Job Type

The Job Type setup has many options which allow your company to setup your jobs in a fashion to help reduce data entry errors and to expedite the job data entry process.

The Job Type setup is divided into eight possible setup forms. Several of these setup forms will have an impact on the G/L; these forms are Detail, Costing, Items, and Accounts.
Your company may elect not to use some of these setup forms but must populate the required forms which are the Detail and Job Tasks forms.

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Job Type - Detail Form

The Job Type Detail form contains settings and G/L posting accounts that are used by the application when posting transactions to a Job. Below are definitions of each field contained on the Detail form.

- Category – Select the category from the drop-down list that will be used as a default when posting income and expense transactions for this Job Type.

- Material WIP – Select the G/L account number from the drop-down list that will be used for posting Material WIP transactions. This account is used when inventory parts are issued to the job or returned to a warehouse from a job.

- COGS Acct - Select the G/L account number from the drop-down list that will be used for posting material cost of goods sold transactions.

- Use COGS Acct – This field is used in conjunction with the When Amt >= field below. If you want to use a different material cost of goods sold account for inventory parts that have a cost of at least a certain amount, you may select that account number in this field.

- When Amt >= - This field is used in conjunction with the Use COGS Acct field (above). If a part is issued to a job with a cost that is greater than or equal to the value entered in this field, then the G/L account number entered in the Use COGS Acct field will be used for the transaction.

- Misc WIP – Select the G/L account number from the drop-down list that will be used for posting miscellaneous job expenses into work in process.

- Accrued Income - If a G/L account number is entered in this field, all invoices generated for the job will post to this accrual account. When the job closes, the income will be transferred to the income accounts assigned to the invoice items on the job invoices.

- Lease – This is field is for informational and reporting purposes only. If the Job Type is for a lease you may select this box.

- Allow Override Tasks – If this box is selected, a new setup form will display on the Job Type labeled Override Job Tasks. This allows you to have a primary task list and create an secondary task list for the same Job Type. An override task list would typically be used when the task list for the same type of installation may vary from one

situation to another. The best example would be a system installation that may require tasks for pre-wiring the site and in other situations you may not need to perform a pre-wire. In this scenario you would define the primary task list for the situation that would occur in most often. You would then create an override task list to fit the other installation situation. When a new job is created, the user will have the option of keeping the primary task list or switching to the override task list assigned to the Job Type.

- Hold Back % - If the Job Type dictates your customer will hold back a certain percentage of the amount invoiced until the job is completed, you will enter the percentage amount in this field. If an amount is entered in this field you will also need to make entries into the next two fields; Hold Back Item and Hold Back Acct.

- Hold Back Item – Select the invoice item from the drop-down list that will be used when an invoice is created for the hold back Job Type. When setting up the Invoice Item to be used for Hold Back invoicing, make certain to un-check the taxable checkbox on the Item setup.

- Hold Back Acct – Select the G/L account number from the drop-down list that will be used when invoicing the customer for job holdbacks at the end of the job; this is typically an asset account.

- EST LU Cost (Estimated Labor Unit Cost) - This optional field is used to establish a standard labor rate to be used to calculate the estimate labor costs for a job. On the job's Job Costing form, a button is available to automatically calculate the estimated labor dollars for the job. If a value is entered in this field, the application will add all labor units from parts and all labor units entered on install charge lines then multiply the total times the value entered in this field.

- Force Part Reconciliation – If this checkbox is selected, a user will not be allowed to close a job if all parts have not been properly issued or if there are open purchase orders associated with the job.

- Allow Costing to Closed Jobs – If this checkbox is selected, users may post costs to jobs that have already been closed.

- Expense Part When Used – If this checkbox is selected, inventory parts issued to the job will be immediately expensed. Do not select this option if you are using work in process.

- Percentage Invoicing – Select this checkbox if the Job Type will be used for percentage invoicing situations only. If this option is selected, when setting up the default Job Task List you will need to set percentage rates to invoice two or more task lines.

- Zero Part Price - This checkbox option controls whether the sales price for each part on the Materials setup form of a job will default into the unit price field for all parts on the Job Materials list. If this checkbox is selected, all job part sales prices will be set to zero. If this checkbox is not selected the application will default to the part setup sales price. If you are invoicing for each individual part on the Materials list, do not check this box.

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Job Type - Job Tasks Form
Each Job Type must be assigned at least one Job Task. Job Tasks are typically the major milestones that need to be completed to install a system. You may create a list of as many job tasks as needed for the Job Type.
Fields on the Job Tasks Form

- Job Task - Selections are made from the drop-down list. The list of choices are entered and maintained by your company in the Job Tasks setup table within SedonaSetup. A Job Task is an event that needs to occur to complete the Job.

