Jobs-Permits	175.00	P	J101
1/14/2018	Administrator	Bill	0	Home Depot	510011	COS - Jobs-Wire & Su...	135.75	M	J101
<b>Total</b>							<b>310.75</b>		

Notes:

## Job GL Journal

Even though this Job has been completely invoiced, we do not see any entries to Income or Expenses. When the Job is closed, the accrued income will move into the income accounts associated with the Invoice Items on the invoices. The amounts in the WIP accounts will move to their respective COGS or Expense accounts.


Further, this commission method on this Job is based upon the gross margin. During the Job closing process, the software will calculate and post the appropriate amounts to the Job.

Job


Labor

Cost Details

Journals



GL Journal



Part Journal

Tools

Quotes

Job

Customer 101

Site

Job Number 101

ABC Lumber

ABC Lumber

Job Type COM-Integrated AI

4321 Mills

4321 Mills

Job Status Job Complete

Plymouth, MI 48170

Plymouth, MI 48170

System F4874 Fire

(734) 248-7000

(734) 248-7000

Labor Units 60 (76 Used)

Journal

Account No.	Description	Debit	Credit	Net	
100200	Cash - Operating*	\$0.00	\$138.25	(\$138.25)	
110110	Accounts Receivable*	\$20,800.20	\$11,000.00	\$9,800.20	
110300	Accrued Job Income	\$0.00	\$20,340.00	(\$20,340.00)	
122100	WIP - Job Parts	\$9,220.06	\$0.00	\$9,220.06	
122120	WIP - Job Labor	\$2,931.00	\$0.00	\$2,931.00	
122130	WIP - Job Commissions	\$50.00	\$0.00	\$50.00	
122135	WIP - Job Permits	\$175.00	\$0.00	\$175.00	
122140	WIP - Job Other	\$138.25	\$0.00	\$138.25	
210100	Accounts Payable*	\$0.00	\$135.75	(\$135.75)	
210310	Open Inventory Receipts*	\$0.00	\$9,084.31	(\$9,084.31)	
244110	Advanced Job Deposits*	\$11,000.00	\$0.00	\$11,000.00	
244500	Deferred Revenues*	\$0.00	\$460.20	(\$460.20)	
248100	Deferred Commissions	\$0.00	\$50.00	(\$50.00)	
258100	Deferred Labor - Jobs*	\$0.00	\$2,931.00	(\$2,931.00)	
	Other	0.00	\$175.00	(\$175.00)	
	Total	\$44,314.51	\$44,314.51		

## Test Case #2 and #3 – WIP

In this example, our Job Type has been setup to recognize Job Income as invoices are posted, and to relieve a portion of the WIP as each invoice is saved. In this test case, we are looking at two jobs that are being installed at the same time; a fire system and an intrusion system.

When the Job is closed, if any expenses were posted to the Job after all the invoicing was finished, amounts remaining in the WIP accounts will move to their respective COGS or Expense accounts automatically.

### Job Type Setup

#### Commercial Fire

The screenshot shows the 'Job Type Setup' window for 'COM-Fire WIP'. The 'Detail' tab is selected and circled in red. The window includes fields for Job Type, Description, Category, Material WIP, COGS Acct, Use COGS Acct, When Amt >=, Misc WIP, Accrued Income, Hold Back %, Hold Back Item, Hold Back Acct, Est LU Cost, Zero Part Price, Material Item, Lease, Percentage Invoicing, Expense Part When Issued (circled in red), Allow Override Task List, Allow Costing to Closed Jobs, and Force Part Reconciliation.

The screenshot shows the 'Job Type Setup' window for 'COM-Fire WIP' with the 'Costing' tab selected and circled in red. The window includes sections for Labor To GL, Commissions To GL, Labor Expense Type, Labor Expense, Labor Deferred, Labor WIP, Commission Expense Type, Commission Expense, Commission Deferred, Commission WIP, Overhead Debit, and Overhead Credit.

## Commercial Intrusion

**Job Type Setup** ☐ Inactive

Job Type  Description

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

Category	<input type="text" value="Jobs Com"/>	Hold Back %	<input type="text" value="0.00"/>
Material WIP	<input type="text" value="122100"/>	Hold Back Item	<input type="text" value="RETENTION"/>
COGS Acct	<input type="text" value="510001"/>	Hold Back Acct	<input type="text" value="110400"/>
Use COGS Acct	<input type="text" value="510010"/>	Est LU Cost	<input type="text" value="40"/>
When Amt >=	<input type="text" value="9999999"/>	<input checked="" type="checkbox"/> Zero Part Price	
Misc WIP	<input type="text" value="122140"/>	Material Item	<input type="text"/>
Accrued Income	<input type="text"/>		

