

Percentage Invoice job types are typically used on government or general contractor type jobs where under the terms of your customer contract, your company is required to invoice in phases. Sedona Office provides the functionality to accomplish this requirement.

If your company is already using the Sedona Office Job Management Module, or you have been through the Administrative Training Class, you already know that *Job Tasks* are linked to *Job Types*. There are two options that control the functionality of Percentage Invoice Job Types; the first is found on the Job Type setup window. A checkbox labeled *Percentage Invoice* controls whether this functionality is turned on or off for the particular *Job Type*. The second control is entered on the *Job Tasks* that you assign to this *Job Type*; a field labeled *Percentage* controls what percent of the total installation charges will be invoiced on a particular *Job Task*.

Before creating any new Percentage Invoice job types, you should consider the type of jobs your company performs frequently that will require this invoicing functionality and create these job types/job tasks that most closely mirrors the steps you perform most of the time. Of course you may always add or remove job tasks for individual jobs during data entry. Standardizing frequently performed tasks saves data entry time during the job creation process.

There are specific setup steps that must be followed to enable you to invoice your customer in phases. Once properly set up, you will be able to invoice your customer any number of times for whatever percentage of the total install amount you desire.

## Setup

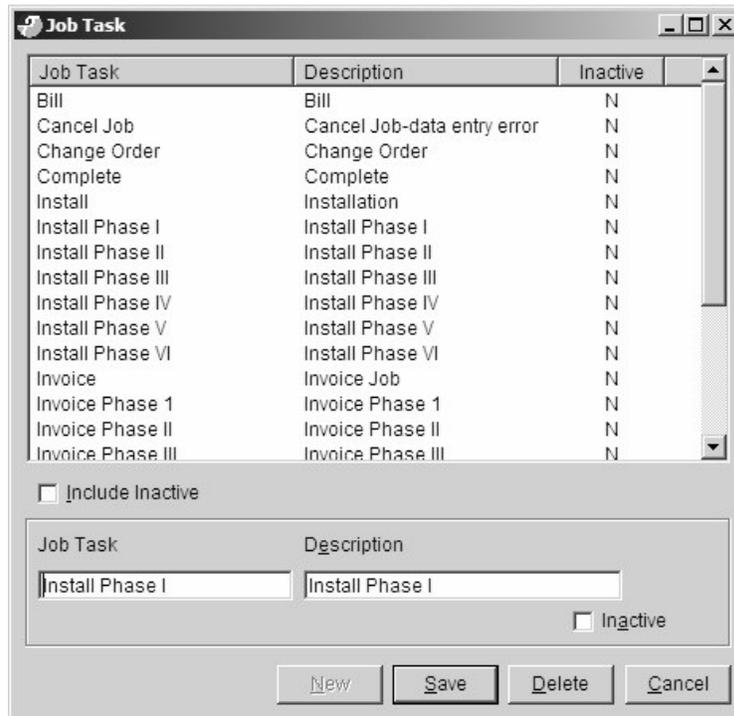
1. The first step is to create job tasks to be assigned to the Percentage Billing Job Type (that will be created in the next step). To access the Job Tasks setup table, navigate to Company Maintenance/Job Management Tables/Job Tasks. (Please see illustration 1.) Press the new button and create the new tasks.

You may use a job task only once on a job, so you will need to create multiple job tasks for the installation steps and for the invoicing steps. Make certain that you create enough different job tasks to accommodate jobs that bill in many phases. You may assign an unlimited number of job tasks to a job (and job type).

Example job tasks are:

- Install Phase I
- Invoice Phase I
- Install Phase II
- Invoice Phase II

Illustration 1.



- The next step is to create your Percentage Type job type and assign the job tasks to the job type. To access the Job Type setup table, navigate to Company Maintenance/Job Management Tables/Job Types. On the Job Type setup window there is a check box labeled Percentage Invoice, this box must be checked on to enable the percentage billing functionality when the system generates invoices.

After entering the *job type code, description, category code and COGS account*, you will need to assign job tasks to the job type. You may keep this simple and then later on when selecting this job type during job creation, you may add the additional tasks required for the particular job situation. You must assign at least one job task to a job type. As you add each job task, you will need to enter a percentage amount for the particular invoicing task. This field is adjacent to the invoice checkbox. You will also need to make certain the *Invoice* checkbox is checked on. The total percentage for all tasks must equal 100% or the system will not allow you to save the job type record.

Make certain when creating the job type codes, they indicate in the name they are of a percentage type. If a user selects the incorrect job type and you have already approved a task and created an invoice, you will have to 1) cancel the job and re-enter all of the information or 2) create a Change Order; labeling job types so that they are easily identifiable to the user who will be creating the job will save confusion and time spent making corrections. Once a job is locked, the job type **cannot** be changed. (Please see illustration 2.) Activities that will prevent you from changing the job type are:

- Approving any job task (if the job has not yet been invoiced, you may un-approve the task and then be able to change the job type)
- Approving any task that has been sequence locked
- The job has been invoiced

Illustration 2.

