

SedonaOffice Job Change Orders

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This document provides information related to creating and working with Job Change Orders. The information contained herein is an excerpt from the SedonaOffice Online Help.

Job Change Orders Overview

Job Change Orders are used when you need to modify Install Charges, RMR, Parts or Commissions on a Job. Step by step instructions will be provided for creating Change Orders and Manual Reversal Change Orders.

To be able to create a Change Order, the Job must be in a locked status. A Job can be locked as a result of three situations:

1. A User can force a Job to become locked by flagging a Job Task line for locking and approving the Task. If using this option, we recommend you add a Job Task Line such as *Lock For Change Order* for this purpose.

2. The Job will become naturally locked if the Job has not been invoiced but all Job Tasks have been approved.

3. The Job has become locked because of closing the Sales Period. See Sales Period Close for more information.

Job		Customer	241	Site
Job Numbe Job Type Job Status System Labor Units	R -Intrusion	Williams, Reg 15832 Albert Plymouth, MI trusion (734) 248-41	gjie 48170	Williams, Reggie 15832 Albert Plymouth, MI 48170 (734) 248-4178
Work Or	der Entry			
🐊 Job Ir	formation		Created	4/22/2015
	Job Number	1101	Prevailing Wage	0.00
	Job Type	R-Intrusion	Project Manager	
	Description	Intrusion - Residential/Small Cc	Salesperson	George.McGee
	Ta <u>x</u> Group	MI-Wayne County	P.O. Number	
	Branch	MI	Sold Date	4/20/2015
	HoldBack %	0	Projected Start	4/22/2015
	Install Company	M	Projected End	
	Installer			
	Permits Requir Permit 1	ed	Notes Newington	Electric will be prewiring job
	Permit 2			
	Permit 3	·		
	C Override Prim	ary Task List		1 Apply

A Job is identified as being "locked" on the Job Work Order form.

Change Order Types

There are two types of Change Orders that may be created. A single job may have both Change Orders and Manual Reversal Change Orders.

Note: Negative and positive amounts are not permitted on the same change order; they must be entered as separate change orders.

Change Order – Used when adding or increasing charges to the Job; Parts, Labor, Install Charges or Commissions. This is commonly referred to as a Positive Change Order.

Manual Reversal Change Order – Used when reducing or removing charges from a Job; Parts, Labor, Install Charges or Commissions. This is commonly referred to as a Negative Change Order.

Once a Job has become locked, a new button is displayed on the Job *Tools* Toolbar; *Add Change Order.*

Job	Job		Customer 2	41	Site
COs	Job Number 1101		Williams, Reggi	P	Williams, Reggi
Labor	Job Type R-Intrus	ion	15832 Albert		15832 Albert
Cost Details	Job Status Jobcost		Plymouth, MI 4	8170	Plymouth, MI 4
Journals	System 241-102	5 Intrus	ion (734) 248-4178		(734) 248-4178
	Labor Units 5 (6.75	Used)	eneral de la servicio de la construcción de la construcción de la construcción de la construcción de la constru		01.0015-0054096790
Tools					
	Loa				1
=	Date	co	Event	Description	
	4/22/2015 7:22:04 AM	N	Approved Job Task	4 Phase 01	
	4/22/2015 7:12:37 AM	N	Issued Parts	Issued parts from	Cassint
1	4/22/2015 7:12:35 AM	N	Purchase Order Received	Receive Parts	Necept 1
1 A A A A A A A A A A A A A A A A A A A	4/22/2015 7:12:21 AM	N	Issued Parts	Issued parts from	Receipt
	4/22/2015 7:12:20 AM	N	Purchase Order Received	Receive Parts	rvesely r
	4/22/2015 7:11:04 AM	N	Deleted Commissions	George Miler-Add	On Parts
	4/22/2015 7:10:54 AM	N	Added Commissions	George_Miler-Add	
	4/22/2015 7 10:54 AM	N	Added Commissions	George.Miler-RMR	
Invoicing	4/22/201 :10:54 AM	N	Added Commissions	George Miller-Inst	
	4/22/2 3 7:10:26 AM	N	Deleted Commissions	George Miller -RMR	
50	4/2 15 7:10:26 AM	N	Deleted Commissions	George.Miler-Inst	
00	2015 6:57:58 AM	N	Deleted Commissions	George.Miller-Add	
Income Design	22/2015 6:57:51 AM	N	Added Commissions	George.Miler-Add	On Parts
COLUMN TWO IS NOT	2/2015 6:57:51 AM	N	Added Commissions	George.Miller-RMR	3 Months
and the	4/22/2015 6:57:51 AM	N	Added Commissions	George.Miler-Inst	all .
10	4/22/2015 6:57:32 AM	N	Deleted Commissions	George.Miller-RMR	3 Months
add Change	4/22/2015 6:57:32 AM	N	Deleted Commissions	George.Miller-Inst	al de la companya de
Add Change Order	4/22/2015 6:57:12 AM	N	Deleted Commissions	George.Miler-Add	On Parts
-	4/22/2015 6:56:42 AM	N	Added Commissions	George.Miller-Add	On Parts
	4/22/2015 6:56:42 AM	N	Added Commissions	George.Miller-RMR	
10	4/22/2015 6:56:42 AM	N	Added Commissions	George.Miller-Inst	
ournal Entry	4/22/2015 6:56:40 AM	N	Deleted Commissions	George.Miller-Add	
Contrain Citory	4/22/2015 6:56:40 AM	N	Deleted Commission	George.Miler-Inst	al in the second se
	4915 6:56:30 AM 46:30 AM	N	Added RMP		
	56-20 AM	N	8.4.4		75298