☐ Lease ☐ Percentage Invoicing ☐ Expense Part When Issued

☐ Allow Override Task List ☐ Allow Costing to Closed Jobs ☒ Force Part Reconciliation

**Job Type Setup** ☐ Inactive

Job Type  Description

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

☒ **Labor To GL** ☒ **Commissions To GL**

Labor Expense Type	<input type="radio"/> Expense at time of entry <input checked="" type="radio"/> Expense thru WIP	Commission Expense Type	<input type="radio"/> Expense at time of entry <input checked="" type="radio"/> Expense thru WIP
Labor Expense	<input type="text" value="510002"/>	Commission Expense	<input type="text" value="510003"/>
Labor Deferred	<input type="text" value="258100"/>	Commission Deferred	<input type="text" value="248100"/>
Labor WIP	<input type="text" value="122120"/>	Commission WIP	<input type="text" value="122130"/>

☐ **Overhead**

Overhead Debit	<input type="text"/>
Overhead Credit	<input type="text"/>

## Reviewing the Fire Job

### Sales Summary – Fire Job

Job	Job	Customer 102	Site
Job Number	104	Ella's Antique Gallery	Ella's Antique Gallery
Job Type	COM-Fire WIP	12557 Ford Road	12557 Ford Road
Job Status	Jobcost	Canton, MI 48187	Canton, MI 48187
System	4877 Fire		
Labor Units	40 (47.75 Used)		

Sales Summary			
<b>Installs</b>			
Item Code	Description	Quantity	Amount
Inst-Com-Fire	Install Fire System-Commercial	1	17500.00
<b>Total</b>			<b>\$17,500.00</b>
<b>Parts</b>			
Part Code	Description	Quantity	Amount
BKP2R	HORN/STROBE RED 12/24V	5	0.00
BKP2RK	OUTDOOR HORN/STROBE W/BACK ...	1	0.00
BKSR	RED STROBE ONLY	38	0.00
CELLCOMSLCF	CELLULAR FIRE ALARM COMMUNIC...	1	0.00
DST3	DST3	8	0.00
DTK120HW	HARDWIRED SURGE PROTECTOR	1	0.00
FILMS9200UDLS	MS9200 FIRE PANEL	1	0.00
FLANN80	REMOTE LCD ANNUNCIATOR	1	0.00
FLCRF300	CONTROL RELAY MODULE	9	0.00
FLD355PL	FLD355PL	8	0.00
FLFCPS24FS6	FIRELIT 24V POWER SUPPLY	4	0.00
FLH355	HEAT DETECTOR	1	0.00
FLSD355	ADDRESSABLE PHOTO SMOKE	38	0.00
IM-1270	12V 7AH SLA BATTERY	4	0.00
MDF300	ADDRESSABLE INPUT MODULE	3	0.00
RTS151KEY	REMOTE TEST STATION W/KEY	1	0.00
SSU00685	FIRE ALARM STORAGE CABINET	1	0.00
<b>Total</b>			<b>\$0.00</b>
<b>Total Non Recurring</b>			<b>\$17,500.00</b>
<b>Total Non Recurring Billed</b>			<b>\$0.00</b>
<b>Total Credits</b>			<b>\$0.00</b>
<b>Balance to Bill</b>			<b>\$17,500.00</b>
<b>Recurring</b>			
Item Code	Description	Monthly Amt	
INSP Fire System	Inspection-Fire System	64.00	
MON-Taxable	Monitoring	28.00	
RAD	Radio/Cellular Backup	25.00	
TSTD	Daily Test	12.00	
<b>Total Recurring</b>		<b>\$129.00</b>	
<b>Total Recurring Billed</b>		<b>\$0.00</b>	
<b>Advance Deposit Available</b>			<b>\$8,000.00</b>

Notes:

## Job Costing

This Job has not yet been invoiced. Before invoicing the Job, let us explore the variances.

- Materials –posted costs exceeded the estimate
- Labor – posted costs exceeded the estimate

