

Release Notice

Version 5.7.40

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SedonaOffice

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440.247.5602



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About this Document

This Reference Document is for use by SedonaOffice customers only. This document is not intended to serve as an operating or setup manual. Its purpose is to provide an overview of the enhancements and corrections made in the release and is to be used for reference purposes only.

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Overview

This document is being provided to explain the changes made to the SedonaOffice application since Version 5.7.34. This is an intermediate version update that contains new features and application corrections.

Application Enhancements/Improvements

Accounts Payable

Comdata

Version 5.7.40 contains the interface to Comdata. Comdata is a third party electronic Accounts Payable processor. The interface is an add-on product to SedonaOffice which must be purchased separately. Customers who are already Comdata customers and are interested in this add-on product should contact SedonaOffice Sales at 440-247-5602 x207.

Single Line Expense

A new feature has been added to AP bills entitled "Single Expense Line." When the total amount of a bill consists of a single expense line, the user now has the ability to place a checkmark in the box entitled "Single Expense Line" and have a previously used GL number (selected from the drop-down box) default to the total amount of the bill.

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620414 Employee - Insurance (Health) EX \$1,000.00 O
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Balance Due 250.00
Copy Expenses Apply Save Close



Standard Cost

The standard cost of a part will now display 4 decimal places on the Purchase Order and PO Receipt:

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Vendor	chase order	Category D-G8A									Print Now
Vendor Tri-Ed		D-G8A	•								Direct Expense
Purcha	ise Order										
	Tri-Ed P. O. Roy 402433		PO Number	Branch	Warehouse						
	P.O. Box 402433 Atlanta, Georgia 3 Phone: (800) 366-4	0384	3007	MI	Main-MI	▼ ■					
	Fax:	1472	Tracking #	Order Date 9/23/2016	Acknowledged						
Ship To:	Sedona Security		Ship Date	Ship Method							
Edit	Sedona Security 45185 Joy Road Plymouth, MI 4817	70 - 1721									
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Memo	Part Total 123.40
×	Expense Total 0.00
Print Stock Labels	Apply Save Glose

Accounts Receivable

Australian Business Number

Customers in Australia that have populated the ABN number on the customer information screen (see Country Codes in the Customer Information section of the enhancements) will have this number appear on each customer's invoice when using invoice format Custom Form (CS 44) and Master Invoice Custom Form (CM46).

Credit Requests - Amount Verification

Credit requests will now notify users when the amount of the credit template does not equal the amount of the credit request. *Credit templates are required when the entire amount of a specific invoice is not being credited off or if the credit is not tied to a specific invoice*.

🜀 Credit Reque	est	لا	<
C <u>u</u> stome <u>I</u> nvoice #	¥ Wagging '	Tails Pet Spa on Center Road II 48187	
General In	lfo Sign Offs		
donior di fi			
	Requested Amount	38.44	
	Approved Amount	0.00	
	Reason	Returned Equipment	
		Sales Tax Correction	
	New Ta <u>x</u> Group		
	New Invoice <u>D</u> ate		
	<u>M</u> emo	A general credit is being given to the cusotmer for equipment that was not used on Job 1458.	
	Assigned To	Carolyn	
		Create Credit Iemplate	
Closed		<u>Save</u>	

	Credit Memo									_ 🗆 ×
	stomer ID		Credit Account	Ta <u>x</u> Group	-					
38	Credit Memo Wagging Tails P 458 Canton Cent Canton, MI 4811 Site Address: Wagging Tails P Address: Wagging Tails P Wagging Tails P Address: Wagging Tails P Wagging Tails P Magging Tails P Maggin	et Spa ter Road 87	240210	MI-Exempt			Credit <u>Date</u> 9/22/2016 Branch MI Warehouse Credit <u>Type</u> Miscellaneous		redit Number 366872 ;O. Number ;alesperson Devan Clements ob #	
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Credit Request Template- Job Number

The credit request template has been locked down to prevent users from entering a job number in the Job # field job when miscellaneous credits are created outside of the job. This modification is being made to prevent incorrect billing totals from appearing on the Sales Summary page of jobs when credits were being created outside of the jobs module. Credit requests to credit off an entire job invoice within the jobs module with automatically fill in the Job # field on the credit memo.



RMR Escalation Message

Customers that are using the RMR Escalation Message on their invoice forms will need to re-enter the text on the custom tab of print preferences when printing the first set of recurring invoices involving RMR Escalation after updating to 5.7.40. This change is necessary because of a correction which was made in the database which interfered with this message. This message only shows on invoice forms if the RMR escalation feature is used. Customers that do not use RMR escalations can leave this area blank.

Bridgestone Standar	d INTSERVER (redirected 9)		ns 31735 Fire Central Sta		ng						Cu Sa La
Eormat	Statement Detail Late Fees Custom										-
			Invoice List	t (8129 invo	ices)				Custon	iers	
vice Email	This invoice includes a 4% increase per	A	Invoice #	Inv Date	Due	Amount	Balance	Branch	Name	Address	Zip Cod
rice Website a Email	your contracted escalation schedule.		358674	10/1/2016	10/1/2016	\$415.12	\$415.12	М	Pentecost Deliverer	31 & 41 Mather St.	48201
g Email g Website			358675	10/1/2016	10/1/2016	\$667.01	\$667.01	MI	S.H. Smith Compan	20 Church Street	48201
ice Message	1				10/1/2016	\$218.16	\$218.16				48375
Escalation Message			358677	10/1/2016	10/1/2016	\$272.71	\$272.71		Infinity Music Hall &	20 Greenwoods Roac	48901
		Y	358678	10/1/2016	10/1/2016	\$113.47	\$113.47	MI	Elite Karate	40 Main St.	48188
			358680	10/1/2016	10/1/2016	\$239.37	\$239.37	М	Daniel R. Kaufman	871 Newfield St. Ste.1	48901
			358681	10/1/2016	10/1/2016	\$227.26	\$227.26	MI	St.Isaac Jogues Ch	1 Community Street	48188
			358682	10/1/2016	10/1/2016	\$285.58	\$285.58	MI	Hoffman - Audi	700 Connecticut Blvd	48188
			358683	10/1/2016	10/1/2016	\$143.93	\$143.93	MI	Hoffman - Lexus	750 Connecticut Blvd	48188
			358684	10/1/2016	10/1/2016	\$203.02	\$203.02	MI	New York Jewelry	1171 Main St.	48188
			358685	10/1/2016	10/1/2016	\$363.61	\$363.61	MI	Har-Conn Chrome C	PO Box 330189	48170
			358686	10/1/2016	10/1/2016	\$143.93	\$143.93	MI	Har-Conn Chrome C	593 New Park Ave.	48170
			358687	10/1/2016	10/1/2016	\$401.48	\$401.48	MI	Har-Conn Chrome C	593 New Park Ave.	48170
			358688	10/1/2016	10/1/2016	\$325.73	\$325.73	MI	Har-Conn Chrome C	593 New Park Ave.	48170
			358689	10/1/2016	10/1/2016	\$174.23	\$174.23	MI	Uncle Bobs Self Sto	90 Main St.	48201
			358690	10/1/2016	10/1/2016	\$637.82	\$637.82	MI	Town Fair Tire - Ser	974 New Britain Aven	48170
			358691	10/1/2016	10/1/2016	\$350.17	\$350.17	MI	Bicron Electronics C		48188
			358692		10/1/2016	\$221.19	\$221.19		Bicron Electronics C		48188
			358693	10/1/2016	10/1/2016	\$499.95	\$499.95		City Cellars		48201
			358694	10/1/2016	10/1/2016	\$156.05	\$156.05		Raymour & Flanigar		48901
					10/1/2016	\$113.47	\$113.47		MI Childrens Medica		48201
ak abaw this again	04	[358696	10/1/2016	10/1/2016	\$189.88	\$189.88			76 New Britain Ave.	48201
ot show this again	OK	Cancel	358697	10/1/2016	10/1/2016	\$487.83	\$487.83		Warburton Comm. E		48201
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	Print On	- List					⊺a <u>Gg</u>	ed Items			

Client Management

Customer Information

SedonaOffice will begin migrating away from having the program look at the country code assigned to the type of SedonaOffice license issued to the customer (Canadian vs. US) to having the program look within the Sedona Modules setup table within SedonaSetup to determine various features and spellings within the program. This migration will be happening over multiple releases. With this version, a new field has been added to the customer information section enabling users to enter customer identification information into their customer records. If the Country Code in Sedona Modules is set to US, users may enter an Employer Identification Number (EIN) for their customers if they choose to do so. If the country code is set to CA (Canada), users may enter a Business Number (BN) for their customers. If the country code is set to AU (Australia), users may enter an Australian Business Number (ABN) for their customers. Beginning with this release, if the country code is set to AU (Australia) the Australian Business Number (ABN) entered into the ABN field will print on all customer invoices. Countries outside of Australia will not see this information printed on invoices. More information on the Country Codes may be found in the section on Country Codes within the SedonaSetup section of the enhancements in these release notes.

S New Customer Setup		×
Customer Information Site Setup System RMR New fi	aid 1	Create New Job Show Explorer V Create New System V
	Customer Detail	Active Residential Due On Receipt
Address	EIN Bypass RMR Increases Until	
Phone 1	Salesgerson Blanket P.O. Expiration Date	
Email Primary Invoice Printing Print Cycle Invoices Print Statements Charge Late Fees Separate Cycle Invoice for Each Site	Chain Account Customer Group Customer Group 2 Branch No Collections	
		Save Sose



Customer Query Builder

The field Secondary Prospect Source has been added to the Customer Query Builder.

Inspection Record

The last inspection date field on an inspection record will not update when an inspection ticket is closed with the resolution code of "Void."

)					Ticket #4076	
Ticket	Central Station		-	v		
2	0	\$		l 🦲 📎 🖪	8 🗄 🛃	🤌 🔥 Payment Ar
e Custo	m Appointments	Billing Documents	Equipment Journa	Notes Other Purc (0) Items Orde	hase Service Ticket 1 rs (0) History Log (icket indus
	in the capor	(0)	Go To	(0) 1000	ra (u) rascary cog o	Notifical
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	hnson Group Of Co. I knson Group Of Co. I		reated By Administr	ator	Phone (586) 733-78	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
29	7 Grand River Ave stroit MI 48201		talus Closed			hrisongroup.com
	istern Time		exolved 9/22/2016	E 00 EM	way products	
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bn			1	Route Code Expertise	5	
upection	12/30/2016 (Que	terly]		Priority	Medum	
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System		rand River Ave				
System	Fee					
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Inspect						
	Description	Quarterly Fire Inspe	sction	Service Tech		-
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	Service Problem Code			N 23.03.9993		
	Service Level	Fire Com	1 -	Bypass		
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	Next Inspection	9/30/2016		100		
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		Amount	0.00			
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						Teurosce Cau

General Ledger

Inventory Labor COGS Account -

Customers that want to track labor associated with the building of a parts kit (see Inventory enhancements) will need to define two new GL account numbers in their GL. An Inventory Labor Accrued account (liability account) needs to be setup as well as an Inventory Labor COGS account (COGS account). The accrued labor account will be journaled out at the end of each month. The Labor COGS account will display a reference to the specific part kit that was built.

Month End Procedure

If your company is posting labor to the GL, you will need to perform the following Journal Entry to clear out any amounts posted to the Inventory Labor Accrual account (used in Build Your Own Part Kit discussed in Inventory enhancements) at the end of each month. A debit should be made the Inventory Labor Accrual account and a credit made to the Inventory Labor COGS account to zero out this account. Amounts posted to the accrual account are for reporting purposes only. Actual wages are posted through your Payroll Journal Entry.

Purchase Price Variance

The build your own parts kit is available to all customers who use standard costing as their method of inventory costing for all parts. In addition to recording the difference between the price paid for apart and its standard cost, the PPV account will now also track the difference between the standard cost of all components in a parts kit built and the standard cost assigned to the parts kit. Please see the Inventory Enhancements section for more information on Build Your Parts Kit.

Inventory

Build Your Own Parts Kit – Available To Standard Costing Customers Only

It is now possible to "Build Your Own Parts Kit" in SedonaOffice **if your company values its inventory using standard costing**. Building your own parts kit combines several parts from your internal inventory into a single part or "kit" which can subsequently be sold as one part with its own unique part number and standard cost associated with it. When a kit is built, the individual parts components of the kit are reduced in your warehouse and the total number of part kits is increased in the same warehouse. The standard cost that will be assigned to the parts kit is the sum of the standard costs assigned to each of the parts comprising the kit. Any variation in this will automatically be written into your purchase price variance (PPV) account at the time that the kit is built. Part kits can be built to "break out" their components individually on the customer equipment list or marked to not break out on the customer equipment list (in which case only the name of the parts kit would be listed on the equipment list). At present, building your own part must be done manually. In a future release, the Auto Build option will be enabled. *Please review each of the sections below for creating the parts kit that will be ordered from a vendor.*

Usergroup Permissions

Any user that will be building a parts kit must be given the permission to "Edit Parts" in the Inventory section of the Usergroup table within SedonaSetup.



Creating the Part – Parts Detail Tab

Customers that build their own part kits must define a name for the part kit that they are creating. This is accomplished by creating a new part in Inventory.