Once a Change Order has been saved, a new button will be added to the Job Toolbar for the first through the fourth change orders. If a fifth change order is created, instead of adding a new change order button to the Job Toolbar, a new button labeled COs is created for accessing all of the Change Orders created for the Job.

When clicking on the COs button, the Toolbar will display a button for each change order for the Job. To work with or view a particular change order button. When the Change Order form is displayed, at the bottom of the form, four buttons are displayed; Installs, Recurring, Materials, and Commissions; click on one of these buttons to access that element of the change order.

-4 Job Iype R-Intrusion Project Manager George.McGee Tax Group MI-Wayne County P.O. Number Branch MI Sold Date 5/27/2015 HoldBack % 0 Projected Start		lob - 1101 (Williams, Regg	jie)		
Job Type R-Intrusion 15832 Albert 15832 Albert Job Status Jobcost Jobcost Plymouth, MI 48170 System 241-1025 Intrusion (734) 248-4178 15832 Albert Chance Order 1101 - 1 Prevailing Wage 0.00 Job Type R-Intrusion Prevailing Wage 0.00 Job Information Intrusion Prevailing Wage 0.00 Job Type R-Intrusion Project Manager Image: Comparison Job Type R-Intrusion Project Manager Image: Comparison Job Type R-Intrusion Project Manager Image: Comparison Job Status Job Remat: A figure County P.O. Number Image: Comparison Tax Group Mt Sold Date S/27/2015 Image: Comparison Installer Image: Comparison Projected Start Image: Comparison Permit 1 Permit 2 Permit 3 Permit 3 Add additional motion. Permit 2 Permit 3 Image: Comparison Sales Reversal Apply	Job	Customer	241	Site	
2 Customer 241 ☐ Manual Reversal 3 Job Information Prevailing Wage 0.00 4 3 Job Number 1101 - 1 Prevailing Wage 0.00 4 4 Degoription Entrusion - Residential/Small Cc Salesperson George.McGee 4 5 Branch MI Sold Date 5/27/2015 6 6 Branch MI Projected Start 6 9 Permit 3 Projected End 6 6 1 Permit 2 Permit 3 Notes Add additional motion. ilis Sales Reversal Apply	Job Type R-Intrusion Job Status Jobcost System 241-1025 I	15832 Albert Plymouth, M ntrusion (734) 248-41	48170	15832 Albert Plymouth, MI 4817	0
Customer 241 Manual Reversal Job Information Job Type R-Intrusion Prevailing Wage 0.00 Job Type R-Intrusion Project Manager 0 Job Type R-Intrusion Project Manager 0 Description Intrusion - Residential/Small Cc Salesperson George.McGee 0 Tag Group MI-Wayne County P.O. Number 0 0 0 0 Bganch MI Sold Date 5/27/2015 0 0 0 0 Installer Installer Installer Image: Country Projected Start 0 0 0 0 Permit 1 Permit 2 Permit 3 Notes Add additional motion. 2 <td></td> <td>1 - 1</td> <td></td> <td></td> <td></td>		1 - 1			
Job Type R-Intrusion Project Manager Degoription Intrusion - Residential/Small Cc Salesperson George.McGee Image: Comparing the second		241	F Mar	ual Reversal	
Degoription Intrusion - Residential/Small Cc Salesperson George.McGee Image: Salesperson Tag Group MI-Wayne County P.O. Number Image: Salesperson George.McGee Image: Salesperson Branch MI Sold Date S/27/2015 Image: Salesperson Salesperson Salesperson Branch MI Sold Date S/27/2015 Image: Salesperson Salesperson Image: Salesperson Image: Salesperson Image: Salesperson Salesperson Image: Salesperson I	Job Number	1101 - 1	Prevailing Wage	0.00	3
Degoription Intrusion - Residential/Small Cc Salesperson George.McGee Image: Comparison of Co	Job Type	R-Intrusion	Project Manager		6
Branch MI Sold Date 5/27/2015 HoldBack % 0 Projected Start If Install Company MI Projected End If Installer If If Permit 1 If If Permit 2 If If Permit 3 If Sold Date	Description	Intrusion - Residential/Small Co	Salesperson	George.McGee	•
HoldBack % 0 Projected Start Installer Install	Ta <u>x</u> Group	MI-Wayne County	P.O. Number		
Install Company MI Projected End	Branch	MI	Sold Date	5/27/2015	
Install Company MI Projected End Installer Image: Sequred and the sequred and the sequence of the sequence	HoldBack %	0	Projected Start		
Permits Required Notes Add additional motion. Permit 1	Install Company	MI	Projected End		
s	Installer	- -			
Permit 2 Permit 3 Sales Reversal Apply		wed	Notes Add additi	onal motion.	
Permit 3 Sales Reversal Apply					
s Sales Reversal Apply					
	Permit 3		n		
				Sales Reversal	Apply
Installs Recurring Materials Commissions		1			
	Installs	Recurring Materials	Commissions)	