Costing			
Estimated	Actual	Variance	WIP
<b>Income</b>			
Install Charge	\$17,500.00	\$0.00	\$17,500.00
Change Orders	\$0.00	Hold Back \$0.00	
<b>Costs</b>			
Parts	\$6,688.23	\$6,750.17	(\$61.94)
Labor	\$1,600.00	\$1,852.50	(\$252.50)
Overhead	\$0.00	\$0.00	\$0.00
Permits_Fees	\$0.00	\$0.00	\$0.00
Freight	\$0.00	\$0.00	\$0.00
Equipment Rental	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Sub Total	\$8,288.23	\$8,602.67	(\$314.44)
Sub Profit/Loss	\$9,211.77	53%	(\$8,602.67) 0.00%
Commissions	\$0.00	\$0.00	\$0.00
Total	\$8,288.23	\$8,602.67	(\$314.44)
Profit/Loss	\$9,211.77	53%	(\$8,602.67) 0.00%
<input type="button" value="Apply"/> <input checked="" type="checkbox"/> Include WIP Amounts			
<b>WIP</b>			
Material 1	\$6,750.17		
Material 2	\$0.00		
Labor	\$1,852.50		
Permits_Fees	\$0.00		
Freight	\$0.00		
Equipment Rental	\$0.00		
Overhead	\$0.00		
Commissions	\$0.00		
Other	\$0.00		
<b>Total WIP</b>	<b>\$8,602.67</b>		
<b>Recurrings</b>			
<b>Est</b>			
Job RMR	\$129.00		
<b>Act</b>			
Activated RMR	\$0.00		

Notes:

## Material Overage

In this case, materials exceed the estimate by 61.94. This was caused when parts were ordered from the non-primary vendor.

Materials


☐ Show Phases

Warehouse

Main

	Part	Description	Vendor	Qty	On Hand	Location	Unit	Ext Price	Tax	LU	Issued	Stock	PO Cost
	BKP2R	HORN/STROBE F	ADI	5	0		0.00	0.00	0.00	0	5	<input type="checkbox"/>	0.0000
	BKP2RK	OUTDOOR HORI	ADI	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000
	BKSR	RED STROBE ON	ADI	38	0		0.00	0.00	0.00	0	38	<input type="checkbox"/>	0.0000
	CELLCOMSLCF	CELLULAR FIRE	ADI	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000
	DST3	DST3	ADI	8	0		0.00	0.00	0.00	0	8	<input type="checkbox"/>	0.0000
	DTK120HW	HARDWIRED SU	ADI	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000
	FILMS9200UDI	MS9200 FIRE P	Bosch Security S	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000
	FLANN80	REMOTE LCD AN	Bosch Security S	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000
	FLCRF300	CONTROL RELAY	Bosch Security S	9	0		0.00	0.00	0.00	0	9	<input type="checkbox"/>	0.0000
	FLD355PL	FLD355PL	Bosch Security S	8	0		0.00	0.00	0.00	0	8	<input type="checkbox"/>	0.0000
	FLFCPS24FS6	FIRELIT 24V PO	Bosch Security S	4	0		0.00	0.00	0.00	0	4	<input type="checkbox"/>	0.0000
	FLH355	HEAT DETECTOR	ADI	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000
	FLSD355	ADDRESSABLE F	Bosch Security S	38	0		0.00	0.00	0.00	0	38	<input type="checkbox"/>	0.0000
	IM-1270	12V 7AH SLA BA	ADI	4	0		0.00	0.00	0.00	4	4	<input type="checkbox"/>	0.0000
	MDF300	ADDRESSABLE I	ADI	3	0		0.00	0.00	0.00	0	3	<input type="checkbox"/>	0.0000
	RTS151KEY	REMOTE TEST S	ADI	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000
Total Material LU											4	Sub Total	

Capture Original Parts

 Copy

Documents

Notes:



## Labor Overage

The labor costs exceeded the estimate by \$252.50 (7.75 hours).

Because I know that two jobs were being installed at the same time, we would check our labor hours report to make certain the dispatch times were entered correctly.

Since the installer reported working on two jobs on the same day for 8.5 hours each, we would need to correct the dispatch records for each job.

Labor Hours								
1/8/2018 to 1/8/2018								
WorkDate	UserCode	CreatedDate	Units	TechRate	Amount	Job / Ticket#	Job / TicketType	PC
<b>MI - Michigan</b>								
<b>Mark Taylor</b>								
01/08/2018	Administrator	01/14/2018	4.00	50.00	200.00	104	COM-Fire WIP	
		<b>COM-Fire WIP</b>	<b>4.00</b>		<b>200.00</b>			
01/08/2018	Administrator	01/14/2018	4.00	50.00	200.00	105	COM-Intrusion WIP	
		<b>COM-Intrusion WIP</b>	<b>4.00</b>		<b>200.00</b>			
		<b>Mark Taylor</b>	<b>8.00</b>		<b>400.00</b>			
<b>Mike Walker</b>								
01/08/2018	Administrator	01/14/2018	4.00	20.00	80.00	104	COM-Fire WIP	
		<b>COM-Fire WIP</b>	<b>4.00</b>		<b>80.00</b>			
01/08/2018	Administrator	01/14/2018	4.00	20.00	80.00	105	COM-Intrusion WIP	
		<b>COM-Intrusion WIP</b>	<b>4.00</b>		<b>80.00</b>			
		<b>Mike Walker</b>	<b>8.00</b>		<b>160.00</b>			
<b>Mitchell Malloy</b>								
01/08/2018	Administrator	01/14/2018	8.50	46.00	391.00	104	COM-Fire WIP	
		<b>COM-Fire WIP</b>	<b>8.50</b>		<b>391.00</b>			
01/08/2018	Administrator	01/14/2018	8.50	46.00	391.00	105	COM-Intrusion WIP	
		<b>COM-Intrusion WIP</b>	<b>8.50</b>		<b>391.00</b>			
		<b>Mitchell Malloy</b>	<b>17.00</b>		<b>782.00</b>			
		<b>MI - Michigan</b>	<b>33.00</b>		<b>1,342.00</b>			
		<b>Grand Total:</b>	<b>33.00</b>					