- Job Status - Selections are made from the drop-down list. The list of choices are entered and maintained by your company in the Job Status setup table within SedonaSetup. Job Statuses indicate where a Job is in the process of being completed.

- Lab Days - This field is used in conjunction with the Job Planner; this is the number of labor days required to complete the Job Task. Entries are made in half-hour increments.

- Invoice - If this option is checked, this indicates that once this Task is approved, the Job is available to be Invoiced. You may mark multiple Task rows as Invoicing points.

- Sequence Locks Job - If this option is checked, once this Task is approved, the Job will become locked. Once a Job is locked, no changes may be made to Install Charges, the Materials List, the RMR Charges, Commissions, and several fields on the Job Work Order form. Any additions or reductions to billable charges will require a Change Order be created.

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Job Type - Override Job Tasks Form

This setup form will only be displayed if the Allow Override Task List option was selected on the Job Type Detail form. This task list will be an alternate list of Job Tasks to be used when creating a job with this Job Type. The process for setting up the Override Job Tasks is the same as the regular Job Tasks on the previous page. Follow the setup instructions for Job Tasks.

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Job Type - Costing Form

The Job Type Costing form allows you to assign G/L accounts to a particular Job Type for processing labor, overhead and commission transactions. If you choose not to assign these accounts at the Job Type level, then the application will use the G/L accounts associated with the Install Company assigned to the job.

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Job Type - Items Form

The Job Type Items form allows you to create a list of invoice items that may only be used for the Job Type. This would include all non-recurring and recurring types of invoice item codes.

You also have the option of setting a default amount to be used for each invoice item you add to the list. These default amounts will be brought into the job install charges lines and recurring lines automatically. Each Invoice Item is linked to a G/L account for recording income amounts when an invoice is created for a Job.

If you elect to assign a list of invoice item codes to your Job Types, a user will only be able to select from the list assigned to the Job Type.

If you prefer not to limit your users to a specific invoice item code list, you would not set up any values for the Job Type allowing the user to select any invoice item on the drop-down list.

It is highly recommended to setup this list to avoid data entry errors.

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Job Type - Accounts Form

The Job Type Accounts form allows you to create a list of G/L accounts that may only be used for expense type purchase orders and A/P bills for the Job Type. Setting up a list of G/L account numbers for a Job Type would allow a user creating an expense item purchase order or when entering an A/P bill, to select from only the G/L accounts assigned to the Job Type.

If you elect to assign a list of G/L Accounts to your Job Type, a user will only be able to select from the list assigned to the Job Type.

If you do not want to limit your users to a selected list of G/L accounts, then do not enter any information into this form.

It is highly recommended to setup this list to avoid data entry errors.

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Job Type - Commission Types Form

The Job Type Commission Types form allows you to create a list of commission types that may only be used for the Job Type. Check the box to the left of each commission type that may be used for the Job Type. The Employee setup record for each Salesperson defines the types of commissions and rates for which they are eligible; a Salesperson is selected for each Job. Only Commission Types listed here are allowed on the particular Job Type.

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Job Type - Approvals Form

The Job Approvals form will only be displayed if your company has activated Job Approval Processing on the Job Management Setup Processing form.
The Job Approval process was designed to add a layer of control to the Job process which requires that one or multiples Users must approve the Job prior to the job being released to your installation department. You may set up a Job Type to first require the Sales Manager to approve the job, then the Accounting Manager may approve the commissions, and lastly the Operations Manager will approve the job for processing.
You may create a list of as many approvals as needed for this Job Type. Each approval has the option of allowing Job Processing and/or allowing Commission Processing. The level that will default into the record is the level assigned to the Job Approval Group in the Job Approval setup table. You may override the level for any of the records you enter.

For more information on the Job Approval functionality, click here.

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Job Type - Phases Form

Job Phases was designed primarily as a tool for Job resource planning; Labor and Materials. Job Phases are also used to determine which billable charges may be invoiced and when. For more detailed functionality of Job Phases, click on the link.

When creating a new Job, Phases are assigned to individual parts on the Materials List, each Install Charge, and each Job Task line.

Each Job Type must contain at least one Phase. If your company will not be using multiple Phases on a Job Type, when

creating new Jobs, the one default Phase will be automatically assigned to each part on the Materials List, each Install Charge line, and each Job Task line.

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