Change Orders - Positive

Follow the instructions below and on the following pages to create a positive value change order. It is assumed that the Job is in **lock mode** prior to following the steps below. User permissions are required to be able to create and work with Job Change Orders.

1. Open the Job record for which a Change Order will be created.

2. Navigate to the *Tools* toolbar on the Job record. Click the *Add Change Order* button located on the Tools toolbar.



3. The *New Change Order* form will be displayed. The only required field on this form is the *Sold Date*. This is typically the date the Change Order was authorized. You may enter information into the *Notes* field that describes the purpose of the Change Order.

The Job Number field will automatically fill with the Job Number a hyphen then the number of the change order. In the example below, this is Change Order number 1.

0	Job	- 1101 (Williams, Reg	gie)	
Job	Job	Custom	er 241	Site
Labor Cost Details	Job Number 1101 Job Type R-Intrusion Job Status Jobcost System 241-1025 Int Labor Units 5 (6.75 Used)	trusion (734) 248	ert MI 48170	Williams, Reggie 15832 Albert Plymouth, MI 48170 (734) 248-4178
	lew Change Order			
Log	Customer	241	F Man	ual Reversal
Notes	Job Number	1101 - 1	Prevailing Wage	0.00 <u>(3</u>)
1000	Job Type	R-Intrusion	Project Manager	6
	Description	Intrusion - Residential/Small	Cc Salesperson	George.McGee 💽 🌆
Invoicing	Ta <u>x</u> Group	MI-Wayne County	P.O. Number	
00	Branch	M	Sold Date	5/27/2015
Issue Parts	HoldBack %	0	Projected Start	
	Install Company	M	Projected End	
Add Change	Installer		90 C	
Add Change Order	Permits Requir Permit 1	ed	Notes Add additio	onal motion.
Journal Entry	Permit 2		-	
	Permit 3	[-	
Map =				Sales Reversal Apply
Quotes				

Click the *Apply* button located at the lower right of the form when finished.