Notes:

## Reviewing the Intrusion Job

### Sales Summary – Intrusion Job

Job	Job	Customer 102	Site
Job Number	105	Ella's Antique Gallery	Ella's Antique Gallery
Job Type	COM-Intrusion WIP	12557 Ford Road	12557 Ford Road
Job Status	Jobcost	Canton, MI 48187	Canton, MI 48187
System	5221 Intrusion		
Labor Units	20 (24 Used)		

Sales Summary			
<b>Installs</b>			
Item Code	Description	Quantity	Amount
Install Intr LCOM	Install Intrusion System-Commercial	1	5100.00
<b>Total</b>			<b>\$5,100.00</b>
<b>Parts</b>			
Part Code	Description	Quantity	Amount
355	INDOOR SIREN	1	0.00
7060-W	KEYPAD, LCD, WHITE	1	0.00
712-8	8 ZONE EXPANSION MODULE	4	0.00
734	INTERFACE MODULE	1	0.00
7939WG-GY	SURFACE MOUNT CONTACT GRAY	21	0.00
ALTSMP3E	POWER SUPPLY ENCLOSURE	1	0.00
CK-IS310WH	REQUEST TO EXIT PIR SENSOR	1	0.00
FAS-1075	12V 7AH BATTERY	1	0.00
SN-EEB3N	EXIT PUSH BUTTON W/ DELAY	1	0.00
USHUB2SA	HOLD-UP SWITCH	1	0.00
XR150DNL-G	142 ZONE NETWORK PANEL	1	0.00
<b>Total</b>			<b>\$0.00</b>
<b>Total Non Recurring</b>			<b>\$5,100.00</b>
<b>Total Non Recurring Billed</b>			<b>\$0.00</b>
<b>Total Credits</b>			<b>\$0.00</b>
<b>Balance to Bill</b>			<b>\$5,100.00</b>
<b>Recurring</b>			
Item Code	Description	Monthly Amt	
MON-Taxable	Monitoring	24.00	
RAD	Radio/Cellular Backup	16.00	
Service Agreement	Service Contract	8.00	
<b>Total Recurring</b>			<b>\$48.00</b>
<b>Total Recurring Billed</b>			<b>\$0.00</b>
<b>Advance Deposit Available</b>			<b>\$3,000.00</b>

Notes:

## Job Costing

This Job has not yet been invoiced. Before invoicing the Job, let us explore the variances.

- Materials –posted costs exceeded the estimate
- Labor – posted costs exceeded the estimate

Costing			
Estimated	Actual	Variance	WIP
<b>Income</b>			
Install Charge	\$5,100.00	\$0.00	\$5,100.00
Change Orders	\$0.00	Hold Back	\$0.00
<b>Costs</b>			
Parts	\$828.70	\$856.70	(\$28.00)
Labor	\$800.00	\$926.00	(\$126.00)
Overhead	\$0.00	\$0.00	\$0.00
Permits_Fees	\$0.00	\$0.00	\$0.00
Freight	\$0.00	\$0.00	\$0.00
Equipment Rental	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Sub Total	\$1,628.70	\$1,782.70	(\$154.00)
Sub Profit/Loss	\$3,471.30 68%	(\$1,782.70) 0.00%	\$5,254.00
Commissions	\$50.00	\$50.00	\$0.00
Total	\$1,678.70	\$1,832.70	(\$154.00)
Profit/Loss	\$3,421.30 67%	(\$1,832.70) 0.00%	\$5,254.00
<input type="button" value="Apply"/> <input checked="" type="checkbox"/> Include WIP Amounts			
<b>WIP</b>			
Material 1		\$856.70	
Material 2		\$0.00	
Labor		\$926.00	
Permits_Fees		\$0.00	
Freight		\$0.00	
Equipment Rental		\$0.00	
Overhead		\$0.00	
Commissions		\$50.00	
Other		\$0.00	
<b>Total WIP</b>		\$1,832.70	
<b>Recurrings</b>			
<b>Est</b>			
Job RMR		\$48.00	
<b>Act</b>			
Activated RMR		\$0.00	

Notes:

## Material Overage

In this case, materials exceed the estimate by 28.00. This was caused when parts were ordered from the non-primary vendor and because the part was not correctly setup with a standard cost, the original part estimate was incorrect.