🧟 Part Edit		×
Part WSAS954 Kit		🔲 Inactive
🔅 Kit Information 📄 🛒 Vendor	rs 📔 🔜 Warehouses 📔 🧰 Parts In <u>K</u> it 📔 📃 Custom Fields	; Documents (0)
Description		
D <u>e</u> scription	Wireless Alarm System Kit	🔽 Part <u>K</u> it
Detaiļ	wireless communicator, keb fob, transformer, contacts	🔲 Special Order
Product Line	Kit 🗨 🛨	Customer Equipment
<u>M</u> anufacturer	SedonaSecurity 💽 🛨	
Man <u>u</u> f Part Code	WSA5954	🔽 Stock Item For Jobs
Manuf <u>W</u> arranty	No Warranty	🔽 Ereeze All Purchasing
<u>U</u> .P.C		Ship Weight
<u>N</u> otes	Made by SedonaSecurity	Labor Units

Part (Code) – Enter the code for which the parts kit will be identified within your company.

Description – Add a brief description of the part kit.

Detail – Additional information about the part kit may be entered into this field.

Product Line – Select the appropriate product line from the drop-down list. If a new product line needs to be created, press the 🔜 button to the right of the drop-down list.

Manufacturer - The manufacturer of the part is the name of your company. You can add your company's name to the manufacturer list by pressing the 📕 button next to the drop-down list.

Manuf Part Code – Re-enter the part code that you have assigned to the part kit

Manuf Warranty- Your company is the manufacturer of the part kit. As such no warranty is provided to your company for a part kit that it creates.

U.P.C – Since your company manufacturers the part, a Universal Part Code number has not been assigned to it. Leave this field blank.

Notes – Pertinent information about the parts kit may be entered into this field.



Costing and AR Setup

🔕 Part Edit			
Part WSAS	954 Kit		☐ Inactive
CKit Infor		rs 📔 🔜 Warehouses 📔 🧰 Parts In Kit 📔 🔲 Custom Fields	Documents (0)
	D <u>e</u> scription	Wireless Alarm System Kit	☑ Part <u>K</u> it
	Detail	wireless communicator, keb fob, transformer, contacts	🗖 Special Order
	Product Line	Kit 💽 🛨	Customer <u>E</u> quipment
	<u>M</u> anufacturer	SedonaSecurity	
	Man <u>u</u> f Part Code	WSAS954	Stock Item For Jobs
	Manuf <u>W</u> arranty	No Warranty	Freeze All Purchasing
	<u>U</u> .P.C		Ship Weight
	<u>N</u> otes	Made by SedonaSecurity	Labor Units
Costing	<u>M</u> ethod	Standard	
	PPV Account	120900	
	Direct <u>E</u> xp Acct	N/A	
AR Setup	Invoice Item Inco <u>m</u> e Acct	Wireless Alarm System Kit	
	and a second sec	Wireless Alarm Survey	

Costing Method – This must be listed as standard costing.

PPV Account- Enter the General Ledger number assigned to the Purchase Price Variance asset account.

Direct Expense Account – Enter the General Ledger number assigned to the Cost of Goods Sold account that should be used when this part is sold over the counter on a miscellaneous invoice. (This field is no longer used for definition of a Direct Expense account).

Invoice Item – Select the invoice item from the drop-down list that will be used when creating a customer invoice for this part kit.

Income Account- This is a customized field whose entries are recognized by only one SedonaOffice customer through a special database script. Please enter N/A in this field.

Sales Pricing

S Part Edit					×
Part WSAS954 Kit					Inactive
िंग्रेKit Information	🛒 Vendor	s 🛛 🚍 Warehouses 🗎 🧰 Parts In Kit 🗎 📃 Cus	tom Fields	Documents	5 (O)
Description					
D <u>e</u> scr	iption	Wireless Alarm System Kit		🔽 Part <u>K</u> it	
Detai		wireless communicator, keb fob, transformer, co	Intacts	🔲 Special Orde	er
Produ	ict Line	Kit	T +	Customer E	quipment
-	facturer	SedonaSecurity	- - -		
_	f Part Code	WSAS954		🔽 Stock Item F	For Jobs
_	f <u>W</u> arranty	No Warranty	-	Ereeze All P	
U.P.C				–	
Notes		Made by SedonaSecurity	-	Ship Weight 0	
Costing		phade by Sedonasecurity		Labor Units 0	
<u>M</u> etho	bd	Standard			
<u>P</u> PV A	.ccount	120900			
Direct	Exp Acct	N/A	▼ 🛄		
AR Setup					
-	e Item	Wireless Alarm System Kit	•	_	
Inco <u>m</u> Sales	je Acct	N/A	•		
	e Description	Wireless Alarm System Kit			
Price		600.0000		✓ Available for	r Sales
Service	e Description		_		
Price		Wireless Alarm System Kit		✓ Available to	FSU
Price		600.0000			
		600.0000			
Labor <u>U</u> nits			<u>S</u> ave	Сору	⊆lose

Invoice Description – This field will automatically populate with the information entered into the Description field; however, you may override the description. This information will print on customer invoices if this part kit is sold separately on a job or is listed on a miscellaneous invoice.

Price – Enter the default sales price that will be used on part sales for jobs or miscellaneous invoices.

Pricing Level - To the right of the Price field is the Price Level setup button. Solution Your company has the ability to create up to ten unique price levels. Any Price Levels setup for the Sales Price will copy down to the Price Levels for Service Price 1.

Available for Sales- This option is used with QuoteWorks and WeSuite applications. If this part kit will be exported to QuoteWorks or WeEstimate, place a checkmark in this box.

Service Pricing

	Sales	Inco <u>m</u> e Acct	N/A	<u> </u>	
	5465	Invoice Description	Wireless Alarm System Kit		1
		Price	600.0000	Available for Sales	
Г	Service				
I		Invoice Description	Wireless Alarm System Kit		
I		Price 1	600.0000	Available to FSU	
L		P <u>r</u> ice 2	600.0000		1
-1				Copy Clos)

Each inventory part may be given 2 different price designations. Each service level is linked to a serve price level. When service is performed on a service ticket where parts are used, the application uses the parts price of the price level setup on the service ticket service level.

Invoice Description – This field will automatically populate with the information entered into the Description field. You may override this description. The Service description will print on Service Ticket invoices when invoicing the customer for this part.

Price 1- Enter the default level 1 sales price that will be used on sales of this parts kit on service or inspection tickets.

Pricing Level - To the right of the Price 1 field is the Parts Price setup button. Solution Your company has the ability to create up to ten unique price levels for this parts kit.

Price 2 - Enter the default level 2 sales price that will be used on sales of this part kit on service or inspection tickets.

Available to FSU- Select this option if this part should be made available to technicians using Field Service Units (FSUs). This field is only available to SedonaOffice customers that have purchased the add-on module FSU or FSULT.



Kit Detail Information (Continued)

S Part Edit			7
Part WSAS954 Kit			[Inactive
🕼 Kit Information 🛛 🛒 🕻	/endors 📔 🔜 Warehouses 📔 🧰	Parts In <u>K</u> it Decustom Fields	Documents (0)
Description			/
D <u>e</u> scription	Wireless Alarm System Kit		☑ Part <u>K</u> it
Detai <u>l</u>	wireless communicator, ke	b fob, transformer, contacts	🔲 Special Order
Product Line	Kit	• +	Customer Equipmen
<u>M</u> anufacturer	SedonaSecurity	▼ +	
Man <u>u</u> f Part C	ode WSAS954		Stock Item For Jobs
Manuf <u>W</u> arra	nty No Warranty	•	💌 Ereeze All Purchasin 🤉 🖌
<u>U</u> .P.C			Ship <u>W</u> eight 0
Notes	Made by SedonaSecurity		Labor Units
Costing <u>M</u> ethod	Standard		
ount	120900		

Part Kit – Place a checkmark in the box to identify this part as a parts kit.-

Special Order – Your company will be building this part and not ordering it from a vendor. Please leave this box unchecked.

Customer Equipment - This option should be selected on all parts that will become a part of a customer's System Equipment List. Basically this indicates whether this is a serviceable part **Stock Item For Jobs** – If this parts kit will be used on jobs, place a checkmark in this box. Since your company is building the part, it will not be ordered from a vendor.

Freeze All Purchasing- - Since your company is building the part, it will never be ordered from a vendor. Place a checkmark in the box to freeze all purchasing.

Ship Weight – Since your company is building the part and not ordering it from a vendor, a shipment weight is not required since a PO will never be created to order the part from a vendor.

Labor Units **- This field records the total number of labor units required to *install* one of these parts kits on a job. The Build Your Own Part Kit feature has a separate labor setting which records the labor dollar amount to actually *build* the part. Enter information into this field only if the parts kit will be used in conjunction with the Job Materials List to *estimate* the amount of labor units which will be required to *install* the parts kit.

Creating the Part – Vendor Tab

rt WSAS954	Kit				🔲 Inactive
Kit Informa	tion 🛒 Vend	dors 📄 🔜 Wa	arehouses 📔 🥅 Parts	; In Kit 📔 📃 Custom Fie	lds 📔 📄 Documents (0) 🗎
/endor		/endor Part	Purchase Cost	Descripton	Quantity Primary
edonaSecuri	ty	NSAS954	0.0000	WSAS954	1 Y
1					
1					
	SedonaSecu	rity] Purchase Cost	
endor	·	rity	-] Purchase Cost	0.0000
'endor 'endor Part	WSAS954	rity		List Price	0.0000
'endor 'endor Part	WSAS954 WSAS954			_	0.0000
'endor 'endor Part	WSAS954			List Price	0.0000
endor endor Part	WSAS954 WSAS954			List Price	0.0000
'endor endor Part	WSAS954 WSAS954			List Price	0.0000

Vendor – Your company is the vendor for this part. Your company should be setup as a vendor to easily identify this as an item produced by your company. Your company must be listed as the primary vendor for this part. Please make sure that a checkmark is in the box entitled "Primary Vendor".



Creating the Part - Warehouses

Define the warehouses in which these kits will be built. The standard cost assigned to the part must be the sum of the standard cost of all parts components in the kit. In the example below, we are stating that the sum of the standard costs for parts in this kit comes to \$500.00. That dollar amount is the standard cost of this parts kit.

Part Inactive Inactive Inactive Inactive<	🖻 Part Edit	×
Warehouse Parts In kjt Custom Fields Documents (0) Warehouse Min Max Row Shelf Bin Stand Cost Warehouse Min Max Row Shelf Bin Stand Cost Warehouse Min Max Row Solution Solution Warehouse Main-MI 0 Solution Warehouse Main-MI Row Standard Cost Min 0 Standard Cost Solution Max 0 Standard Cost Solution New Add Delete	Part WSAS954 Kit	Inactive
Warehouse Min Max Row Shelf Bin Stand Cost Main-MI 0 0 S00.0000 Warehouse Main-MI Row Shelf Min 0 Shelf Bin Min 0 Shelf Bin Standard Cost S00.0000 Standard Cost Sou Vew Add Delete Delete		
Main-MI 0 500.0000 Warehouse Main-MI Row Min 0 Shelf Min 0 Shelf Max 0 Standard Cost 500.0000 Set & Warehouses New Add Delete	🤃 Kit Information 🛛 🛒 Vendors 🔤 Warehouses 🔤 Parts In Kit 📃 Cust	om Fields Documents (0)
Warehouse Main-MI Min 0 Min 0 Max 0 Standard Cost 500.0000 Set All Warehouses New Add		
Min 0 Max 0 Standard Cost 500,0000 Set All Warehouses <u>New Add Delete</u>	Main-MI 0 0	500.0000
Min 0 Max 0 Standard Cost 500,0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500,0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500,0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500,0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500.0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500.0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500,0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500.0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500,0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500,0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500,0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500,0000 Set All Warehouses <u>New Add Delete</u>		
Min 0 Max 0 Standard Cost 500,0000 Set All Warehouses <u>New Add Delete</u>		
Min jo Max jo Bin Standard Cost Standard Cost 500.0000 Set All Warehouses New Add Delete	Warehouse Main-MI	Row
Max 0 Bin Standard Cost 500,0000 Set All Warehouses New Add	Min	ihelf
Standard Cost 500.0000 Set All Warehouses <u>New Add Delete</u>	F	Bin
Set All Warehouses New Add		ost rae eee
<u>N</u> ew <u>A</u> dd <u>D</u> elete	Standard C	,
		j bet <u>H</u> il warehouses
Labor Units Copy Close		New Add Delete
	Labor Units	Save Copy Close

Creating the Part – Parts In Kit

🖥 Part Edit			×
Part WSAS954 Kit			Inactive
But to Company I will be down		untere state 1 🕞 De	
Service Information Service Vendors	🔜 Warehouses 🔄 🔤 Parts In Kit 📃 🖸 C	ustom Fields 📔 📄 Do	
Part Number	Description	Quantity Allocation	
CSW9057 DPT1620U	CSW9057 Wireless Communicator DPT1620U Transformer		8000
KF4939	KF4939 Wireless Key Fob	1 4.	4000
DC4945 BAT1270	DC4945 Door Contact ULTRATECH 12V		2000
Part	Quantity		
Description	Breakout <u>A</u> llo	cation %	
Breakout Allocation Balance		<u>N</u> ew Sav	e <u>R</u> emove
Labor <u>U</u> nits		<u>S</u> ave Co	opy <u>⊂</u> lose

A part kit is created by adding the individual parts to the kit list, selecting how many of that part is used in the kit, and showing the breakout allocation percentage of that part against the standard cost assigned to the entire parts kit. (Standard cost of the part/standard cost of the kit=breakout allocation percentage).



Part, Description – Select a part using the lookup button to the right of the field. The user may also manually type in the part number if the exact part number is known. Once a part is selected, the description field will automatically be filled in.

Quantity- Enter the quantity of the part that will be contained in this parts kit.

Breakout Allocation – Enter the percentage of the kit's standard cost allowed to this part. If the quantity in the kit is greater than one, the percentage would include all of the quantities of this single part. Once all parts have been entered, click on the Save button. The total of all allocations must equal 100% of the standard cost. The kit will not save until 100% is allocated.