4. Once the Change Order has been saved, a new *Change Order* button will be displayed on the Job Toolbar. This new button contains data entry forms where you may enter additional Install Charges, RMR, Materials or Commissions. When the Job is invoiced, any new charges entered on the Change Order will appear as lines within the Job Invoice.

0	Job	- 1101 (Williams, Reggie)	
loh	Job	Customer	241	Site
Change Order	Job Number 1101 Job Type R-Intrusion Job Status Jobcost System 241-1025 In Labor Units 5 (6.75 Used		48170	Williams, Reggie 15832 Albert Plymouth, MI 48170 (734) 248-4178
Installs	Chauge Order 1101	-1		
\$0.00	Customer	241	Manu	ual Reversal
Recurring \$0.00	Job Number	1101 - 1	Prevailing Wage	<u>0.00</u>
្លំ៖	Job <u>T</u> ype	R-Intrusion	Project Manager	
کترچک Materials	Description	Intrusion - Residential/Small Cc	Salesperson	George.McGee 💽 🍐
\$0.00	Tax Group	MI-Wayne County	P.O. Number	
e	Branch	MI	Sold Date	5/27/2015
Commissions	HoldBack %	0	Projected Start	
	Install Company	MI	Projected End	
	Installer	- · · · · · · · · · · · · · · · · · · ·		
	Permits Requir Permit 1		Notes Add addition	nal motion.
Labor	Permit 2			
Cost Details	Permit 3		1	
Journals Tools				in the second se
Ouotes				Sales Reversal Apply
Quorea		ř. – – – – – – – – – – – – – – – – – – –	· ·	

Install Charges

To enter additional Install Charges, click the *Installs* button on the Change Order toolbar. Add as many additional lines as needed.

The data entry process for change order

Install charges are the same as the initial Install charges data entry for the Job. Once all Install charge lines have been entered, click the *Apply* button located at the lower right of the form.

0		Job - 1068	(Mark Mille	er)			-	
Job	Job		Custon	ner 232	S	ite		4
CO 1068 - 1	Job Type C-1 Job Status Pre System 23	68 Intrusion ewire 2 Cell (11 Used)	10255 Ha	odcrafting oggerty Road , MI 48170 1-2200	1 P		ggerty Road MI 48170	
Installs	CO 1068 - 1	-Installs						
50.00	Item	Description	8	Phase	1	QTY	Unit Price	Extende
Materials solutions		Inits 0	-	Otv	Installation To	_	0.00	> 0.00
	Item	Job Part		Qty		1	0.00	
	Item Description	Job Part		Unit Price		_	0.00	
	Item	Job Part CO# 1 Additional Pa				1	0.00	
	Item Description Phase Code	Job Part	rts	Unit Price		1 8.50	0.00	
	Item Description	Job Part CO# 1 Additional Pa	rts	Unit Price	16	1 8.50 1.0		0.00
8	Item Description Phase Code	Job Part CO# 1 Additional Pa Phase 01 Phase 01	rts	Unit Price	16	1 8.50	0.00	0.00
Commissions	Item Description Phase Code Cost Type	Job Part CO# 1 Additional Pa Phase 01 Phase 01 O	rts	Unit Price	16	1 8.50 1.0		0.00
Commissions	Item Description Phase Code Cost Type	Job Part CO# 1 Additional Pa Phase 01 Phase 01 O	rts	Unit Price	16	1 8.50 1.0		0.00
Commissions Labor Cost Details	Item Description Phase Code Cost Type	Job Part CO# 1 Additional Pa Phase 01 Phase 01 0 0.00	rts	Unit Price	16	1 8.50 1.0		0.00

Recurring Charges

To enter additional Recurring Charges, click the Recurring button on the Change Order toolbar. Add as many additional lines as needed.

The data entry process for change order Recurring charges is the same as the initial Recurring charges data entry for the Job.

Once all Recurring charge lines have been entered, click the *Apply* button located at the lower right of the form.