Purchase Order 3457

Vendor: Tri-Ed Category: Jobs Com

Print Now  
Direct Expense

Purchase Order

Tri-Ed  
P.O. Box 402433  
Atlanta, Georgia 30384  
Phone: (800) 366-4472  
Fax:

Ship To: SedonaSecurity (DEVELOPMENT)  
45185 Joy Road  
Canton, MI

Edit  
Drop Ship

PO Number: 3457 Branch: CA  
Tracking #: Order Date: 1/3/2018  
Ship Date: Ship Method:   
Parts Due Date: Job Number: 105

Acknowledged

Elia's Antique Gallery

Parts 856.70 Expense 0.00 Documents

Select from All Parts

Part	Description	Vendor Part	Vendor Desc	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
SN-EEB3N	EXIT PUSH BUTTOI	SN-EEB3N	EXIT PUSH BUTTOI	1	1	64.85	64.85	1	64.8500	
USHUB2SA	HOLD-UP SWITCH	USHUB2SA	HOLD-UP SWITCH	1	1	12.50	12.50	1	12.5000	
355	INDOOR SIREN	355		1	1	28.00	28.00	1	0.0000	
734	INTERFACE MODU	734	INTERFACE MODU	1	1	78.00	78.00	1	78.0000	
7060-W	KEYPAD, LCD, WH	7060-W	KEYPAD, LCD DISF	1	1	72.50	72.50	1	72.5000	

Memg

Created By: Administrator 1/14/2018 12:15:07 PM  
Edited By: Administrator 1/14/2018 12:15:35 PM

Total Cost: 856.70  
Received Cost: 856.70

ReOpen PO Closed Purchase Order OK Cancel

Notes:

## Labor Overage

The labor costs exceeded the estimate by \$126.00 (4 hours).

Because I know that two jobs were being installed at the same time, we would check our labor hours report to make certain the dispatch times were entered correctly.

Since the installer reported working on two jobs on the same day for 8.5 hours each, we would need to correct the dispatch records for each job.

**Job - 105 (Ella's Antique Gallery)**

**Job Details:**

Job	Customer 102	Site
Job Number 105	Ella's Antique Gallery	Ella's Antique Gallery
Job Type COM-Intrusion WIP	12557 Ford Road	12557 Ford Road
Job Status Jobcost	Canton, MI 48187	Canton, MI 48187
System 5221 Intrusion		
Labor Units 20 (24 Used)		

**Cost - Timesheets**

Date	Name	Labor Task	Units	Rate	Amount	UserCode	Entry Date
1/8/2018	Mark Taylor	IN	4	50.00	200.00	Administrator	1/14/2018 11:53:46 AM
1/8/2018	Mitchell Malloy	IN	8.5	46.00	391.00	Administrator	1/14/2018 11:54:47 AM
1/8/2018	Mike Walker	IN	4	20.00	80.00	Administrator	1/14/2018 11:55:16 AM
1/9/2018	Mark Taylor	IN	3.5	50.00	175.00	Administrator	1/14/2018 11:56:25 AM
1/9/2018	Mike Walker	IN	4	20.00	80.00	Administrator	1/14/2018 11:57:07 AM
<b>Total</b>					<b>926.00</b>		

**Sidebar Navigation:**

- Job
- Labor
- Cost Details
- Check
- Commission
- Credit
- Issue/Return
- Journal Entry
- Receipt/Bill
- Timesheet
- Journals
- Tools
- Quotes

Notes:

## Test Case #4 – Expense Immediately

In this example, our Job Type has been setup to recognize Job Income and Expenses immediately – as soon as the transaction is saved.

This method is very typical for companies installing high-volume residential, less than a day type jobs.

### Job Type Setup

The screenshot shows the 'Job Type Setup' window for 'RES-Intrusion EI'. The 'Detail' tab is selected and circled in red. The window includes fields for Category (Jobs Res), Material WIP (122100), COGS Acct (510001), Use COGS Acct (510010), When Amt >= (9999999), Misc WIP (122140), and Accrued Income. It also has checkboxes for Lease, Allow Override Task List, Percentage Invoicing, Allow Costing to Closed Jobs, Expense Part When Issued (checked and circled in red), and Force Part Reconciliation. The 'Expense Part When Issued' checkbox is highlighted with a red oval.

