Job Toolbar Overview and Topics

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The Job toolbar is comprised of several functions buttons, most of which are typically used by the accounting department of your organization.

When creating a new Job, the buttons on the Job toolbar typically follow the following data entry flow:

- Work Order
- Job System
- Installs
- Recurring
- Materials
- Job Costing
- Commissions
- Custom Fields
- Tasks

Once initial data entry has been performed for a new Job, the first button on the Job Toolbar, Sales Summary, will display all Install Charges, Parts on the Materials, and any Recurring Charges that have been entered.

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Below are links to information on each button on the Job Toolbar.

Sales Summary

Work Order

Job System

Approvals

Tasks

Installs

Recurring

Materials

Job Costing

Commissions

Custom Fields