0		Job - 1068	(Mark Mille	er)				
lob	Job		Custon	ner 232		Site		
CO 1068 - 1	Job Status Prew System 232 C	rusion ire	10255 Ha	odcrafting oggerty Road , MI 48170 1-2200		Plymo	Hagge	erty Road 48170 900
=	CO 1068 - 1 -	Recurrings						
Installs \$168.50	Item Code	Description	Sub Item O	đ	Bill Cycle	Cycle Start		RMR Amount
Recurring \$0.00								
	×				-			>
Materials so.co	×				Total Mon	thly Amount	[> 0.00 0.00
Materials so.co	< Recurring Item	COCRPT	<u> </u>		Total Mon	ithly Amount		
Materials so.co		OCRPT Open/Close Report		RMR Amount		ithly Amount	[
Materials so.co	Recurring Item		5	RMR Amount Cycle Amount	12.00	ithly Amount	[0.00 0.00
Materials so.co	Recurring Item Description		5		12.00	ithly Amount		0.00 0.00
Materials so.oo	Recurring Item Description Sub Item Of	Open/Close Report	5		12.00	ithly Amount	[]	0.00 0.00
Naterials Solo Commissions	Recurring Item Description Sub Item Of Bill Cycle	Open/Close Report	5		12.00			0.00 0.00
Labor Cost Details	Recurring Item Description Sub Item Of Bill Cycle	Open/Close Report	5		12.00			0.00 0.00 Enter as Monthly Amt Only

Material Charges

To enter additional Material Charges, click the Materials button on the Change Order toolbar. Add as many additional lines as needed.

The data entry process for change order Material charges is the same as the initial Material charges data entry for the Job.

Once all Part lines have been entered, click the *Apply* button located at the lower right of the form.



Commissions

To enter additional Commissions, click the Commissions button on the Change Order toolbar. Add as many additional lines as needed.

The data entry process for change order Commissions is the same as the initial Commissions data entry for the Job.

Once all Commission lines have been entered, click the *Apply* button located at the center right of the form.

)		Job - 10	068 (Mark I	Miller)				
dot	Job		Cust	omer 2	32		Site	
CO 1068 - 1	Job Number 1068 Job Type C-Intri Job Status Prewin System 232 C Labor Units 1 (11	ell	10255 Plymo	Woodcraf Haggerty uth, MI 4 351-2200	(Road 8170		Mark Miller 10255 Haggerty Plymouth, MI 4 (734) 351-2200	8170
	CO 1068 - 1 -C	ommission	\$					
Installs \$168.50	Commissionable /	Splits						
à	Install Total		168.50 (*	Salesper	son 1	ieorge.McGee	- 3	100.00 %
B	Cogmissionab	le %	100.00	Salesper	rson 2			0.00 %
Recurring \$12.00	Commissionab	h	168.50					
<u></u>		-	168.50					1
کرنگ	Recurring		12.00				Bemove All	Apply
R	-			_	· ·		Total Com	mission 25.2
ommissions	swesperson	George.McGee		c	ommissiona	de 🕅	168.50	
1.1.	Commission Type	Instal	-] В	ate	L	15.00	
Labor Cost Details	Posting Date (GL)	11/19/2014	E	0	ommission		25.28	
Journals Tools		C Select from a	other Salespe	ople		Apply	New	Delete
Quotes								

Manual Reversal Change Orders -Negative

Follow the instructions below and on the following pages to create a negative value change order. It is assumed that the Job is in **lock mode** prior to following the steps below. User permissions are required to be able to create and work with Job Change Orders.

1. Open the Job record for which a Change Order will be created.

2. Navigate to the *Tools* toolbar on the Job record. Click the *Add Change Order* button located on the Tools toolbar.



3. The *New Change Order* form will be displayed. Select the Manual Reversal option at the upper right of the Change Order form. The only required field on this form is the *Sold Date*. This is typically the date the Change Order was authorized. The User may enter information into the Notes field that describes the purpose of the Change Order. Click the *Apply* button located at the lower right of the form when finished.