Field	Value
Job Type	RES-Intrusion EI
Description	Intrusion - Residential/Small Commercial
Category	Jobs Res
Material WIP	122100
COGS Acct	510001
Use COGS Acct	510010
When Amt >=	9999999
Misc WIP	122140
Accrued Income	
Hold Back %	0.00
Hold Back Item	RETENTION
Hold Back Acct	110400
Est LU Cost	40
Zero Part Price	<input type="checkbox"/>
Material Item	Job Part RSC
Lease	<input type="checkbox"/>
Allow Override Task List	<input type="checkbox"/>
Percentage Invoicing	<input type="checkbox"/>
Allow Costing to Closed Jobs	<input type="checkbox"/>
Expense Part When Issued	<input checked="" type="checkbox"/>
Force Part Reconciliation	<input checked="" type="checkbox"/>

Notes:

## Reviewing the Job

### Sales Summary

Job - 106 (Smith, George)

Job	Customer 104	Site
Job Number 106	Smith, George	Smith, George
Job Type RES-Intrusion EI	44628 Eric Pass	44628 Eric Pass
Job Status Jobcost	Plymouth, MI 48170	Plymouth, MI 48170
System 8447 Intrusion		
Labor Units 8 (7.25 Used)		

#### Sales Summary

Installs	Item Code	Description	Quantity	Amount
	Install Burg Res	Install Intrusion System	1	3650.00
		<b>Total</b>		<b>\$3,650.00</b>

Parts	Part Code	Description	Quantity	Amount
	5800COMBO	WIRELESS SMOKE/CO2 DETECTOR	3	0.00
	5815	WIRELESS DOOR/WINDOW TRANS...	16	0.00
	5881ENH	5881ENH RECEIVER HIGH WIRELESS	1	0.00
	6160	ALPHA ENGLISH KEYPAD	1	0.00
	6160RF	ALPHA KEYPAD	1	0.00
	FG1625F	GLASS BREAK FLUSH MINT	4	0.00
	ISC-BDL2-WP12G	40 X 40 PIR 100LB MOTION	1	0.00
	L5210	Panel	1	0.00
	WAVE2	TWO TONE SIREN	2	0.00
		<b>Total</b>		<b>\$0.00</b>
		<b>Total Non Recurring</b>		<b>\$3,650.00</b>
		<b>Total Non Recurring Billed</b>		<b>\$0.00</b>
		<b>Total Credits</b>		<b>\$0.00</b>
		<b>Balance to Bill</b>		<b>\$3,650.00</b>

Recurring	Item Code	Description	Monthly Amt
	Carbon Monoxide	Carbon Monoxide Monitoring	4.00
	MON-Taxable	Monitoring	25.00
	RAD	Radio/Cellular Backup	5.00
	Smoke Detection	Smoke Detection	3.00
		<b>Total Recurring</b>	<b>\$37.00</b>
		<b>Total Recurring Billed</b>	<b>\$0.00</b>
		<b>Advance Deposit Available</b>	<b>\$2,000.00</b>

Installs \$3,650.00

Recurring \$37.00

Labor

Cost Details

Journals

Tools

Quotes

Notes:

## Job Costing

This Job has not yet been invoiced. Before invoicing the Job, let us explore the variances.

- Labor – posted costs under the estimate by \$145.00.
- Miscellaneous expenses - \$0.00 estimate with actuals of \$163.75.

Costing			
	Estimated	Actual	Variance
<b>Income</b>			
Install Charge	\$3,650.00	\$0.00	\$3,650.00
Change Orders	\$0.00	Hold Back \$0.00	
<b>Costs</b>			
Parts	\$1,357.65	\$1,357.65	\$0.00
Labor	\$320.00	\$145.00	\$175.00
Overhead	\$0.00	\$0.00	\$0.00
Permits Fees	\$0.00	\$0.00	\$0.00
Freight	\$0.00	\$0.00	\$0.00
Equipment Rental	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$163.75	(\$163.75)
Sub Total	\$1,677.65	\$1,666.40	\$11.25
Sub Profit/Loss	\$1,972.35 54%	(\$1,666.40) 0.00%	\$3,638.75
Commissions	\$614.10	\$614.10	\$0.00
Total	\$2,291.75	\$2,280.50	\$11.25
Profit/Loss	\$1,358.25 37%	(\$2,280.50) 0.00%	\$3,638.75

Apply ☒ Include WIP Amounts

Notes:



## Labor

The labor costs were less than the estimate by \$145.00.