In the example below, we have assigned a standard cost of \$500.00 for the parts kit. The breakout allocation assigned to each of the parts is the percentage that each part contributes to the \$500.00 standard cost. The equation is standard cost of the part / standard cost of the parts kit.

The following parts are being used and their standard cost is listed as the following to easily identify the breakout allocation:

<u>Part Number</u>	Quantity	Standard Cost	Breakout Allocation
CSW9057	1	\$274.00	54.8%
DPT16OU	1	\$150.00	30.0%
KF4939	1	\$ 22.00	4.4%
DC4945	3	\$ 51.00 (\$17/ea.)	10.2%
BAT1270	1	<u>\$ 3.00</u>	0.6%

\$500.00

If, at any point, the standard cost of one of the kit components changes, the standard cost of the kit should also be modified so that a Purchase Price Variance (PPV) entry is not created.

100%



Building the Parts Kit - Handling Negative Inventory

The Build Your Own Parts Kit will honor the rule in the Inventory Setup table regarding handling negative inventory. If your setup tables state "Allow", the kit will be built regardless of the number of individual part kit components that are in stock in the warehouse where the part kit is being built. If the rule states "Warning Message", the system will present a warning message that not enough parts are in stock and will identify the specific part in question. If the rule states "Do Not Allow" the parts kit will not be built. Parts may need to be transferred into the warehouse in which the kit will be built to ensure on-hand stock availability.





Building the Parts Kit - Warehouse

To build a parts kit, bring up the inventory part defining the parts kit. Highlight the warehouse in which the kit will be built and right-click. Select the option "Build Parts Kit."

🗟 Inventory Kit - WSAS954 Kit (Wirele	\delta Inventory KR - WSAS954 KR (Wireless Alarm System Kit)				
A Start Kit Kita Varehouses Kita Varehouses Inactive Advantant Inactive Advantant Inactive Advantant Inactive Print StarkLabel Print StarkLabel	Part Fode: Description: Description: Description: Description: Product Line: Manuf Carter: Manuf Vart Eode: Manuf Varranty: Hem Gode: Hen Gode: Treces Purchases: List Price: UPC: Special Order: Sales Price: Service Price 1: Service Price 2: Total Quy: Total Yalue:	WS65594 Kk Wireless Alams System Kk wireless communicator, keb F Standard Kk Sedonašeourity WS65954 No Waranty Sy Kart-TX No Waranty Sy Kart-TX No Wireless Alam System Kk \$600.00 0 a \$0.00	Werchouse Branch Account Minimum Qty Committed Qty Pending XTR II Pending XTR II Pending XTR II Pending XTR II Pending XTR Qt On Brand New On Earl Pending Unit For Repair In Holding Qty Value On Hand Row Shelf Bin Inactive	Mai-Mt Mr 120000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Vendors Documents	Description Branch Account Maintum Quantity Maximum Quantity Committed Quantity Pending XTFR In Pending XTFR Out Pending XTFR Out Con Torder Quantity On Torder Quantity On Order Quantity On Order Quantity Walks On Head Row Shelf Ein Inactive		Main-Michigan Mi 120000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		

The Build Part Kit form will be displayed. Any part kit component that does not have enough stock on hand will have an arrow displayed next to it. This lets the user know which parts need to be transferred to the warehouse in order to build the kit.

Build Part Kit					_ 0
Kit Code	WSAS954 Kit				
Description	N Wireless Alarm System Kit				
Build	Kit Settings				
<u>W</u> arehouse	Main-MI				
Build <u>D</u> ate	9/23/2016				
Quantity to Build	1				
	Build Components		Inv	entory Qty	·
Part Code	Description	Kit Qty	Build	On Hand	
CSW9057	CSW9057 Wireless Communicator	1	1	2	
DPT1620U	DPT1620U Transformer	1	1	3	
101110200		•	-	-	
KF4939	KF4939 Wireless Key Fob	1	1	0	<==
			-		<==
KF4939	KF4939 Wireless Key Fob	1	1	0	<==
KF4939 DC4945	KF4939 Wireless Key Fob DC4945 Door Contact	1	1	0	<==

Click on the Settings tab. The settings page will be displayed:

🗃, Build Part Kit				×
🦉 Kit Code 🏾 🕅	WSA5954 Kit			
Description	Wireless Alarm System Kit			
Build Kit	Settings			
Labor COGS Account	522000		🗖 Auto Build	
Account Desc	COGS Labor Kit Build		🔲 No Breakout	
	Installation G & A			
Labor Cost	\$50.00			
Labor Accrual Account	290000			
Account Desc	Accrued Parts Build Labor			
		Save as Defail Settings	ult <u>S</u> ave	
			<u>B</u> uild <u>C</u> lose	

Building the Parts Kit- Internal Labor Costs

If your company will be tracking labor costs associated with building part kits, a COGS Labor Kit Build account must be defined in your Chart of Accounts. This account will track the internal labor costs associated with each parts build. We recommend that this account be a different account from one currently tracking COGS job and service labor. A labor category should be defined as well. Enter the dollar amount of the internal labor cost which will always be used to build 1 parts kit. This dollar amount each time that a kit will be built regardless of which user builds the kit. A labor accrual account (liability account) should also be defined in the Chart of Accounts. This account should be journaled out at the end of each month so that the labor expense is not duplicated when payroll is posted (see the General Ledger enhancement section). Tracking labor is optional when building a parts kit.



Building the Parts Kit - Parts Breakout and Auto Build

Customers have the option of having a parts kit breakout the individual parts onto the customer's equipment list when the kit appears on the Customer's Equipment List. The default is to have the kit breakout into individual components unless a checkmark is specifically placed in the box "No Breakout." If No Breakout is selected, the name of the parts kit alone will appear on the customer's equipment list instead of the individual components.

The Auto Build feature is still under development and not available for use at this time. Please do not place a checkmark in this box.

🛢, Build Part Kit			
🦉 Kit Code	WSAS954 Kit		
Description	Wireless Alarm System Kit		
Build Kit	Settings		
Labor COGS Accoun Account Desi	t 522000 💌 🧾) Build Breakout
	/ Installation G & A		_
Labor Cos	c Installation G & A		
Labor Accrual Accoun	t 290000 💌 🧾		
Account Des	C Accrued Parts Build Labor		
		Save as Default Settings	Save
		Build	Close

Once all information has been entered, place a checkmark in the box to Save As Default settings. Press the Save button.

Building the Part Kit – Build

Navigate to the Build Kit tab. Enter the quantity of kits to build and press the Build button.

, Build Part Kit				-	
🋒 Kit Code	WSA5954 Kit				
Description	Wireless Alarm System Kit				
Build Ki	t Settings				
<u>W</u> arehouse	Main-MI				
Build Date 9	/23/2016				
Quantity to Build					
	Build Components		Invento	ory Qty	Эİ
Part Code	Description	Kit Qty	Build	On Hand	
CSW9057	CSW9057 Wireless Communicator	1	1	2	
DPT1620U	DPT1620U Transformer	1	1	3	
KF4939	KF4939 Wireless Key Fob	1	1	4	
DC4945	DC4945 Door Contact	3	3	9	
BAT1270	ULTRATECH 12V	1	1	7	
			<u> </u>	uild <u></u> los	e

The system will respond:

🛢 Build Part Kit				_ 🗆 ×
🥞 Kit Code	WSAS954 Kit			
Description	Wireless Alarm System Kit			
Build Kit	Settings			
<u>W</u> arehouse	Main-MI			
Build Date 9	/23/2011 Part Kit Build	×		
Quantity to Build	Successfully built (1) part kits.		
	Bu		Inventory Qty	<u> </u>
Part Code	Descrip		ild On H	and
CSW9057	CSW9C	OK	1	2
DPT1620U	DPT16200 transformer	1	1	3
KF4939	KF4939 Wireless Key Fob	1	1	4
DC4945	DC4945 Door Contact	3	3	9
BAT1270	ULTRATECH 12V	1	1	7
			Build	⊆lose



Building the Parts Kit – Inventory Stock

Once the kit is built, the inventory stock for the kit will increase by the number of kits built, and the journal for the warehouse in which it was built will note the number of kits built.

Threaton Arc - weapoon vic (where	-ss Alarin Sys	scent kic)								
WesAs954 Kit Kitted Parts Warehouses Main-MI Open Purchase Orders Closed Purchase Orders Closed Purchase Credits Winhase Price Variance Receipts Sales Credits Sales Invoice Transfers - Open Transfers - Open In Alding Committed Inactive Warehouses Alternate Parts Isis	Manuf Part Manuf Wari Item Code:	: thod: ee: rer: Code: ranty: ; tt: Acct: chases: ler: ription: ; scription: ce 1: ce 2:	WSAS954 Kit Wireless Alarm wireless communities Standard Kit SedonaSecurit WSAS954 No Warenty SVC Part-TX N/A N/A V 0.00 N Wireless Alarm \$600.00 0 \$00.00	unicator, keb f Y System Kit	Warehouse Branch Account Mainimum Qty Committed Qty Committed Qty Committed Qty Pending XTRS In Pending XTRS Int Pending XTRS Int On Hand Rew Out For Repair In Holding Qty Value On Hand Row Shelf Bin Inactive	Main-MI MI 120000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				
-III Direct Expense PO -III Purchase Credits	Date	Warehouse	Reference	Memo	Description	Quantity	Cost	Extended Cost		
-In Purchase Price Variances	9/23/2016	Main-MI		Build 1 Part Warehou	Kit Action	1	500.0000 \$500.00	\$500.00	9/23/2016 3:02:51 PM	
Journal				warehou	1		\$300.00			

The individual parts components of the kit will be reduced as a result of the kit build, and the journal for the warehouse will note the kit action:

S Inventory Part - DPT1620U (DPT162	Inventory Part - DPT1620U (DPT1620U Transformer)													
DPT1620U Warehouses Main-MI Open Purchase Orders Closed Purchase Orders Durchase Credits Purchase Credits Repair Order Sales Credits Sales Credits Transfers - Open Transfers - Open Transfers - Olsed J In Holding Committed Tanstre Parts Alternate Parts Direct Expense PO	Part Code: Description Detail: Costing Me Product Lin Manuf Part Manuf Part Item Code: Income Acc Direct Exp Freeze Purc Special Ord Sales Desc Sales Price Service Pir Service Pir Service Pir Total Qty: Total Value	: thod: e: code: ranty: ct: Acct: chases: er: ription: ce 1: ce 2: :	DPT1620U DPT1620U Transformer Standard Kit Component N/A No Waranty SVC Part-TX N/A N N/A N N DPT1620U Tra \$200.00 2 2 \$200.00 2 2 \$200.00	s For Docume nsformer	Warehouse Branch Account Qty Maximum Qty Committed Qty Committed Qty Committed Qty Committed Qty Committed Qty Dn Gran Repair In Holding Qty Value On Hand Row Shelf Bin Inactive	Main-MI MI 120000 0 0 2 0 2 0 0 0 3 300.00								
- 🔄 Purchase Credits - 📘 Purchase Price Variances	Date	Warehouse	Reference	Memo	Description	Quantity	Cost	Extended Cost						
	9/23/2016	Main-MI		Build 1 WS	Kit Action	-1	150.0000		9/23/2016 3:02:51 PM	1				
Price History	9/19/2016	Main-MI		Warehou	Physical 2	3	150.0000 \$300.00	\$450.00	9/23/2016 2:26:43 PM					
				mai ci i UU	۷.		\$J00.00							



Building the Parts Kit - General Ledger Labor Accounts

If labor is being tracked as part of the parts kit build, an entry will be made to the Accrued Parts Build Labor account and the COGS account noting the date of the parts build, which part was built, and the labor charge for building the part:

Accrued Labor account:

S Account	Register									
	Account Cod	de 290000		.	Branch	_		-		
		Accrued.	Parts Build Labo			,		_		
	Erom Date 9/1/2016 🔤 Reg Type						-			
Ihru Date 9/23/2016										
Reg No.	Date	Туре	Reference	Name			Branch	Amount	Balance	
Reg No.	Date 9/1/2016	-		Name ** Beginning Bala	nce **		Branch		Balance -3,095.00	
Reg No.		-			nce **		Branch			
	9/1/2016	Туре	Reference		nce **			Amount	-3,095.00	

This account should be journaled out at the end of each month to clear out any amounts posted to the Accrued Labor account. The JE is to debit the accrued labor account and debit the COGS labor kit build account. Actual wages are posted through your payroll journal entry.

COGS Labor Kit Build account:

E	Account Code	COGSL	abor Kit Build		anch		•					
-	Erom Date	, COGS Lá										
-	From Date						-					
		9/1/2016		R	g Type							
7	<u>T</u> hru Date	9/23/201										
		1.1										
Reg No. D	Date [Туре	Reference	Name	Branch	Category	Amount	Balance	 	 	 	
	9/1/2016			** Beginning Balance				2,435.00			 	
634640 9		COGS	Vista128-Ki	Parts Kit Build	MI	Installation	300.00	2,735.00				
		COGS	Vista128-Ki	Parts Kit Build	MI	Installation	300.00	3,035.00				
		COGS	WSAS954 Kit	Parts Kit Build	MI	Installation	50.00	3,085.00				



Building the Parts Kit – Purchase Price Variance

In the event that the standard cost is changed on one or more of the parts kit components, and the sum of the parts in the kit no longer equals the standard cost of the parts kit, an entry will be made to the purchase price variance account. The register will note for which part kit the variance occurred and the specific part(s) in the kit that caused the variance.

S	Account I	Register										
		Account Code 120900 Purchase		Price Variance*	▼ 🛄	Branch						
		Erom Date 9/23/2016		5 🔟		Reg Typ <u>e</u>	sg Typ <u>e</u>			•		
		<u>T</u> hru Date	9/23/2010	5 🗾 🛄								
	Reg No.	Date	Туре	Reference	Name			Branch	Amount	Balance		
		9/23/2016			** Beginning Balar	nce **				0.00		
	643186	9/23/2016	PPV		BAT1270			MI	36.40	36.40		
	643187	9/23/2016	PPV		BAT1270			OH	-20.80	15.60		
	643193	9/23/2016	PPV	WSAS954 Kit	DC4945			MI	-42.00	-26,40		
	643194	9/23/2016	PPV	WSAS954 Kit	BAT1270			MI	-1.00	-27.40		
	643196	9/23/2016	PPV	WSAS954 Kit	DC4945			MI	-42.00	-69.40		
	643197	9/23/2016	PPV	WSAS954 Kit	BAT1270			MI	-1.00	-70,40		



Standard Cost

The standard cost of a part now displays 4 decimal points. This had previously rounded down to two decimal points.

🖟 P <u>a</u> rt Detail 📔 🛒 Vend	lors Ì 📸 /	Alt. Parts	🔜 Wa	rehouses		om Fields 🗎 🛄 Do	cuments (0)	
Warehouse	Min	Max	,	Shelf	Bin	Stand Cost		
123	0	0	1.001			0.1234		
4354564	Ő	0				0.1234		
ABC Service Co	Ō	Ō				0.1234		
Alarmists	õ	Ō				0.1234		
Alpha	õ	ō				0.1234		
Andrea's Warehouse	õ	ō				0.1234		
Belgium	0	0				0.1234		
Borque Fire	0	0				0.1234		
BR	0	0				0.1234		
Coolest warehouse	0	0				0.1234		
Fred's Truck	0	0				0.1234		
Jenine's Truck	0	0				0.1234		
M100	0	0				0.1234		
M101	0	0				0.1234		
M103	0	0				0.1234		
M104	0	0				0.1234		
Main-MI	0	0				0.1234		
Main-OH	0	0				0.1234		
Meeka	0	0				0.1234		
Mellissa	0	0				0.1234		
MI999	0	0				0.1234		
MI-Cust Repair	0	0				0.1234		-
	<u>^</u>	^				0.4004		
Warehouse 123						Row		
Min o	_					Shelf		
Min 0						Bin		
Max 0								
					Standa	ard Cost 0.1234		
					_	Set	<u>A</u> ll Warehous	BS
						New	Add	<u>D</u> elete



Jobs

Notes

The user will now be presented with a warning message when attempting to delete a note within a job.





Sales Reversal Button



The sales reversal button on all work orders (original and change orders) will reverse the entire job. The job will automatically close from the screen and be locked down. Reversed jobs cannot have work continued in them and every field will be blocked from data entry. Please use the sales reversal button with extreme caution. This modification puts the sales reversal button back to its original design. Please make sure that your staff is alerted to this important change. SedonaOffice Support staff will not be able to "un-reverse" a job from behind the scenes if this is pressed in error.

<mark>S</mark> Job - 1133 (Da	an smith)					- 🗆 ×
Job	Job	Customer 4	7655-1	Site		
CO 1133 - 1	Job Number 1133 Job Type Fire Power Job Status Re-Opened System 47655 Fire Labor Units 175 (0 Used)	Dan smith 32 walliby way Canton, MI 483 (248) 880-1448)		Dan smith 32 walliby way Canton, MI 48336 (248) 880-1448		
==	Change Order 1133	- 1				
Installs \$0.00	Customer	47655-1	Manua	al Reversal		
Recurring \$0.00	Job <u>N</u> umber	1133 - 1	Prevailing Wage	0.00		
٢	Job <u>T</u> ype	Fire Power	Project Manager			
Anterials	Description	Fire - Large Commercial	Salesperson	Laurie Salim 💌 📩		
Materials \$0.00	Ta <u>x</u> Group	MI	P.O. Number	454		
	Branch	Americas Best	Sold Date	12/3/2015		
Commissions	Hold <u>B</u> ack %	0	Projected Start			
	Install Company	MI	Projected End			
	Installer					
	Permits Requi Permit 1 Permit 2 Permit 3		Notes	Sales Reversal Apply	Pressing this button will reverse the entire job - not just the change order	
Labor	f	tecurring Materials	Commissions			
Cost Details Journals Tools Quotes						



Report Manager

Australian GST Report*

This is a customized report that was commissioned by a specific customer according to their specifications. This report now selects records based on the invoice or credit date. It had previously selected the records based on the posting date.

Balance Sheet (Classic) Export

The Balance Sheet (Classic) Report will export to Excel with a separate column for the account number and a separate column for the account description. The standard Balance Sheet report when export combines the account number and description into the same column.

Deferred Income Summary Audit

The amounts on this report will now be based on the *posting dates* of invoices and credits rather than the dates of invoices and credits. This modification is being made for those customers that use posting dates other than the date of the invoice or credit.

GL Register Entries Report

The GL Register Entries report now has an export button enabling data to go out to a .csv file without page headers.


Service Ticket Cost By Contract*

This is a customized report that was commissioned by a specific customer according to their specifications.

The report provides invoice and expense analysis broken out by Materials, Labor, and Other for service tickets created within the period covered by the contract at the system level. Tax is not included in the amounts.

Service Ticket Contract	
Contract Number Options Summary Only Print Resolution Note	Options Show only Service Tickets Show only Inspection Tickets Show all of the above
[Info]	Export <u>O</u> k <u>C</u> ancel

<u>Contract Number</u> – Enter the contract number you would like to review. You can only enter one contract number. If you leave this field blank, the report will run for all contracts. The report will not display service tickets on a system if the system does not have a contract number entered.

For a ticket to be included, it must have a created date on or after the contact start date but prior to the contract end date which is the Contract Start Date + Months.

<u>Ticket Type</u> – The options section, on the right of the screen, looks at the inspection flag on tickets.

Show only service tickets - gives you tickets that are not inspections.

Show only inspection tickets - gives you tickets that are inspections.

Show all of the above - does not limit the results by service ticket verses inspection ticket.

The word 'Inspection' appears at the bottom of tickets created through the Inspection Creation area of the ribbon with SedonaSchedule.

SedonaOffice® The #1 Financial Software for Security Companies

- 12 -		Ticket #2548	x
Ticket	Central Station		
Service Ticket	Appointments Billing Documents (0) Equipment Journal and Parts Go To	s Other Purchase Service Ticket Ticket Group Notifications	
Customer 11530		AM Contact Sebastian Johnson	
	Marie Elementary School Marie Elementary School Created By Administrator	Phone (440) 822-9493 Ext	
40 Re	servoir Road and OH 48105 Status Scheduled	Notify sjohnson@lakemarie.edu	
	n Time	Houry John Charonala.com	
Site and System Det		cket Detail	
System Account	SR6369D	roblem Insp-Sprinkler-M0	▼
System Type	Intrusion	econdary Problem	
Panel Type	ADV plus	oute Code	•
Location	9545	xpertise 5	
Next Inspection	12/15/2016 (Semi-Annual)	riority High	
Site Phone	(440) 822-9493	stimated Length 60	
Map Code	Timezone ET	- I Carri annual animitaria anantian I	-
Cross Street		ommenis	
Warranty	One Year P & L		-
Warranty End	Expired	ervice Coordinator	•
Memo	7045	echnician Orlando.Smith	-
Comments		0#	=
Notes		ategory SVC Cont	
Secondary Account		esolution	
Keys			
Service Company	OH-INSP Cont	se Payment Information On File	
Service Level	INSP Cont-Com	None Bank (0)	
Receiver/Transmitte		Credit Card (0)	
		Inspection	Save

Printing Options – The Options section on the left of the screen, below Contract Number, are Printing Options. You can select Summary Only or Print Resolution Note, but not both.

Summary Only - If you choose to print a summary only version, this report will not list each service ticket but will still provide subtotals based Contract Number and Site.

Print Resolution Note - If selected, the resolution note will display as a third line for each ticket. This option is not available if you have *Summary Only* selected.



The report is grouped by Contract Number and Site. Within this grouping in the detail section, tickets are sorted by System Account and Ticket Number.

The summary section at the end of the report will subtotal by Contract Number and Site.

	Totak	e			Materia	ale	Labo	y	Othe	<i>y</i>
Ticket Number Problem Code Creation Dt Closed Dt Res Code	Invoiced	Expenses	PCT I	Hours	Invoiced	Expenses	Invoiced	Expenses	Invoiced	Expenses
Customer Number Site Name	Site Addre									
13004 - 19492 - Kelly Ferguson - 8 Livingston Road, Plymout	h MI, 48170									
Site Total Tickets: 1	255.00	59.00	76.86%	3.68	0.00	0.00	195.00	59.00	60.00	0.00
13005 - 19493 - Darren Jacobs - 33 Juniper Rd, Solon OH, 44	139									
Site Total Tickets: 1	655.00	173.42	73.52%	5.30	168.75	75.00	431.25	98.42	55.00	0.00
13900 - 2907 - Jason Harris - 220 Somerset Street, Novi MI, 4	8375									
Site Total Tickets: 1	0.00	(27.50)	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	(27.50
14646 - 14847 - Danielle Gordon - 67 Northbrook Dr., Novi Ml	, 48375									
Site Total Tickets: 1	227.00	132.94	41.44%	2.50	32.00	9.19	135.00	123.75	60.00	0.00
15387 - 18123 - Deanna Jones - 33 Old Meadow Rd, Chagrin	Falls OH, 440	122								
Site Total Tickets: 1	387.60	188.93	51.26%	2.00	222.60	98.93	105.00	90.00	60.00	0.00
15971 - 948 - Jessica Frank - 72 Grist Mill Rd., Novi Ml, 4837	5									
Site Total Tickets: 2	195.00	31.70	83.74%	2.00	30.00	11.70	105.00	20.00	60.00	0.00
16397 - 7209 - Bryan Fowler - 32 South Lee Rd, Cleveland Of	i, 44110									
Site Total Tickets: 1	406.96	200.87	50.64%	2.25	226.96	100.87	120.00	100.00	60.00	0.00
16445 - 7269 - Michael Bryan - 10 Bethal Lane, Novi MI, 4837	5									
Site Total Tickets: 1	186.53	283.66	-52.07%	6.22	74.03	5.00	112.50	278.66	0.00	0.00
16660 - 13565 - Clayton Johnson - 25 Terrys Plain Rd, Chagi	in Falls OH, 4	4022								
Site Total Tickets: 1	445.00	138.00	68.99%	3.07	0.00	0.00	330.00	138.00	115.00	0.00
16675 - 13579 - Leila Mills - 66 North Parker Road, Novi MI, 4	8375									
Site Total Tickets: 4	710.50	118.75	83.29%	7.25	53.00	8.75	472.50	110.00	185.00	0.00
16678 - 13582 - Luke Allison - 353 Geraldine Dr., Solon OH, 4	4139									
Site Total Tickets: 1	266.65	10.66	96.00%	0.00	26.65	10.66	180.00	0.00	60.00	0.00

SedonaSchedule

Batch Billing

Service and inspection tickets **which are not part of Group Tickets** are now eligible to be automatically billed in bulk through batch billing. All resolved tickets that have an amount to be billed greater than \$0.00 will be displayed in the batch billing queue. *Tickets may not be opened in the batch billing queue to view their contents*. The review process prior to billing (including selection of a credit card if the customer designated one to be used) must be accomplished in the service or inspection queues. Only one user may batch bill at any one time. Users working outside of batch billing will be prevented from viewing any tickets in which there is a checkmark indicating that the ticket is ready to be billed.

Usergroup Permissions

Users that will be utilizing batch billing must be given the permission "Batch Billing" in their usergroup.

Batch Billing Queue

The batch billing queue may be accessed by pressing the Batch Billing button within SedonaSchedule under the View tab.

	📧 😥	= Jobs Opt		e Ticket Queue Op						SedonaSchedule !	5.7.39.10565 -	Sedona5ecurity					
Show/Hide Today	Day Week Month	Ticket Grou		Aemoved Parts Misc Appointments Open Jobs	Batch Billing	Warning Count = 0 Warning List •	Tickets On Site Tickets List 🔹	Open Customer Refresh Schedule Ticket	8								
alendar Bar Navigation		Queue Ticke	ts Creation Arrangement	· Open Juby		SedonaM	onitor	Tools	80								
Calendar		Drag a col	uron headar ha	ere to group by that column	No.												
September 2016 SMTWTFS	October 2016 > SMTWTFS	-	Created Dn	1		ST 👽 Cust	omer Name		7	Scheduled On	AT Acc	sunt 🐨 Svc Co		V De	⊽ State	V Res V	Cust Number
123	1	2952	02/19/2014		F	15 John	son, Michael				335			Planouth	MI	Code_	
4 5 6 7 8 910	2345678	2964	02/26/2014		F	as Gil-M	tontague Reg High S	choo			L23	I6 MI-SVC.0	Cank	Detroit	MI	3 Rep.	10057
1 12 13 14 15 16 17 8 19 20 21 22 23 24	9 10 11 12 13 14 15 16 17 18 19 20 21 22	3105	04/23/2014		0	JP Ashk	y, Victoria				105	OH-SVC	Cont	Salem	MI	N/A	105
5 26 27 28 29 30	23 24 25 26 27 28 29	3116	04/30/2014		F	RS Ashi	sy. Victoria				105	MI-TEM		Salem	MI	2 Clean	105
	30 31	3117	04/30/2014		F	RS Detri	at Education Dept.				857	579 MI-SVC 0	Cont	Detroit	MI	1 Add	11076-7
		3125	05/13/2014		F	Rich Rich	ardson, Nash					MI-T&M		Canton	OH	4 Repl.	21310
		3137	05/20/2014		0)P Rich	ardson, Nash				456	ABC Ser	rice Provider	Canton	OH	N/A	21310
le		3150	05/23/2014		F	RS Parm	ela Price				221	MI-T&M		Plymouth	MI	1 Add	221
		3208	07/01/2014				st, Casey				A30	ABC Ser	rice Provider	Plymouth	MI	1 Add	17882
		3214	07/14/2014		0	OP Ashi	ey, Victoria				184	ABC Ser	rice Provider	Salem	м	N/A	105
stem			01/06/2015		F	is Mog	ee, Katy		_	and the second se	_	ARTIM		Cleveland	OH	1 Add	40321
						P Fiye	Louis							Havel	MI	N/A	99876.2

A list of all resolved tickets that will have invoices created greater than \$0.00 will be displayed:

8) + 3 8 0								5e	dona5chedule 5.7.39	.10565 - SedonaS	ecurity						- 0
View Servic	ice Options SageQuest	Job	s Option	5													
Show/hide calendar Bar	Day Week Month	Ticket Queue	Group Tickets	Inspection Creation	Removed Parts Batch Biling Misc Appointments Poen Jobs	 Open Custom Refresh Sche Ticket 	dule 📾										
Navigation				Arrangement		Tools											
Calendar		Invoice	Date	09/27/2016	Include Resolution Note On Invoice	Close Tic	ket Alter Invoicing										
September 2016 SMTWTFS 1 2 3 4 5 6 7 8 910	0ctober 2016 + S M T W T F S 1 2 3 4 5 6 7 8			Invoices for red Tickets	Cancel Creating Invoices	Showing 15 ti	ckets for invoicing.										
11 12 13 14 15 16 17 18 19 20 21 22 23 24	9 10 11 12 13 14 15 16 17 18 19 20 21 22	Drag	a colum		e to group by that column.	1				7		_	7	7	7	0	
	23 24 25 26 27 28 29			TKT # T	Estimated Amount V Created On V		7 Comment V	Resolved On T	Resolution Code V	Problem V		Service Level T		♥ Branch ♥			Ste Address
25 2621 28 29 30		E-															
25 <mark>26</mark> 21]282930	30 31	1	-	3413	\$134.71 02/12/2015	Administrator	test	03/13/2015	2 Clean	Code Changes	No	T&M-WIP Co	MI-INSP Cont	Spain	10003	S.H. Smith Com	20 Church Str
29 <mark>28</mark> 211282930		1	Ē	3413 3521	\$134.71 02/12/2015 \$1.725.50 08/20/2015	Administrator Administrator		03/13/2015 08/20/2015	2 Clean No Show	Code Changes Can't Set B/A	No No	T & M-WIP Co T&M Resi-Mi	MI-INSP Cont MI-T&M	Spain MI	10003 127	S.H. Smith Com Ted Carter Assoc	20 Church Sta 1234 Fourth Av
		11		3413 3521 3641	\$134.71 02/12/2015 \$1.725.50 08/20/2015 \$105.60 12/04/2015	Administrator Administrator Administrator	test	03/13/2015 08/20/2015 12/04/2015	2 Clean No Show Insp Decl -Billable	Code Changes Can't Set B/A Insp-Fire-MD	No No Yes	T & M-WIP Co T&M Resi-MI Fire Com	MI-INSP Cont MI-T&M DH-SVC Cont	Spain MI OH	10003	S.H. Smith Com Ted Carter Assoc Select Design	20 Church St 1234 Fourth As 208 Flynn Aver
		1111		3413 3521 3641 3652	\$134.71 02/12/2015 \$1.725.50 08/20/2015 \$105.60 12/04/2015 \$1.336.25 12/15/2015	Administrator Administrator Administrator Administrator		03/13/2015 08/20/2015 12/04/2015 02/15/2016	2 Clean No Show Insp Decl -Bilable 1 Add	Code Changes Can't Set B/A Insp-Fire-MD Insp-Fire-AN	No No Yes Yes	T & M-WIP Co T&M Resi-MI Fire Com Fire Com	MI-INSP Cont MI-T&M OH-SVC Cont MI-SVC Cont	Spain MI OH MI	10003 127 55473	S.H. Smith Com Ted Carter Assoc Select Design Paws A While	20 Church St 1234 Fourth Av 208 Flynn Aver 48187 Joy Roa
		5000		3413 3521 3641 3652 3659	\$134.71 02/12/2015 \$1.725.50 08/20/2015 \$105.60 12/04/2015 \$1.336.25 12/15/2015 \$881.87 12/15/2015	Administrator Administrator Administrator Administrator Administrator	test Annual Fire Insp.	03/13/2015 08/20/2015 12/04/2015 02/15/2016 08/09/2016	2 Clean No Show Insp Decl-Billable 1 Add 2 Clean	Code Changes Can't Set 8/A Insp-Fire-MO Insp-Fire-AN Insp-CCTV	No No Yes Yes Yes	T & M-WIP Co T&M Resi-Mi Fire Com Fire Com Fire Inspection	MI-INSP Cont MI-T&M DH-SVC Cont MI-SVC Cont MI-SVC Cont	Spain MI OH MI MI	10003 127 55473 252711	S.H. Smith Com Ted Carter Assoc Select Design Paws A While Fazzano & Tom	20 Church St 1234 Fourth As 208 Flynn Aver 48187 Joy Ros 96 Dak St
le		1		3413 3521 3641 3652 3659 3750	\$134.71 02/12/2015 \$1,725.50 08/20/2015 \$105 60 12/04/2015 \$1.336.25 12/15/2015 \$801.87 12/15/2015 \$808.81 02/15/2016	Administrator Administrator Administrator Administrator Administrator Administrator	test Annual Fire Insp. Burglar alarm pa.	03/13/2015 08/20/2015 12/04/2015 02/15/2016 08/09/2016 02/15/2016	2 Clean No Show Insp Decl-Bilable 1 Add 2 Clean 3 Repar	Code Changes Can't Set B/A Insp-Fire-M0 Insp-Fire-AN Insp-CCTV Can't Set B/A	No Yes Yes Yes No	T & H-WIP Co T&M Resi-MI Fire Com Fire Com Fire Inspection T&M-Res	MI-INSP Cont MI-Tab DH-SVC Cont MI-SVC Cont MI-SVC Cont Alamists Inc	Spain MI OH MI MI OH	10003 127 55473 252711 V41255	S.H. Smith Com. Ted Carter Assoc Select Design Pares A While Fazzano & Tom. Krista Small	20 Church St 1234 Fourth Av 208 Flynn Aver 48187 Joy Ros 96 Dak St 61 Williams Rd
e				3413 3521 3641 3652 3659 3750 3750	\$134.71 02/12/2015 \$1.725.50 08/20/2015 \$105.00 12/04/2015 \$1.336.25 12/15/2015 \$888.81 02/15/2015 \$388.81 02/15/2016 \$202.69 02/17/2016	Administrator Administrator Administrator Administrator Administrator Administrator Devan	test Annual Fire Insp.	03/13/2015 08/20/2015 12/04/2015 02/15/2016 08/09/2016 02/15/2016 05/05/2016	2 Clean No Show Insp Decl. Billable 1 Add 2 Clean 3 Repair 1 Add	Code Changes Can't Set B/A Insp-Fire-MO Insp-Fire-AN Insp-CCTV Can't Set B/A Can't Set B/A	No Yes Yes Yes No No	T & M-WIP Co T&M Resi-MI Fire Com Fire Com Fire Inspection T&M-Res 1 Min Increments	MI-INSP Cont MI-T&M DH-SVC Cont MI-SVC Cont MI-SVC Cont Alamists Inc MI-SVC Cont	Spain MI OH MI MI OH MI	10003 127 55473 252711	S.H. Smith Com Ted Carter Assoc Select Design Paws A While Fazzano & Tom Krista Small Lady Admiral Me	20 Church St 1234 Fourth Av 208 Flynn Aver 48187 Joy Roz 96 Dak St 61 Williams Rd Discoda county
te /stem		1		3413 3521 3641 3652 3659 3750 3750 3752 3800	\$134.71 02/12/2015 \$1,725.50 08/20/2015 \$105.60 12/04/2015 \$1,36.25 12/15/2015 \$881.87 12/15/2015 \$38.91 02/15/2016 \$202.69 02/17/2016 \$345.58 04/08/2016	Administrator Administrator Administrator Administrator Administrator Devan Administrator	test Annual Fire Insp. Burglar alarm pa.	03/13/2015 08/20/2015 12/04/2015 02/15/2016 08/09/2016 02/15/2016 05/05/2016 05/02/2016	2 Clean No Show Insp Decl-Bilable 1 Add 2 Clean 3 Repair 1 Add 2 Clean	Code Changes Can't Set 8/A Imp Fire MO Imp Fire AN Imp FCCTV Can't Set 8/A Can't Set 8/A Camero	No Yes Yes No No No	T & M-WIP Co T&M Resi-MI Fire Com Fire Com Fire Inspection T&M-Res 1 Min Increments T&M-Res	MI-INSP Cont MI-TaM DH-SVC Cont MI-SVC Cont MI-SVC Cont Alamiate Inc MI-SVC Cont MI-TaM	Spain MI OH MI OH OH OH	10003 127 55473 252711 V41255 396	S.H. Smith Com. Ted Carter Assoc Select Design Pares A While Fazzano & Tom Krista Small Lady Admiral Me Jesslyrin Concord	20 Church Sta 1234 Fourth Aver 48187 Joy Roa 96 Dak St. 61 Williams Rd Discode county 5521 Parsons F
te /stem ontact		2 2 2		3413 3621 3641 3652 3659 3750 3752 3800 3880 3883	\$134.7 02/22015 \$172550 08/202015 \$1056 112/04/2015 \$1.3625 12/15/2015 \$1801.07 12/15/2015 \$3831 02/15/2016 \$202.88 02/17/2016 \$34556 04/08/2016 \$218.0* 06/10/2016	Administrator Administrator Administrator Administrator Administrator Devan Administrator Administrator Administrator	test Annual File Insp. Burglar alarm pa. testing stull	03/13/2015 08/20/2015 12/04/2015 02/15/2016 02/15/2016 05/05/2016 05/02/2016 06/10/2016	2 Clean No Show Imp Decl-Bilable 1 Add 2 Clean 3 Repair 1 Add 2 Clean Code Changes B	Code Changes Can't Set 8/A Imp Fire MO Imp Fire AN Imp CCTV Can't Set 8/A Can't Set 8/A Camero AC Power Failure	No No Yes Yes No No No No	T & M-WIP Co TSM Resi-MI Fire Com Fire Inspection T&M-Res T Min Increments T&M-Res T&M-Res	MI-INSP Cont MI-TEM DH-SVC Cont MI-SVC Cont Alamists Inc MI-SVC Cont MI-TEM MI-TEM	Spain MI OH MI OH MI OH OH	10003 127 55473 252711 V41255 396 K12847	S.H. Smith Com Ted Carter Assoc Select Design Pares A While Fazzano & Tom Krista Small Lady Admiral Me Jessfyrm Concord Bill Seiden	20 Church Stu 1234 Fourth Aver 48187 Joy Roa 96 Dak St. 61 Williams Rd Oscoda county 5521 Patsons F 56 Breezy Kno
ite ystem ontact roblem		1		3413 3521 3641 3652 3659 3750 3752 3800 3888	\$134.71 (42.22005) \$1.725.80 (8/20/2015) \$1.065.60 12/24/2015 \$1.308.25 12/15/2015 \$388.91 (62.75/2016) \$202.89 (62/17/2016) \$202.89 (62/17/2016) \$213.80 (64/10/2016) \$258.68 (64/10/2016) \$258.68 (64/10/2016)	Administrator Administrator Administrator Administrator Administrator Administrator Devan Administrator Administrator Administrator	test Annual File Insp. Burglar alarm pa. testing stull	03/13/2015 08/20/2015 12/04/2015 02/15/2016 08/09/2016 05/05/2016 05/05/2016 05/02/2016 06/10/2016	2 Clean No Show Insp Decl-Bilable 1 Add 2 Clean 3 Repair 1 Add 2 Clean Code Changes-B 3 Repair	Code Changes Can't Set B/A Insp-Fire-MO Insp-Fire-AN Insp-CCTV Can't Set B/A Can't Set B/A Can't Set B/A Camera AC Power Folkue Camera	No No Yes Yes No No No No No	T & M-WIP Co T&M Resi-MI Fire Com Fire Inspection T&M-Res 1 Min Increments T&M-Res T&M-Res T&M-Res	MI-INSP Cent MI-TEM DH-SVC Cent MI-SVC Cent MI-SVC Cent Alamiats Inc MI-SVC Cent MI-TEM MI-TEM DH-TEM	Spain MI OH MI OH MI OH OH OH	10003 127 55473 252711 V41255 396	S.H. Smith Com Ted Carter Assoc Select Design Paws A While Fazzano & Tom Krista Small Lady Admital Me Jesslynn Concord Bill Sexden Hunter Glenn	20 Church Str 1234 Fourth Aven 208 Flynn Aven 48187 Joy Roac 96 Oak St 61 Williams Rd Discoda county 5521 Pateons P 56 Breezy Kni 2450 Derbyd
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lystem Contact Yoblem Fechnician		2 2 2		3413 3521 3641 3652 3659 3750 3752 3800 3888 3808 3908 3908	\$11.4.71 027/20015 \$172550 06620/2015 \$10.06 01 2/04/2015 \$10.06 11 2/04/2015 \$10.06 11 2/04/2015 \$10.06 11 2/05/2015 \$20.06 91 02/07 2/016 \$23.65 06/01/2016 \$23.65 06/01/2016 \$23.01 06/01/2016 \$23.01 06/01/2016 \$23.01 06/01/2016	Administrator Administrator Administrator Administrator Administrator Administrator Administrator Administrator Administrator Administrator Administrator Administrator	test Annual File Insp. Burglar alarm pa. testing stuff	03/13/2015 08/20/2015 12/04/2015 02/15/2016 02/15/2016 02/15/2016 05/02/2016 05/02/2016 06/10/2016 06/10/2016 08/03/2016 08/03/2016	2 Clean No Show Insp Decl-Bilable 1 Add 2 Clean 2 Clean 2 Clean Code Changer-B 3 Repair 2 Clean 3 Repair	Code Changes Can't Set B/A Insp-Fire M0 Insp-Fire M0 Insp-Fire AN Insp-Fire AN Can't Set B/A Can't Set B/A Camera AC Power Failure Camera Insp-Fire M0 Can't Set B/A	No No Yes Yes No No No No No Yes No	T & H-WIP Co T&M Resi-MI Fire Con Fire Con Fire Inspection T&M-Res T&M-Res T&M-Res T&M-Res T&M-Res T&M-Res T&M-Res T&M-Res T&M-Res T&M-Res	MI-INSP Cent MI-TEM DH-SVC Cent MI-SVC Cent MI-SVC Cent Alamists Inc MI-SVC Cent MI-TEM MI-TEM MI-TEM MI-TEM MI-SVC Cent	Spain MI OH MI OH OH OH MI OH MI MI	10003 127 55473 252711 V41255 396 K12847 V42159 6831409	S.H. Smith Com. Ted Catter Assoc Select Design Pares A While Fazzano & Tom. Kirita Small Lody Admiral Me. Jesslym Concord Bill Seiden Hunter Glienn Mercy Health Charlog Hair	20 Church Stre 1234 Fouth Ave 206 Flynn Aver, 48167 Joy Road 96 Oak St 61 williams Rd Oscoda county 5521 Patsons F 56 Breazy Kno 2450 Dethyo 1700 Oak Aw 1049 Main Sh
22 22 22 23 30 Site System Contact Problem Fechnician Scheduled		2 2 2		3413 3621 3641 3652 3659 3750 3752 3800 3888 3908	4134.71 (24.72.0015 41.72.55.018/20.0015 41.305.001 (20.40.0015 41.305.25 (27.15.2015 4001.07 (27.15.2015 42.05.80 (27.17.2016 42.05.80 (24.17.2016 42.45.80 (24.10.2016 42.45.80 (24.10.2016 42.53.80 (24.10.2016 42.53.80 (24.10.2016) 42.53.80 (24.10.2016) 43.53.80	Administrator Administrator Administrator Administrator Administrator Devan Administrator Administrator Administrator Administrator	test Annual File Insp. Burglar alarm pa. testing stuff	03/13/2015 08/20/2015 12/04/2015 02/15/2016 02/15/2016 05/05/2016 05/02/2016 06/10/2016 06/10/2016 06/10/2016 06/02/2016 06/02/2016 07/14/2016 07/18/2016	2 Clean No Show Into Decl. Bilable 1 Add 2 Clean 3 Repair 1 Add 2 Clean Code Changes-B 3 Repair 2 Clean	Code Changes Can't Set 8/A. Imp-Fire-MO Imp-Fire-MO Imp-CCTV Can't Set 8/A. Can't Set 8/A. Camero AC Power Falure Camero Imp-Fire-MO	No No Yes Yes No No No No No Yes	T & M-WIP Co T&M Resi-MI Fire Com Fire Inspection T&M-Res 1 Min Increments T&M-Res T&M-Res T&M-Res Fire Com	MI-INSP Cent MI-TAM DH-SVC Cent MI-SVC Cent MI-SVC Cent Alamits Inc MI-SVC Cent MI-TAM DH-TAM MI-TAM MI-TAM MI-SVC Cent	Spain MI OH MI OH MI OH MI OH MI OH MI	10003 127 55473 252711 V41255 396 K12847 V42159	S.H. Smith Com. Ted Catter Assoc Select Design Pares A While Fazzano & Tom. Kirita Small Lody Admiral Me. Jesslym Concord Bill Seiden Hunter Glienn Mercy Health Charlog Hair	20 Church Stre 1234 Fouth Aver, 206 Flynn Aver, 48167 Joy Road 96 Dak St 61 Williams Rd Discoda courky 5521 Parsons Fi 56 Breezy Kny 2450 Derbys 1700 Dak Av 1049 Main St 498 Joy Road