0	J	ob - 1068 (Mark Miller)		
dot	Job	Customer	232	Site
CO 1068 - 1	Job Number 1068	Miller Woodd	rafting	Mark Miller
Labor	Job Type C-Intrusion	10255 Hagge		10255 Haggerty Road
Cost Details	Job Status Prewire System 232 Cell	Plymouth, M (734) 351-22		Plymouth, MI 48170 (734) 351-2200
Journals Tools	Labor Units 1 (11 Used)	(20)		V
and the second se	New Change Order			
Log	Cystomer	232	Manu	al Reversal
Notes	Job Number	1068 - 2	Prevailing Wage	<u></u>
11	300 Tybe	C-Intrusion	Project Manager	6
	Description	Intrusion - Commercial	Salesperson	George.McGee 💌 🍌
Invoicing	Ta <u>x</u> Group	MI-Wayne County	P.O. Number	
0.0	Branch	M	Sold Date	6/10/2015
Issue Parts	HoldBack %		Projected Start	
	Install Company	M	Projected End	
Add Change	Installer	· · · · · · · · · · · · · · · · · · ·		
Order	Permits Requir	ed	Notes Remove key	yfob from CO#1 (entered on
	Permit 1		incorrect Jo	
Journal Entry	Permit 2			,
State of the state	Permit 3			
		3.)		
Map				Apply
Quotes				
Quotes				

4. Once the Change Order has been saved, a new *Change Order* button will be displayed on the Job Toolbar. This new button contains data entry forms where the User may enter additional Install Charges, RMR, Materials or Commissions. When the Job is invoiced, any negative charges entered on the Change Order will appear as lines within the Job Invoice.

C	J	ob - 1068 (Mark Miller)		
dot	Job	Custome	r 232	Site
CO 1068 - 1 CO 1068 - 2	Job Number 1068 Job Type C-Intrusion Job Status Prewire System 232 Cell Labor Units 1 (11 Used)	Miller Wood 10255 Hagg Plymouth, M (734) 351-2	erty Road II 48170	Mark Miller 10255 Haggerty Road Plymouth, MI 48170 (734) 351-2200
=	REVERSAL Change	Order 1068 - 2		
Installs \$0.00	Cystomer	232	Ю Ма	nual Reversal
Recurring	Job tjumber	1068 - 2	" Prevailing Wage	0.00
\$0.00	Job Type	C-Intrusion	Project Manager	
101	Description	Intrusion - Commercial	Salesperson	George.McGee 💌 🍌
Materials	Ta <u>x</u> Group	MI-Wayne County	P.O. Number	
\$0.00	Branch	M	- Sold Date	6/10/2015
Commissions	HoldBack %	0.01	Projected Start	
Self Manager	Install Company	M	Projected End	
	Installer		1	
	I [™] Permits Requir Permit 1 Permit 2	ed 	Notes Remove i incorrect	keyfob from CO#1 (entered on Job)
Labor	Permit 3		1	
Cost Details	1			Sales Reversal Apply
Journals Tools				Receive Lesse Bobly
Quotes	Instals F	Recurring Materials	Commissions	

Install Charges

To decrease the Install Charges, click the Installs button on the Change Order toolbar. Add as many lines as needed.

For each reversal Install charge line, select an item code, enter the quantity as a negative value, and if needed to reduce the estimated labor units, enter the appropriate negative value.

The User may override the Item Description that defaults into the field. Click the *Save* button when finished with each line.

Once all Install charge lines have been entered, click the *Apply* button located at the lower right of the form.

		Job - 1068	(Mark Mille	r)			
dot	Job		Custom	er 232	Si	te	
CO 1068 - 1 CO 1068 - 2	Job Type C- Job Status Pro System 23	68 Intrusion ewire 2 Cell (11 Used)	10255 Ha	odcrafting ggerty Road MI 48170 -2200	10 Ply	rk Miller 255 Hagge mouth, MI 34) 351-22	48170
	REVERSAL O	CO 1068 - 2 - Ins	stalls	Negative	quantities	are ex	pected.
Installs an on	Item	Description		Phase		QTY U	hit Price Extende
Recurring \$0.00 Materials	<	Jnits 0					>
-					Installation Tot	as	0.00 0.00
Commissions	Item	Job Part	_	Qty			0.00 1 0.00
Commissions			<u> </u>	Qty Unit Price	Installation Tot		0.00 0.00
Commissions	Item	Job Part	•	Steam			0.00 1 0.00
Commissions	Item Description	Job Part CO#2 - Job Part		Unit Price			0.00 1 0.00
Commissions	Item Description	Job Part CO#2 - Job Part Phase 01 Phase 01	•	Unit Price			0.00 1 0.00
Commissions	Item Description Phase Code Cost Type	Job Part CO#2 - Job Part Phase 01 Phase 01		Unit Price	168	1 20	
Labor	Item Description Phase Code Cost Type Cost	Job Part CO#2 - Job Part Phase 01 Phase 01	•	Unit Price			ew Defote
Labor Cost Details	Item Description Phase Code Cost Type Cost	Job Part CO#2 - Job Part Phase 01 Phase 01	•	Unit Price	168		
Labor Cost Details Journals	Item Description Phase Code Cost Type Cost	Job Part CO#2 - Job Part Phase 01 Phase 01	•	Unit Price	168		
Labor Cost Details	Item Description Phase Code Cost Type Cost	Job Part CO#2 - Job Part Phase 01 Phase 01 0 0.00	•	Unit Price	168		