We would check to make certain all appointments were completely dispatched, and also review the timesheet posted to the job.

Job		Customer 104	Site
Job Number	106	Smith, George	Smith, George
Job Type	RES-Intrusion EI	44628 Eric Pass	44628 Eric Pass
Job Status	Jobcost	Plymouth, MI 48170	Plymouth, MI 48170
System	8447 Intrusion		
Labor Units	8 (7.25 Used)		

Appointments							
Name	Job Task	Labor Task	Scheduled	Dispatch	Arrived	Departed	Est Time
Mike Walker	Install	IN	1/5/2018 8:00:00 AM	1/5/2018 7:30:00 AM	1/5/2018 8:30:00 AM	1/5/2018 2:45:00 PM	420

In reviewing the timesheet, labor was posted at \$20.00 per hour. The estimated labor was calculated at \$40.00 per hour (Job Type setup).

Job		Customer 104	Site
Job Number	106	Smith, George	Smith, George
Job Type	RES-Intrusion EI	44628 Eric Pass	44628 Eric Pass
Job Status	Jobcost	Plymouth, MI 48170	Plymouth, MI 48170
System	8447 Intrusion		
Labor Units	8 (7.25 Used)		

Time Sheets							
Work Date	Installer	Job Task	Description	Labor Task	Units	Pay Rate	Amount
1/5/2018	Mike Walker	Install	Dispatch Proce...	IN	7.25	20.00	145.00

## Miscellaneous Expense Overage

The estimate shows \$0.00, however \$163.75 was posted to miscellaneous expenses.

If we look at the Cost Details, we see a bill was entered for Home Depot in the amount of \$163.75. To get more information as to the purpose of the expense, we would open the bill to see if there is any more information available.

Job	Job	Customer 104	Site
Labor	Job Number 106	Smith, George	Smith, George
Cost Details	Job Type RES-Intrusion EI	44628 Eric Pass	44628 Eric Pass
	Job Status Jobcost	Plymouth, MI 48170	Plymouth, MI 48170
	System 8447 Intrusion		
	Labor Units 8 (7.25 Used)		

Cost - Receipts/Bills									
Date	User	Type	PO Number	Vendor	Account	Description	Amount	Expense Type	Reference
1/8/2018	Administrator	Bill	0	Home Depot	510011	COS - Jobs-Wire & Su...	163.75	AO	3106
<b>Total</b>							<b>163.75</b>		

**Bills**

Vendor: Home Depot Category: Jobs Res ☐ Hold Payment

**Vendor Bill**

Vendor: Home Depot  
Address: P.O.BOX 9121  
Canton, MI 48188

Reference #: 3106 Branch: MI

Terms: Net 10 Amount: 163.75

Bill Date: 1/8/2018 Payment Due: 1/8/2018

Eligible for Discount Amt: 63.75 Costing: 106 Smith, George

Parts 0.00 Expense 163.75 Documents ☒ Show Branches ☒ Show Job Cost ☒ Single Expense Line

General Ledger							Job Cost		
GL	Description	Qty	Rate	Amount	Branch	Category	Job	Type	Pass Item
510011	COS - Jobs-Wire & Sup	1	163.75	163.75	MI	Jobs Res	106	AO	
*									

Memo: moulding and nails to fix damage caused by us.

**Total** 163.75  
**Balance Due** 163.75

Copy Expenses Save Close

## **Commissions Setup**

SedonaOffice offers several methods for calculating sales commissions on Jobs. Depending on the complexity of each company's commission structure, you may or may not be able to use our automated calculations.

Each commission type code is identified as being one of six types: Recurring, Non-Recurring, Estimated Gross Profit, Gross Profit, Estimated to Gross, and Other. These commission types are used to calculate commissions based on one or more of the sales elements entered on a Job.

Once Commission Types have been created, they are then linked to the Employee records for those individuals eligible to receive Job Commissions.

### **Non-Recurring Commission Type**

Commission types of Non-Recurring will use the dollar basis for the commission calculation as the total of all Installation charges and Parts (if parts are invoiced separately) entered for the job.

### **Estimated Profit Commission Type**

For jobs using commission types based on the estimated profit of the job, the application will take the total of all install charges and part charges then subtract the estimated parts, labor, overhead and other charges to arrive at an estimated profit for the job. The application then looks at the salesperson's commission setup to calculate the commission for the job. The employee commission setup may have one flat rate for the commission type or may have a rate schedule that is variable based on the estimated profit percentage of the job.