The screenshot shows the 'Job Types Edit' window with the following details:

- Job Type Code:** COMM PCTG
- Description:** Commercial Percentage Billing
- Category:** Install
- COGS Account:** 5111 (COG - Installations)
- Hold Back Percentage:** 0.00
- Hold Back Invoice Item:** Holdback
- Hold Back Account:** 1200 (HoldBacks)
- Expense Part When Issued:**  (Will Not Use WIP)
- Percentage Invoice:**

Order	Task	Job Status	Invoice	%	Lock
1	Pre-Wire	In-Progress	Y	0.00	N
2	Install Phase I	In-Progress	Y	0.00	N
3	Invoice Phase 1	In-Progress	Y	10.00	N
4	Install Phase II	In-Progress	Y	0.00	N
5	Invoice Phase II	In-Progress	Y	20.00	N
6	Install Phase III	In-Progress	Y	0.00	N
7	Invoice Phase III	In-Progress	Y	30.00	N
8	Install Phase IV	In-Progress	Y	0.00	N
9	Invoice Phase IV	In-Progress	Y	40.00	N
10	Complete	In-Progress	Y	0.00	N

\*The job status will be set to Job Complete when all tasks in the job are approved.

Job Task: Invoice Phase 1  
 Job Status: In-Progress  
 Sequence Locks Job  
 Invoice: 10.00

Buttons: Apply, New, Delete, OK, Cancel

**Note on the Invoice checkbox for the Task:**

For each job task line, there is a selectable checkbox "Invoice". If this box is checked on for the job task, once this task has been approved, you will have the capability to create an invoice. For progress invoices the task prior to invoicing must have the Invoice box checked. For percentage type invoices, the task that defines the percentage amount to be invoiced must have the Invoice box checked to be able to create an invoice.

## Using Percentage Billing Job Types

When creating a new job that utilizes a job type that is of a percentage type, you will need to navigate to the job tasks page to enter the exact tasks required to install and invoice the customer. At this time you will enter the appropriate percentage amounts on the various invoicing task lines. (Please see illustration 3.)

Once you have approved the first task which has the Invoice Flag set to Y, you will be able to generate your first percentage invoice. In the example provided in illustration 3, the first invoice will be generated for 10% of the total installation charges. (Please refer to Illustration 4.)

On the first percentage invoice, the RMR (if any) will automatically be billed on the invoice. If you do not want to start billing for recurring services at this time, make certain to uncheck the Bill RMR checkbox. Also in the lower portion of the invoice under Material WIP (work in process); the system will automatically relieve WIP materials by the same percentage of this invoice. You may change this percentage to any amount you desire.

As the job progresses, you will follow this path of approving installation and invoicing tasks until the job is completely billed. Typically on the last invoice, you will bill for the RMR charges, however you may choose to do this on any percentage invoice.

Note: At the time you bill for the RMR, the system will be created and accessible from the customer's menu tree. Any modifications you make to the system page on the job will overwrite the system information that was saved at the time of the RMR invoicing.

Illustration 3.

**Job - 2031 (Bridgport Center)**

Job	Customer	Site
Job Number 2031 Job Type COMMPCTG Job Status In-Progress System 139-03 Fire Alarm Labor Units 0 (0 Used)	Bridgport Center 5201 W. Kennedy Blvd. Tampa, FL 33609	Bridgport Center 5201 W. Kennedy Blvd. Tampa, FL 33609

#	Task	Job Status	Invoice	%	Approved	Approved By
1	Pre-Wire	In-Progress	N	0	N	9/29/2004 6:31:19 AM administrator
2	Install Phase I	In-Progress	Y	0	N	9/29/2004 6:33:55 AM administrator
3	Invoice Phase 1	In-Progress	Y	10	N	9/29/2004 6:34:42 AM administrator
4	Install Phase II	In-Progress	Y	0	N	
5	Invoice Phase II	In-Progress	N	20	N	
6	Install Phase III	In-Progress	Y	0	N	
7	Invoice Phase III	In-Progress	N	30	N	
8	Install Phase IV	In-Progress	Y	0	N	
9	Invoice Phase IV	In-Progress	N	40	N	
10	Complete	In-Progress	N	0	N	

\*The job will be locked and the status will be set to Job Complete when all tasks in the job are

Job Task:  Sequence Locks Job:

Job Status:  Comments:

Invoice:  %

Buttons: Save, New, Remove, Apply

Illustration 4.

**Job Invoice**

Customer Number: 139    Category: Install    AR Account: 1101    Tax Group: FL-Hillsborough Sales Tax

**Job Invoice**

Bill To: Bridgport Center, 5201 W. Kennedy Blvd., Tampa, FL 33609  
 Site: Bridgport Center, 5201 W. Kennedy Blvd., Tampa, FL 33609

Bill RMR    RMR Reason: New Job  
 Aging Date: 9/29/2004    Invoice Date: 9/29/2004  
 Invoice #: 1163  
 P.O. Number:    Job Number: 2031  
 Term: On Receipt    Salesperson:   

Items: \$2,000.00    Parts: \$0.00     Prorate RMR thru Billing Cycle Range

Item	Description	Qty	Rate	Amount	Tax
Install	Installation	0.1	20000	2000.00	140.00

Description: Bill for Work Completed    Memo:    **Material WIP**  
 Current Balance: 0.00    Original Balance: 0.00    % to Allocate: 10    Allocation: 0.00  
 Sub Total: 2000.00    Tax: 140.00    **Total: 2140.00**

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**Related Reference Documents:**

- Job Change Orders
- 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](mailto:www.support@sedonaoffice.com) , or you may contact the Sedona Office Helpdesk at (734) 414-0760.