A job Change Order is to be used when an amount needs to be modified on a job that has already been closed or locked; this could be an installation charge, and inventory part, an RMR amount or commission amount.  A Change Order can also be used to add additional parts or charges.  Since the job has already been closed or locked, it cannot be modified; a Change Order is necessary for accounting purposes.  When you create the Change Order, a sub-job is created which will allow you to enter the additional charges and invoice the customer.  All modifications or additions made with the Change Order will roll-up to the original job number.

A Change Order can also be an internal control for your company to monitor the original contract amount and any subsequent changes made to the original contract value.  By using the Change Order functionality, your company will have a clear audit trail of all income and expense activity beyond the scope of the original contract.

There are two ways that a Change Order can be created; the ability to use each method is determined by the status of the job.  Method 1 is used if the job has been closed where Method 2 is used for jobs that have not yet been closed but have been sequence locked on a job task line. The steps in creating a Change Order for each method are covered in this document.

## Method 1:  The Job Has Been Closed

## The Process

1. Open the job that was previously closed.
2. Navigate to the tasks window.
3. Press the Re-Open Job button (please refer to illustration 1).

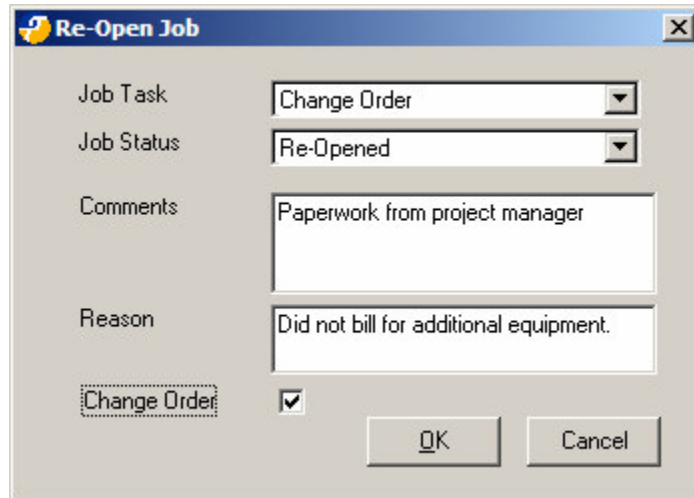Illustration 1.

4. The Re-Open Job window will be displayed. (please refer to illustration 2).
   a. Select a job task to re-open (creating a job task in Sedona Setup named "Change Order" or "Re-Open" would work well).
   b. Type in any pertinent comments
   c. Type in the reason for re-opening this job
   d. Check the box "Change Order"
   e. Press the OK button

Illustration 2.



5. Navigate to the tools button on the left hand side of the job screen. You will notice a new button "Add Change Order". Click on this button. A new screen will open labeled "New Change Order"; notice that the job number is now the original job number appended with -1. In this window you will need to enter a new sold date. This could be the date the original job was closed, the date of the original job, or the date you created this Change Order. Your internal company procedures should dictate how this date field is used. Once you have entered the sold date, click on the apply button. (please refer to illustration 3)
6. You will notice there is now a new button on the left button list labeled "CO 2030-1". Below that button are five buttons to facilitate adding charges to this Change Order job; Install Charges, RMR Charges, Parts and Commissions. (Please refer to illustration 4) You may now enter the additional charges necessary. If you add inventory parts, you will need to issue the parts to the job as usual. Once all additions have been made, you will be able to invoice and close the job.
7. To be able to create an invoice for the Change Order, you must first go to the task window and approve the Change Order or re-open task. Once this has been done, you may go to the Job Queue and select the job for invoice creation as normal.
8. Once invoicing is complete you will close the job as normally performed with any other job.

**Note: One very important point to remember; if a Change Order is created for a Hold-Back type job, the Change Order invoice will not perform the holdback function as was done with the original invoices created and posted for the job.**

Illustration 3.



Illustration 4.

## Method 2:  The Job Has Been Sequence Locked

### About Job Tasks - Sequence Locks Job

For each job task line, there is a selectable checkbox; *Sequence Locks Job*, whose purpose is to lock down the job to prevent further modifications or changes without the use of a Change Order.  In practical terms, sequence locking a job task is a way to control any accidental or intentional over expensing materials, labor or other charges to a job.  For instance, if a salesperson or installer changes something, gives a discount to a friend, or uses extra parts, Sedona Office will keep a record of this type of activity with the Change Order functionality.  The process below only applies to jobs that have been sequence locked on a job task line.  If the job has already been closed, please refer to Method 1 in this document.

### The Process

1.  Open the job requiring a Change Order
2.  Select the Tools option button on the jobs toolbar (left side of job screen).  Since this job has been sequence locked, the Add Change Order button is displayed. (Please see illustration 5.)

Illustration 5.

3. Select the Add Change Order Button.

The remaining steps in the method of creating a Change Order are identical to Method 1. To proceed with this Change Order, follow steps 6 through 8 above.

## Related Reference Documents:

Percentage Invoice Job Types
Hold Back Job Types

If you have any questions regarding the content of this document, please contact us by emailing your questions or comments to www.support@sedonaoffice.com , or you may contact the Sedona Office Helpdesk at (734) 414-0760.