Field Chooser

SedonaSchedule enables the user to select custom fields to be selected for viewing in batch billing. *Please note that these fields are different from the ones used in the standard ticket queues*. The user preferences from the service ticket queues will not automatically flow into batch billing. The user will need to define which fields are to be viewed in the batch billing queue.

To select which fields to display in the batch billing queue, click on the Field Chooser button located in the upper left hand corner of the batch billing screen.

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View Servic	e Options SageQuest	Jobs	Options													
۰			# Q	Removed Parts Batch Billing	Open Custom Refresh Sche											
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		1	3521	\$1,725.50 08/20/2015	Administrator		08/20/2015	No Show	Can't Set B/A	No	T&M Resi-MI	MI-TAM	MI	127	Ted Carter Assoc	1234 Fourth Ave
		0		\$105.60 12/04/2015	Administrator		12/04/2015	Insp DeclBillable	Insp-Fire-MO	Yes	Fire Com	OH-SVC Cont	OH	55473	Select Design	208 Flynn Aven.
e		1	3652	\$1,336.25 12/15/2015	Administrator	Annual Fire Insp.	02/15/2016	1 Add	Insp-Fire-AN	Yes	Fire Com	MI-SVE Cont	MI		Paws A While	48187 Joy Road
		0	L 3623	\$881.87 12/15/2015	Administrator		08/09/2016	2 Clean	Insp-CCTV	Yes	Fire Inspection	MI-SVC Cont	MI	252711	Fazzano & Tom_	96 Dak St.
		0	3750	\$388.91 02/15/2016	Administrator	Burglar alarm pa.	02/15/2016	3 Repair	Can't Set B/A	No	T&M-Res	Alamists Inc	OH	V41255	Krista Small	61 Williams Rd
stem		1	3752	\$202.69 02/17/2016	Devan	testing stuff	05/05/2016	1 Add	Can't Set B/A	No	1 Min Increments	MI-SVC Cont	MI	396	Lady Admiral Me	Oscoda county
intact		1	3800	\$345.58 04/08/2016	Administrator		05/02/2016	2 Clean	Camera	No	T&M-Res	MI-TEM	OH		Jesslynn Concord	5521 Parsons F
		0	3883	\$219.87 06/10/2016	Administrator		06/10/2016	Code Changes-B	AC Power Failure	No	T&M-Res	MI-TEM	MI	K12847	Bill Seiden	56 Breezy Kno
oblem		1	3888	\$265.85 06/10/2016	Administrator		06/10/2016	3 Repair	Camera	No	T&M-Res	OH-T&M	OH	V42159		2450 Derbys
chnician		0	3908	\$320.18 06/15/2016	Administrator		08/09/2016	2 Clean	Insp-Fire-MO	Yes	Fire Com	MI-SVE Cont	м		Mercy Health	1700 Oak Av
		1	3950	\$51.81 07/14/2016	Administrator		07/14/2016	3 Repair	Can't Set B/A	No	SVC Cont-Com	MI-SVC Cont	MI	6831409	Charitys Hair	1049 Main Str
			3954	\$236.90 07/18/2016	Administrator	Add Equipment	07/18/2016	1 Add	Camera	No	T&M-Res	MI-SVE Cont	MI	47737	Tudelu	498 Joy Road
				4600.00 01710-6010												
icheduled			4000	\$1.00 09/09/2016	Administrator	Testing batch bill.	09/09/2016	1Add			man	MI-TEM	Release Testing.			297 Boles Rd

The field chooser will be displayed. This is a listing of all of the available fields from which the user may select. All fields are checked by default. If certain fields are not needed for viewing while in batch billing, un-check the box to the left of the fields which do not need to be displayed. Use the scroll bar on the right hand side of the field chooser to view more panes of fields. When finished, click the "x" in the upper right hand corner of the field chooser to close the window.

Field (Chooser	×
	Account	
	Branch	
	Category_Code	
	Comment	
	Created By	
	Created On	
	CUST #	
	CUST Group	
	CUST Name	
	Customer_Bill_Id	
	Customer_Contact	
	Customer_Id	



Fields may be arranged in any order desired and follow the same procedures as is currently done in the standard ticket queues. **Note**: At this time, field re-arrangement will not be saved as part of user preferences. The fields will remain re-arranged for the current session only.

The procedures for sorting, filtering, and grouping the items in the batch billing queues are the same as are currently in place in the standard ticket queues.

Refresh Button

A refresh button has been provided to ensure that all tickets are brought into the ticket for billing. If one has just been marked for billing, but is not appearing on the screen because batch billing is taking place, press the Refresh button to include the ticket in this set of batch bills.

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25 2627 28 29 30	23 24 25 26 27 28 29 30 31	Ĕ		TKT # 1			t Comment ⊽						Service Company						
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		1	1	3652 3659	12/15/2015	Administrator	Annual Fire Insp.	08/09/2016	1 Add 2 Clean	Insp-Fire-AN Insp-CCTV	Yes Yes	Fire Com Fire Inspection	MI-SVC Cont MI-SVC Cont	M	252711	Paws A While Fazzano & Tom	96 Dak St.	PW/234 10059	Fa
e		-	-	3752	02/17/2016	Devan	testing stuff	05/05/2016	1 Add	Can't Set B/A	No	1 Min Increments	MI-SVC Cork	MI	396	Lady Admiral Me.		47720	Na
E .		1	-	3883	06/10/2016	Administrator	resurig prun	05/10/2016	Code Changes-B	AC Power Failure		TIM-Res	MI-SVC COR	MI	530 K12847	Bill Seiden	56 Breezy Knoll	11978-33	Bil
		-	-	3908	06/15/2016	Administrator		08/09/2016	2 Clean	Insp-Fire-M0	Yes	Fire Com	MI-SVC Cont	MI	112041	Mercy Health	1700 Oak Ave	TRINITY-1	M
/stem		9	E	3950	07/14/2016	Administrator		07/14/2016	3 Repair	Can't Set B/A	No	SVC Cont-Com	MI-SVC Cont	M	6831409	Charitys Hair	1049 Main Street	35850	D
ontact		1	Ē	3954	07/18/2016	Administrator	Add Equipment	07/18/2016	1 Add	Camera	No	T&M-Res	MI-SVC Cork	MI	47737	Tudelu		47737	T
Unidui		-		3641	12/04/2015	Administrator	and a state of the state of	12/04/2015	Insp Decl -Billable	Insp-Fire-MD	Yes	Fire Com	OH-SVC Cont	OH	55473	Select Design	208 Flynn Avenue		-1
roblem		1		3750	02/15/2016	Administrator	Burglar alarm pa.		3 Repair	Can't Set B/A	No	TIM-Res	Alamists Inc	OH	V41255	Krista Small		10018	
echnician		1	Ē	3900	04/08/2016	Administrator		05/02/2016	2 Clean	Camera	No	T&M-Res	MI-T&M	ОН		Jesslynn Concord	5521 Parsons Rd	13810	-1
		11-11	-	- 3998	06/10/2016	Administrator		05/10/2016	3 Repair	Camera		-		ОН	V42159	Hunter Glenn	2450 Derbyshire.	10009	Gla

Selecting The Tickets To Be Billed

Place a checkmark next to each ticket that is ready to be billed. This will lock out the ticket from viewing by all users until billing has been completed.

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		-	1	3659	12/15/2015	Administrator		08/09/2016	2 Clean	Insp-CCTV	Yes	Fire Inspection	MI-SVC Cont	MI	Z52711	Fazzano & Tom	96 Oak St.	10059
Site		0	П	3752	02/17/2016	Devan	testing stuff	05/05/2016	1 Add	Can't Set B/A	No	1 Min Increments	MI-SVC Cont	MI	396	Lady Admiral Me	Oscoda county	47770
		-		3883	06/10/2016	Administrator		06/10/2016	Code Changes-B	AC Power Failure	No	T&M-Res	MI-T&M	M	K12847	Bill Seiden	56 Breezy Knoll	11978-33
		1	Г	3908	06/15/2016	Administrator		08/09/2016	2 Clean	Insp-Fire-MO	Yes	Fire Com	MI-SVC Cont	MI		Mercy Health	1700 Dak Ave	TRINITY-1
System				3950	07/14/2016	Administrator		07/14/2016	3 Repair	Can't Set B/A	No	SVC Cont-Com	MI-SVC Cont	MI	6831409	Charitys Hair	1049 Main Street	35850
Contact		1		3954	07/18/2016	Administrator	Add Equipment	07/18/2016	1 Add	Camera	No	T&M-Res	MI-SVC Cont	MI	47737	Tudelu	498 Joy Road	47737
				3641	12/04/2015	Administrator		12/04/2015	Insp Decl -Billable	Insp-Fire-MO	Yes	Fire Com	OH-SVC Cont	OH	55473	Select Design	208 Flynn Avenue	40778
Problem		1		3750	02/15/2016	Administrator	Burglar alarm pa.	02/15/2016	3 Repair	Can't Set B/A	No	T&M-Res	Alarmists Inc	OH	V41255	Krista Small	61 Williams Rd	10018
Fechnician	¥		1	3800	04/08/2016	Administrator		05/02/2016	2 Clean	Camera	No	T&M-Res	MI-T&M	OH		Jesslynn Concord	5521 Parsons Rd	
			A.	3988	06/10/2016	Administrator		06/10/2016	3 Repair	Camera			OULTEM	OH	V42159	Hunter Glenn	2450 Derbyshire	10009
					the second s	Administrator	test	03/13/2015	264					and the owner where the owner w	_10003	S.H. Smith Com.,	20 Church Street	212



Invoice Date, Resolution Notes, and Ticket Closure

The invoice date will default to today's date. If the resolution note on the ticket should be included on the memo of the invoice, please a checkmark in the box marked "Include Resolution Note On Invoice". If the ticket should be closed after billing takes place, place a checkmark in the box entitled "Close Ticket After Invoicing."

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	30 31		V	3521	08/20/2015	Administrator		08/20/2015	No Show	Can't Set B/A	No	T&M Resi-MI	MI-T&M	м	127		1234 Fourth Ave
		1	Г	3652	12/15/2015	Administrator	Annual Fire Insp.,		1 Add	Insp-Fire-AN	Yes	Fire Com	MI-SVC Cont	MI			48187 Joy Road
			7	3659	12/15/2015	Administrator		08/09/2016	2 Clean	Insp-CCTV	Yes	Fire Inspection	MI-SVC Cont	м	Z52711		96 Dak St.
lite		1	Г	3752	02/17/2016	Devan	testing stuff	05/05/2016	1 Add	Can't Set B/A	No	1 Min Increments	MI-SVE Cont	м	396	Lady Admiral Me	
			7	3883	06/10/2016	Administrator		06/10/2016	Code Changes-B	AC Power Failure		T&M-Res	MI-T&M	м	K12847		56 Breezy Knoll
				3908	06/15/2016	Administrator		08/09/2016	2 Clean	Insp-Fire-MO	Yes	Fire Com	MI-SVC Cont	MI		Mercy Health	1700 Oak Ave
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iystem		_	। च	3950	07/14/2016	Administrator		07/14/2016	3 Repair	Can't Set B/A	No	SVC Cont-Com	MI-SVC Cont	м	6831409		1049 Main Strey
lystem Contact		9	Г	3950 3954	07/14/2016 07/18/2016	Administrator Administrator	Add Equipment	07/14/2016 07/18/2016	1 Add	Camera	No	T&M-Res	MI-SVC Cont	М	47737	Tudelu	498 Joy Road
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ŕ		9	Г Ч Г	3950 3954 3641 3750	07/14/2016 07/18/2016 12/04/2015 02/15/2016	Administrator Administrator Administrator Administrator	Add Equipment Burglar alarm pa.	07/14/2016 07/18/2016 12/04/2015 02/15/2016	1 Add Insp Decl -Billable 3 Repair	Camera Insp-Fire-MO Can't Set B/A	No Yes No	T&M-Res Fire Com T&M-Res	MI-SVC Cont OH-SVC Cont Alarmists Inc	мі ОН ОН	47737	Tudelu Select Design Krista Small	498 Joy Road 208 Flynn Ave 61 Williams Ro
Contact		9 9 9	Г	3950 3954 3641	07/14/2016 07/18/2016 12/04/2015	Administrator Administrator Administrator		07/14/2016 07/18/2016 12/04/2015	1 Add Insp Decl -Billable	Camera Insp-Fire-MO	No Yes	T&M-Res Fire Com	MI-SVC Cont OH-SVC Cont	мі он	47737 55473	Tudelu Select Design Krista Small Jesslynn Concord	498 Joy Road 208 Flynn Ave

When the correct invoice selections have been made, press the button to Create Invoices For the Selected Tickets.

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	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	Drag	a colum	n header h	ere to group by tha	1		Resolved On	√ Resolution Code	⊽ Problem ⊽				7 Branch A Tu	Áccourt S	7 Site Name ⊽	Site Address 🖙	CUST #
23 26 27 26 23 30	30 31	F		3521	Created On 3 08/20/2015	Created By T Administrator	Comment ⊽	08/20/2015	No Show	Can't Set B/A	Inspection ⊽ No	Service Level 7 T&M Resi-MI	7 Service Company * MI-T&M	MI	Account 5	Ted Catter Assoc	1234 Fourth Ave	
				3652	12/15/2015	Administrator	Annual Fire Insp.		1 Add	Insp-Fire-AN	Yes	Fire Com	MI-SVC Cont	MI	161	Paws A While		PW/234
		-	2	3659	12/15/2015	Administrator	Pariod The Hope	08/09/2016	2 Clean	Insp-CCTV	Yes	Fire Inspection	MI-SVC Cont	MI	252711		96 Dak St.	10059
2		1	F	3752	02/17/2016	Devan	testing stuff	05/05/2016	1 Add	Can't Set B/A	No	1 Min Increments	MI-SVC Cont	MI	396	Lady Admiral Me.		47770
		-		3883	06/10/2016	Administrator		06/10/2016	Code Changes-B	AC Power Failure		T&M-Res	MI-T&M	MI	K12847	Bill Seiden	56 Breezy Knoll	11978-33
		1	Г	3908	06/15/2016	Administrator		08/09/2016	2 Clean	Insp-Fire-MO	Yes	Fire Com	MI-SVC Cont	МІ		Mercy Health	1700 Oak Ave	TRINITY-1
ystem		<u> </u>	V	3950	07/14/2016	Administrator		07/14/2016	3 Repair	Can't Set B/A	No	SVC Cont-Com	MI-SVC Cont	MI	6831409	Charitys Hair	1049 Main Street	35850
ontact		0	Г	3954	07/18/2016	Administrator	Add Equipment	07/18/2016	1 Add	Camera	No	T&M-Res	MI-SVE Cont	MI	47737	Tudelu	498 Joy Road	47737
		1	1	3641	12/04/2015	Administrator		12/04/2015	Insp Decl -Billable	Insp-Fire-MO	Yes	Fire Com	OH-SVC Cont	OH	55473	Select Design	208 Flynn Avenue	40778
oblem		1		3750	02/15/2016	Administrator	Burglar alarm pa.	02/15/2016	3 Repair	Can't Set B/A	No	T&M-Res	Alarmists Inc	OH	V41255	Krista Small	61 Williams Rd	10018
echnician	*		•	3800	04/08/2016	Administrator		05/02/2016	2 Clean	Camera	No	T&M-Res	MI-T&M	OH		Jesslynn Concord	5521 Parsons Rd	13810
		-	-	3888	06/10/2016	Administrator		06/10/2016	3 Repair	Camera			THE TIME	OH	V42159	Hunter Glenn S.H. Smith Com.	2450 Derbyshire	



The system will confirm how many invoices have been slated to be created and ask:



Respond by clicking the "Yes" button.

Messages

The system will record how many invoices were created as well as any problems that were encountered. This list cannot be printed. Users should use either Snipit (provided by Microsoft on every Windows installation) or use CTRL-Print Screen to record all errors encountered into a word processing document. Once the batch billing screen has been exited, it will not be possible to bring these messages back again.

🔊 + 🗇 🖉 🖉 👼 🔹 SedonaSchedule 5.739.10565 - SedonaSchedule 5.759.10565 - SedonaSchedule 5.759.1056	_ 5 X
Very Service Options SageQuest Jobs Options	
Image: Strangel Former Image: Strang	
Calendar Invoice Date 09/27/2016 V P Include Resolution Note On Invoice V Close Ticket After Invoicing	
1 Separate 2016 October 2016 T <tht< th=""> T T <tht< th=""></tht<></tht<>	
11 12 13 14 15 16 17 9 10 11 12 13 14 15 Drag a column header here to group by that column.	
25 25 27 28 29 30 23 24 25 26 27 28 29 J Z Ticket Number V Invoice Number V Mess	iage V
5413 306363 Cleateu, ficket closeu	
3521 366990 Created: Error closing ticket: User cancelled while closing ticket to remove equipment.	
3641 366991 Created: Ticket Closed	
Site 3659 366992 Created: Ticket Closed	
3800 366993 Created: Error closing ticket: User cancelled while closing ticket to remove equipment.	
36633 366934 Created; Ticket Closed	
System 2550 366935 Created: Taket Closed	



Print Queue

The invoices just created through batch billing will be visible in the Accounts Receivable print queue as well as on the customer record.

IppeRuneRuneInvoiceInvoiceNumeAnnoBanneBranchMameAldnessAldnessZip CoImage: Service1059306809927/201927/201\$88.18\$88.18MFazano Tama50.68.1740.01Image: Service1270306809927/201927.201\$15.02.77\$15.02.77MILarono Toma333Main Steed410.01Image: Service1310306809927/201927/201\$25.05MILarono Toma333Main Steed410.01Image: Service135.05306809927/201927/201\$25.05MIAnne Tama102.100.00333Main Steed410.01Image: Service305.05927/201927/201927/201\$25.05MIAnne Tama102.100.00410.01Image: Service305.05927/201927/201927/201\$25.05MIAnne Tama102.100.00410.00Image: Service305.05927/201927/201927/201\$25.0510.00Steed Service30.000.00410.00Image: Service407.05305.05927/201927/201\$27.000\$25.05\$10.0010.000.00Steed Service30.000.00Image: Service407.05305.05927.200927.200\$27.000\$10.05\$10.0510.000.00Steed Service30.000.00Image: Service407.05927.200927.200\$10.000\$10.000\$10.000Steed Service\$10.000.000.00 <t< th=""><th></th><th colspan="5">Invoice List (7 invoices)</th><th colspan="4">Customers</th></t<>		Invoice List (7 invoices)					Customers					
Image: Weight of the service 127 366990 9/27/2016 9/27/2016 \$1,642.77 MI Ted Catter Assoc 1234 Fourth Ave 48170 Image: Weight of the service 13810 366939 9/27/2016 \$231.59 MI Larson, Brooks 2333 Main Street 44105 Image: Weight of the service 213 366939 9/27/2016 \$69.71 \$69.71 MI Anne Terwilliger 45185 Joy Road 48187 Image: Weight of the service 355 366934 9/27/2016 \$21.986 MI Marina Industries 182 Jerome Avenue 44139 Image: Weight of the service 35850 366934 9/27/2016 \$26.81 MI Charitys Hair 1049 Main Street 48901	Tag	Туре	Customer	Invoice #	Inv Date	Due	Amount	Balance	Branch	Name	Address	Zip Co
Image: Weight of the service 13810 366993 9/27/2016 9/27/2016 \$\$231.59 MI Larson, Brooks 2333 Main Street 44105 Image: Weight of the service 213 366989 9/27/2016 \$\$69.71 \$\$69.71 MI Anne Terwilliger 45185 Joy Road 48187 Image: Weight of the service 355 366994 9/27/2016 \$\$219.86 MI Marina Industries 182 Jerome Avenue 44139 Image: Weight of the service 35850 366995 9/27/2016 \$\$26.81 MI Charitys Hair 1049 Main Street 48901	V	Service	10059	366992	9/27/2016	9/27/2016	\$881.87	\$881.87	MI	Fazzano & Tomasi	96 Oak St.	48201
Image: Weight of the service 213 366989 9/27/2016 \$69.71 \$69.71 MI Anne Terwilliger \$5185 Joy Road \$48187 Image: Weight of the service 355 366994 9/27/2016 \$219.86 \$192.919.86 Maina Industries 182 Jerome Avenue \$44139 Image: Weight of the service 35850 366995 9/27/2016 \$26.81 MI Charitys Hair 1049 Main Street \$48901	V	Service	127	366990	9/27/2016	9/27/2016	\$1,642.77	\$1,642.77	MI	Ted Carter Assoc	1234 Fourth Ave	48170
Image: Service 355 366994 9/27/2016 9/27/2016 \$219.86 MI Marina Industries 182 Jerome Avenue 44139 Image: Service 35850 366995 9/27/2016 \$26.81 \$26.81 MI Charitys Hair 1049 Main Street 48901	V	Service	13810	366993	9/27/2016	9/27/2016	\$231.59	\$231.59	MI	Larson, Brooks	2333 Main Street	44105
Image: Weight with the second seco		Service	213	366989	9/27/2016	9/27/2016	\$69.71	\$69.71	MI	Anne Terwilliger	45185 Joy Road	48187
	V	Service	355	366994	9/27/2016	9/27/2016	\$219.86	\$219.86	MI	Marina Industries	182 Jerome Avenue	44139
Service 40778 366991 9/27/2016 \$105.60 \$105.60 OH Select Design 208 Flynn Avenue 48105		Service	35850	366995	9/27/2016	9/27/2016	\$26.81	\$26.81	MI	Charitys Hair	1049 Main Street	48901
	V	Service	40778	366991	9/27/2016	9/27/2016	\$105.60	\$105.60	OH	Select Design	208 Flynn Avenue	48105

Any customer whose service ticket was marked to bill to a credit card will have that invoice waiting in a batch to be submitted to Forte.



SedonaSetup

Alternate Company Addresses

The Alternate Company Addresses table will now accept international telephone numbers:

🔝 Alternate Com	pany Information	Alternate Remit To Information			
<u>N</u> ame	Ye Olde Security Company	Name	Ye Olde Security Company		
Address <u>1</u>	7A Woolich Street	Address 1	7A Woolich Street		
Address <u>2</u>		Address 2			
Address <u>3</u>	Sydney NSW 4670	Address 3	Sydney NSW 4670		
Phone 1	02 42701234	Phone 1	02 42701234		
P <u>h</u> one 2		Phone 2			
🗢 Overview Mes	sage				
<u>O</u> verview Message					
Label 1		Phone 1			
Label 2		Phone 2			
Label 3		Phone 3			
🗖 Use preforma	tted phone numbers		<u>Apply N</u> ew <u>D</u> elete		

Sedona Modules

This setup table (which is only accessibly under the userid "Administrator") now has a Region setting which will soon control some of the features, AR tax wording for type of tax being charged to customers (e.g. Tax vs. GST/HST), customer identification numbers, and spellings within the program depending upon the Country Code that has been set. The default is US. *Any customer that is not in the United States should have their SedonaOffice Administrator access this table and ensure that the Country Code is set to the appropriate country and that the correct identification number for the company is entered underneath.*

Sedona Setup		Containe Mandalan			
Description	Area 🔺	Sedona Modules			
Sedona Modules	OP	🛛 😡 Sedona Processing Option	IS		
Custom Fields Setup (Vendor)	AP			v - Basic Sedona Processing	
Custom Fields Table1 (Vendor)	AP	Processing Level	1 I Low	- basic sedona Processing	
Custom Fields Table2 (Vendor)	AP	Change Password Every	0 Days	3	
Custom Fields Table3 (Vendor)	AP	⁻ '	· · · · ·		
GL Account Defaults	AP	🖌 🛷 Use Sedona Modules —			
Setup Processing	AP		10		
Shipping Methods	AP	🔽 Use Client Managem	nent?		
Tax Agency	AP				
Terms	AP	🔽 Use Accounts Receiv	/able?		
Vendor Types	AP				
Vendors	AP	Use General Ledger			
Aging Buckets	AR	I ose deneral Leuger:			
Alternate Company Addresses	AR				
Banks	AR	🔽 Use Accounts Payab	le?		
Check 21 Setup	AR				
Credit Reason	AR	Use Central Station	Tracking2		
EFT Credit Card Types	AR		n acking:		
EFT Setup	AR				
GL Account Defaults	AR	🔽 Use Job Managemer	nt?		
Invoice Descriptions	AR				
Invoice Descriptions	AR	Use Sales Managem	iont?		
Item Types	AR				
Late Fee Rules	AR				
Setup Processing	AR	Use Stock Tracking?	•		
Statement Rules	AR				
Tax Groups	AR	Use Service?			
Tax Tables	AR				
Terms	AR	🖌 🖌 Region			
Cancellation Profiles	CM				
Cancellation Tasks	CM	Country		ted States	
Chain Accounts	CM	EIN	Security Level	Description	
Collection Statuses	CM		AU	Australia	
Custom Fields Setup(Customer)	CM		CA	Canada	
Custom Fields Setup(Customer) Custom Fields Setup(Site)	CM		IE	Ireland	
Custom Fields Setup(Site) Custom Fields Setup(System)	CM _		JM	Jamaica	
Custom rielus setup(system)	- CM]]	MX	Mexico	
			GB	New Zealand	
			GB US	United Kingdom	ſ



US customers will be prompted for an Employer Identification number (EIN), Canadian Customers will be prompted for a Business Number (BN), Australian Customers will be prompted for an Australian Business Number (ABN), etc.

🜀 Sedona Office Setup (SedonaSecuri	ty)		. 🗆 🗙
File Find Find Next View Tools Help			
Sedona Setup		Sedona Modules	
Description	Area	l Sedulid Modules	
Sedona Modules	OP	📝 Sedona Processing Options	
Custom Fields Setup (Vendor)	AP	Processing Level 1 🔽 Low - Basic Sedona Processing	
Custom Fields Table1 (Vendor)	AP		
Custom Fields Table2 (Vendor)	AP	Change Password Every 0 Days	
Custom Fields Table3 (Vendor)	AP		
GL Account Defaults	AP	Vse Sedona Modules	
Setup Processing	AP	☑ Use Client Management?	
Shipping Methods	AP		
Tax Agency	AP		
Terms	AP	🔽 Use Accounts Receivable?	
Vendor Types	AP		
Vendors	AP	🔽 Use General Ledger?	
Aging Buckets	AR		
Alternate Company Addresses	AR	— • • • • • • • • • • • • • • • • • • •	
Banks	AR	✓ Use Accounts Payable?	
Check 21 Setup	AR		
Credit Reason	AR	Use Central Station Tracking?	
EFT Credit Card Types	AR		
EFT Setup	AR		
GL Account Defaults	AR	🔽 Use Job Management?	
Invoice Descriptions	AR		
Invoice Items	AR	✓ Use Sales Management?	
Item Types	AR		
Late Fee Rules	AR		
Setup Processing	AR	☑ Use Stock Tracking?	
Statement Rules	AR		
Tax Groups	AR	☑ Use Service?	
Tax Tables	AR		
Terms	AR	🖌 Region	
Cancellation Profiles	СМ	Country US US Us United States	
Cancellation Tasks	СМ		
Chain Accounts	CM	EIN 12-3456789	
Collection Statuses	CM		
Custom Fields Setup(Customer)	CM		
Custom Fields Setup(Site)	CM	Apply	/
Custom Fields Setup(System)	CM		
I			

Usergroups

Several additions have been made to the Usergroup settings.

Accounts Payable

Customers that have purchased the add-on module "Comdata Interface" will need to have a checkmark placed in "Comdata Interface" for any user that will be uploading invoices to Comdata. Unless this add-on module has been purchased and turned on by our staff, having this icon visible will not result in any AP bills being sent to Comdata.

Sedona Setup		User Groups		
Description	Area			
Warranty Types	sv	User Groups		
Warehouses	IN		Description	Level Credit Limit 🔺
Vendors	AP	Group Accounting Clerk	Description Accounting Clerk	2 \$5,000.00
Vendor Types	AP	Admin	Admin	3 \$100,000.0
Users	OP	Admin Assistant	Admin Assistant	1 \$100.00
User Groups	OP	Administrator	Administrator	3 \$10,000.00
User Defined Table4	SM	AP QUery Only	AP Query Only	1 \$0.00
User Defined Table3	SM	Data Entry Job Dealers	Data Entry Job Dealers	1 \$1.00 2 \$0.00
User Defined Table2	SM -	Dealers View	Dealers Dealers View with Notes	1 \$0.00
User Defined Table1	SM	Inventory Clerk	Toventory Clerk	2, \$0.00
User Defined Setup	SM			
UL Grade	cs	Include Inactive		
Type Of Customer	СМ	User Group Edit		
Transmission Format	CS			□ I <u>n</u> activ
Terms	AP		Description	Level Conditions Line
Terms	AR	Code	D <u>e</u> scription	Level Credit Memo Lim
Technicians	sv	Administrator	Administrator	3 \$10,000.00
Tax Tables	AR	Application Access Rep	ort Access	
Tax Groups	AR	Access	Module	
Tax Agency	AP	Access	AP	
System Types	СМ		AP	
Status	SM			
Statement Rules	AR	Recurring Items	AP	
Signal Types	CS	Suggested PO List	AP	
Shipping Methods	AP	✓ Vendors ✓ Write Checks	AP	
Setup Processing	AP		AP	
Setup Processing	AR	AP Query Builder	AP	
Setup Processing	JM	Comdata Interface	AP	
Setup Defaults	sv	Acknowledge PO	AP	
Service Ticket Message	sv	Edit Existing Transactions		
Service Levels	sv	ADI Integration	AP	
Service Companies	sv	Vendor Custom Fields	AP	
Sedona Modules	OP	Vendor Documents	AP	•
Scheduling and Appointments	sv			
Sales Resolution Codes	SM	Print		Apply New Delete
Sales Managers	SM			



SedonaSchedule

Users that will be utilizing batch billing within the service module (see enhancement notes in Service) will need to be given access to this permission.

Sedona Setup		_			
Seuona Setup			User Groups		
Description	Area				
Warranty Types	SV		User Groups		
Warehouses	IN		Group Descriptio	n	Level Credit Limit 🔺
Vendors	AP		Accounting Clerk Accounting		2 \$5,000.00
Vendor Types	AP		Admin Admin		3 \$100,000.0
Users	OP		Admin Assistant Admin As		1 \$100.00
User Groups	OP		Administrator Administr		3 \$10,000.0d
User Defined Table4	SM		AP QUery Only AP Query Data Entry Job Data Entr		1 \$0.00 1 \$1.00
User Defined Table3	SM		Data Entry Job Data Entry Dealers Dealers	y JOD	2 \$0.00
User Defined Table2	SM			iew with Notes	1 \$0.00
User Defined Table1	SM		Inventory Clerk Inventory	r Clerk	2 \$0.00
User Defined Setup	SM		<u></u>		
UL Grade	CS		Include Inactive		
Type Of Customer	CM		User Group Edit		
Transmission Format	CS				□ I <u>n</u> active
Terms	AP		Code Description		Level Conditions Lines
Terms	AR		Code Description		Level Credit Memo Limit
Technicians	sv		Administrator JAdministrator		3 ▲ \$10,000.00
Tax Tables	AR		Application Access Report Access		
Tax Groups	AR		Access	Module	
Tax Agency	AP		Change Ticket Category	SV	
System Types	СМ			SV SV	
Status	SM		 Close Tickets Able to Remove Parts from Service Tickets 		
Statement Rules	AR			SV	
Signal Types	CS		Select Closed Service Ticket for Costing	SV	
Shipping Methods	AP		Override Parts Reconcile	SV	
Setup Processing	AP		Export Ticket Queue	SV	
Setup Processing	AR		Edit Customer Comments	SV	
Setup Processing	JM		Bill Ticket to Cycle	SV	
Setup Defaults	SV		Batch Billing	SV	
Service Ticket Message	sv		General Documents	DX	
Service Levels	sv		Allow Document Edit (All Documents)	DX	
Service Companies	sv		Allow Document Delete (All Documents)	DX	
Sedona Modules	OP		SQL Query Window	SS	
Scheduling and Appointments	sv				
Sales Resolution Codes	SM		Print		Apply New Delete
Sales Managers	SM				

Application Corrections

Accounts Payable

Bills

Reported Issue: When an expense line was added to a Purchase Order Receipt, and the bill was created from the receipt, the expense changed to \$1.00 on the bill instead of the amount entered on the receipt. This issue has been corrected.

Pay Bills

Reported Issue: If the user expanded the column width of any column, the first bill in the list was marked as paid. This issue has been corrected.

Purchase Orders

Reported Issue: When a PO was created and was designated to be shipped to a warehouse, the name of the company was not displayed or printed on the Ship To section of the purchase order. This issue has been corrected.

Reported Issue: When the Drop Ship button was pressed, the system displayed the city, state, and zipcode of the company's warehouse instead of the city, state, and zipcode of the customer site. This issue has been corrected.

Reported Issue: Drop Ship information was not being saved on the Purchase order. Once the PO was exited, and the PO re-opened again, the Ship To address reverted back to address of the branch instead of the Drop Ship information originally saved. This issue has been corrected.

Reported Issue: When the Ship To address was edited to include an ATTN line on line 2, it printed correctly. When the PO was re-opened, the ATTN line did not save and instead reverted to the city, state, and zipcode informaton. This issue has been corrected.

Reported Issue: When a PO was created, and the user clicked on the binoculars next to the costing button, and subsequently sorted by job number, any job number containing a dash automatically dropped the dash. Selecting that job number without the dash translated into a non-existent job number and the PO was saved with Job 000. This issue has been corrected.



Write Checks

Reported Issue: When a check was written in Write Checks, and the user clicked on the Apply button instead of the Save button, the error message "Either BOF or EOF is True or the current record has been deleted" was displayed. The system also generated a one sided journal entry. This issue has been corrected.

Reported Issue: When a check was written and expensed to a closed job, the program was not checking the job types table to ensure that expensing could be done to closed jobs. This issue has been corrected.

Accounts Receivable

EFT Transactions

Reported Issue: Reversing a transaction could be done multiple times from the same transaction. This issue has been corrected.

Client Management

Customer Equipment List

Reported Issue: Parts on the Customer Equipment List could not be edited. This issue has been corrected.

Reported Issue: When a recurring item was edited in RMR history, inactive as well as active RMR reason codes were available for selection. This issue has been corrected.

Customer Query Builder

Reported Issue: When users selected Service User Defined Tables 4-8 to display as part of their query, they received an invalid object name message. This issue has been corrected.

Inventory

Parts Transfer

Reported Issue: When a partial part number was entered into the part codes field, a Runtime 5 error was received. This issue has been corrected.

Manitou

Reported Issue: Users received a Type 13 Mismatch error message when right-clicking on a customer account and selecting to have it open in Manitou. Users were unable to launch Manitou to look up the customer manually as a work around. This issue has been corrected.

Reports

AP Aging Summary

Reported Issue: The caption on the display indicated that aging was being done by Bill Receipt day when that option had not been chosen. This issue has been corrected.

Balance Sheet

Reported Issue: When the balance sheet encountered missing information on an account, it printed the words "Column2Sum." This has now been modified to read "No Data".

SedonaDocs

Reported Issue: It was not possible to edit the security level of a document attached to a service or inspection ticket. This issue has been corrected.

SedonaSchedule

Reported Issue: When a job number contained a dash, users were unable to click on a technician's appointment for that job and have it open in the SedonaOffice main application. This issue has been corrected.

Reported Issue: When a service ticket was assigned to a vendor service company, the parts assigned to the ticket were not being taken from the warehouse assigned to the vendor service company. This issue has been corrected.

Reported Issue: When working in technician mode, and adding parts to a service ticket, the system displayed the default warehouse as the technician's warehouse instead of the warehouse actually assigned to the technician. This issue has been corrected.

Reported Issue: Group tickets were not looking to see if an appointment occurred in a closed accounting period before allowing modifications to be made to the labor record. This issue has been corrected.

Reported Issue: When a user selected a credit card number under "Use Payment Information on File" on the service ticket, additional SQL fields appeared instead of just the credit card type, last 4 digits, and expiration date. This issue has been corrected.

Reported Issue: When attempting to view an invoice on a service ticket that was billed to a large master account with many invoices, the system lagged and eventually timed out after presenting a "Not Responding" error message. This issue has been corrected.