Recurring Charges

To decrease Recurring Charges, click the Recurring button on the Change Order toolbar. Add as many lines as needed.

For each reversal Recurring charge line, select an item code and enter the RMR Amount as a negative value. The User may override the Recurring Item Description that defaults into the field. Click the *Save* button when finished with each line.

Once all Recurring charge lines have been entered, click the *Apply* button located at the lower right of the form.



Material Charges and/or Quantities

To decrease Material Charges or quantities of parts, click the Materials button on the Change Order toolbar.

In the Change Qty column, enter the negative quantity on the appropriate part line that will be removed from the Job materials list.

Once all Part lines have been entered, click the *Apply* button located at the lower right of the form.



Note: If the parts being removed on the Manual Reversal Change Order have already been issued to the Job, remember to perform a return to stock transaction for the part(s) not being used.

0		Job - 1068 (Mar	k Miller)		8
dot	Job	Customer 232	Site		
CO 1068 - 1 CO 1068 - 2	Job Number 1068 Job Type C-Intrusion	Miller Woodcrafting 10255 Haggerty Road	Mark Miller 10255 Haggerty Road		
	Job Status Prewire	Plymouth, MI 48170	Plymouth, MI 48170		
0	System 232 Cell Labor Units 1 (11 Used)	(734) 351-2200	(734) 351-2200		
Change Order	REVERSAL CO 1068 -	2 Materials Negative	quantities are expected.		_
	REVERSAL CO 1008		quantities are expected.	/	_
Installs so.oo		🔽 Show Phases	Materials		-
3	Phase Part	Description Qty Job	Unit LU Change Change LU	Reversed Stock PO PO Description	1
Recurring	Phase 01 DSC-WS4939	WS-4939 KEY FC 1 1068 - 1	0 -1)	° 🗖	
\$0.00	*				
\$					
Materials					
\$0.00					
Commissions					
South Manufacture 1					
Labor					
Cost Details	Total Material LU			Sub Total 0.00	-
Journals		0		Sub Total 0.00	0.00
Tools Quotes	Capture Original Parts			Documents App	żγ
quarter	1				

Commissions

To decrease Commissions, click the Commissions button on the Change Order toolbar. Add as many additional lines as needed.

The data entry process is performed in the lower tier of the form; select the commission type from the drop-down list, enter the commissionable amount (negative value), then click the *Apply* button.

Repeat the process for additional negative commissions.

0		Job - 1068 (Mark	(Miller)	
Job CO 1068 - 1 CO 1068 - 2	Job Job Number 1068 Job Type C-Intrusion Job Status Prewire System 232 Cell Labor Units 1 (11 Used)	Customer 232 Miller Woodcrafting 10255 Høggerty Road Phymouth, MI 48170 (734) 351-2200	Site Mark Miller 10255 Haggerty Road Plymouth, MI 48170 (734) 351-2200	
Recurring S0.00	CO 1068 2 Commissions Commissionable / Splits Instal Total Cogmissionable % Commissionable Recurring Salesperson Commission Type Por	00.00 C Salesperson 2 0000	Auto Fill Apoly Rate Commission	
Labor Cost Details Journals Tools Quotes	Salesperson George.HtcGee Commission Type Instal Posting Date (GL) 11/19/2014	Commissionable Bate Commission ther Salespeople	-168.50 15.00 -25.28 Apply New Delete	Total Commission 0.00