### **Gross Profit Commission Type**

For jobs using commission types based on the gross profit of the job, the application will take the total of all install charges and part charges invoiced for the job then subtract the actual parts, labor, overhead and other charges to arrive at a final gross profit for the job. The application then looks at the salesperson's commission setup to calculate the commission for the job. The employee commission setup may have one flat rate for the commission type or may have a rate schedule that is variable based on the actual gross profit percentage of the job. When using this commission type, the commission calculation is performed by the software during the Job closing process to ensure all income and expenses are used to determine the salesperson's commission amount.

## Est to Gross Commission Type

This method will calculate an initial commission based on the Install Charges of a job using the percentage of the estimated profit of the Job. When the Job is closed, the software will recalculate the commission based on the actual profit of the Job. When setting up the commission structure of a salesperson using this method, you are able to set up a variable rate schedule.

## Other Commission Type

Commission types of Other will not display a dollar basis for the commission calculation; the User may enter any amount for the basis of the commission.

## Recurring Commission Type

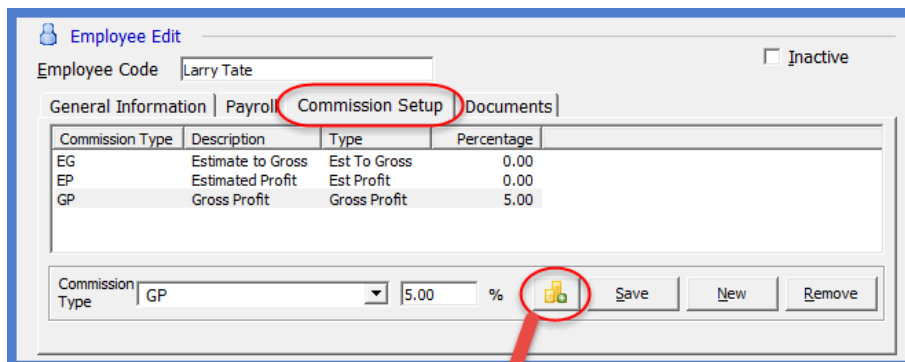
Commission types of Recurring will use the dollar basis for the commission calculation as the total of all RMR entered for the job.

	A	B	C	D	E
1	<b>RMR Commission Formula</b>				
2	<u>Monthly RMR</u>	<u>RAR</u>	<u>% of RAR</u>	<u>Calculated Commission Amount</u>	<u>Commission Setup %</u>
3	\$ 25.00	\$ 300.00	0.10	\$ 30.00	120
4		=A3*12		=B3*C3	=(D3/A3)*100

## Variable Commission Rate Schedules

For three of the commission types, you are able to create a variable commission schedule based on the margin of the Job. Each salesperson may have separate rate schedules.

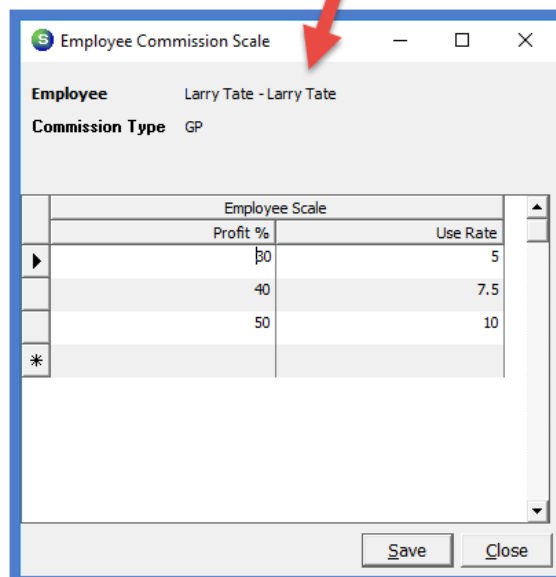
- Estimated Profit
- Gross Profit
- Estimated to Gross Profit



The screenshot shows the 'Employee Edit' window with the 'Commission Setup' tab selected. The 'Employee Code' is 'Larry Tate'. The 'Commission Setup' tab contains a table with the following data:

Commission Type	Description	Type	Percentage
EG	Estimate to Gross	Est To Gross	0.00
EP	Estimated Profit	Est Profit	0.00
GP	Gross Profit	Gross Profit	5.00

Below the table, the 'Commission Type' is set to 'GP' with a percentage of '5.00 %'. A red circle highlights the 'Add' button (a small icon with a plus sign) next to the percentage field. A red arrow points from this button to the 'Employee Commission Scale' window below.



The screenshot shows the 'Employee Commission Scale' window for 'Larry Tate - Larry Tate' and 'Commission Type GP'. It contains a table titled 'Employee Scale' with the following data:

Profit %	Use Rate
30	5
40	7.5
50	10
*	

At the bottom of the window are 'Save' and 'Close' buttons.

Notes:

Notes: