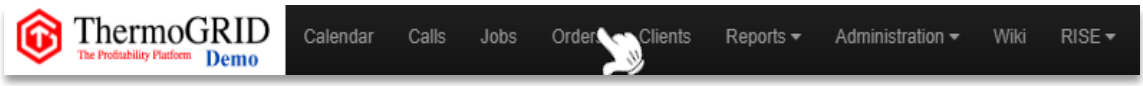
Office/Administration

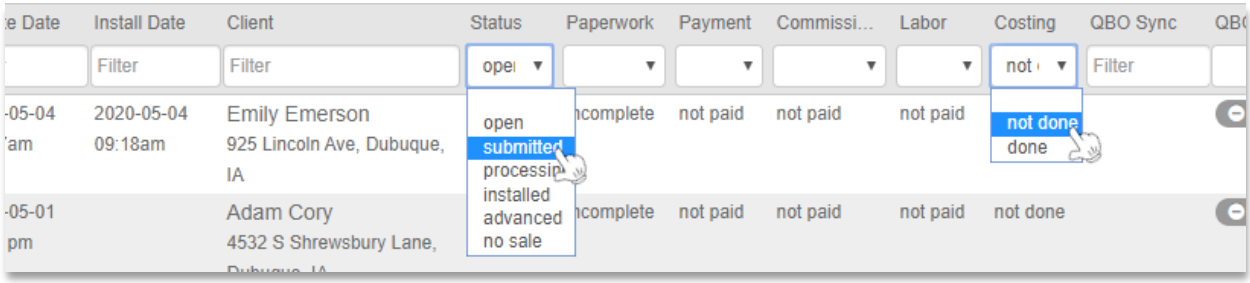
Job Costing/Accounting Process/QuickBooks Syncing

******This should be done <u>Daily</u> at end of day******

1. Go to **Orders.**



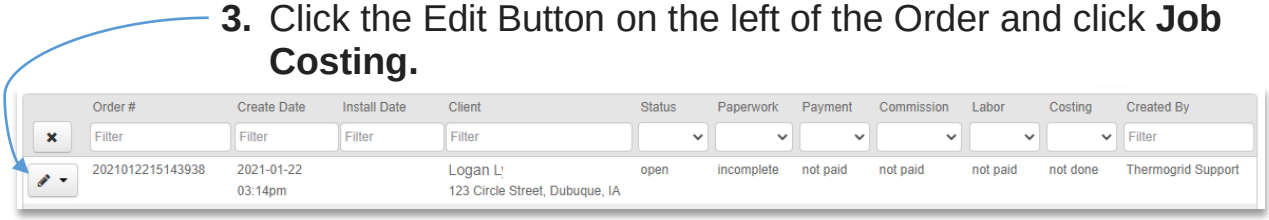
2. Click **Orders** change **Status** to **submitted** and change **Costing** to **not done**.

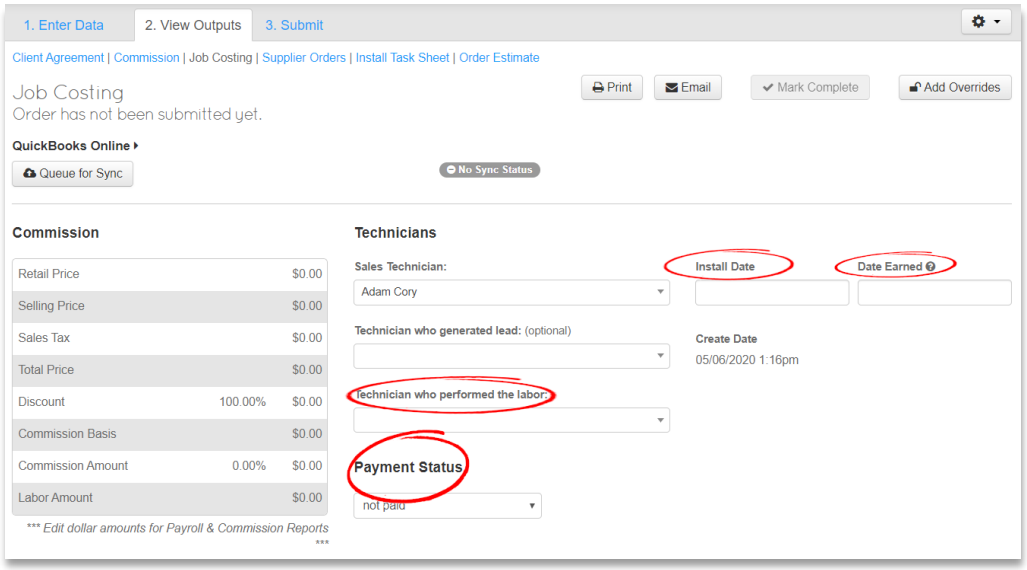


Doing this Shows all **Orders** that need to be **Job Costed** and moved over to **QuickBooks.**

If an **Order** still has Equipment that needs to be installed, wait to **Job Cost** until all **Jobs** are completed. This ensures we are calculating all time and material, being put into the **Order** as well as getting the most accurate GPM.

3. Click the Edit Button on the left of the Order and click **Job Costing.**





ThermoGRID Supports both **Accounts** and **Classes** in **QuickBooks,** these can be defaulted by Item and can be adjusted under **Equipment and Tasks** in **Job Costing.**

4. You can now review Details of **Job Costing**

a. **Labor –** The amount of time the Techs were **Clocked** into a **Job.** (Click to select all Job Numbers)

b. **Commission Scale –** Commission for the assigned Technician.

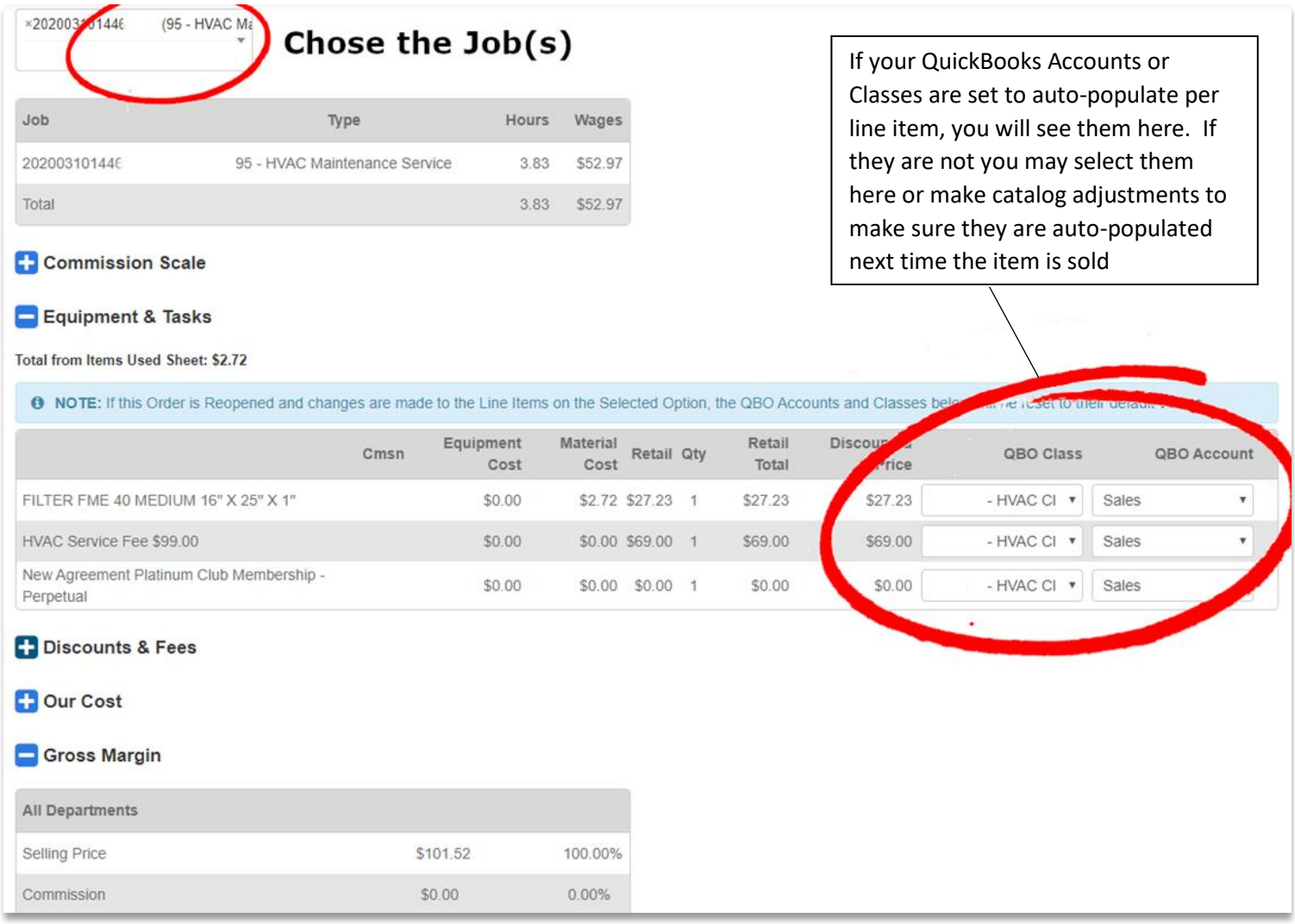
c. **Bonus Scale** – Bonus for the Assigned Technician.

d. **Equipment and Tasks – Items/Equipment/Services** Tracked from the Catalog that were added to the **Client Agreement/Invoice** by the Tech or Salesman and where they should be synced in QuickBooks

e. **Discounts and Fees –** Extra Fees or Discounts given

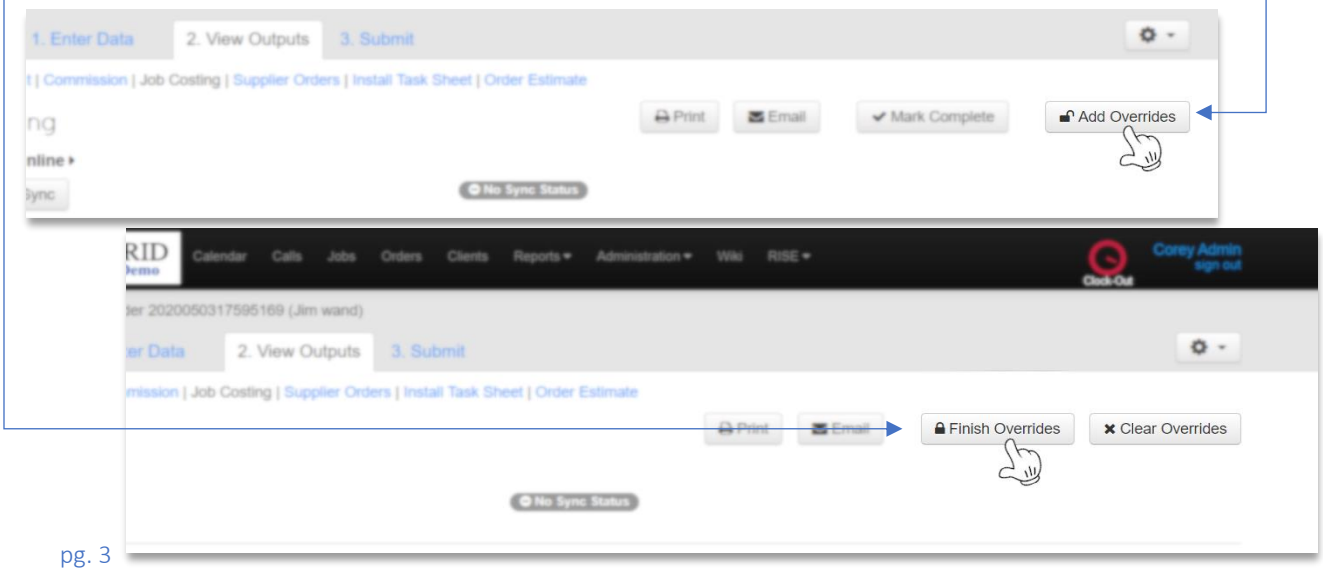
f. **Our Cost –** Shows Your Cost of Items and Equipment in ThermoGrid. (This does not need to be used)

g. **Gross Margin –** Total Profit for **Job** (can be overwritten)

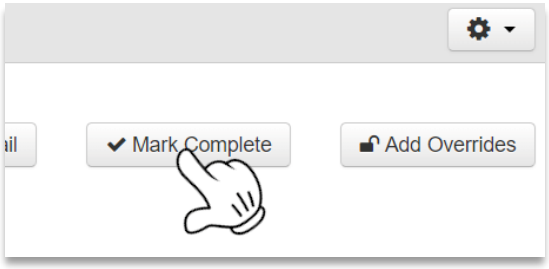


If your QuickBooks Accounts or Classes are set to auto-populate per line item, you will see them here. If they are not you may select them here or make catalog adjustments to make sure they are auto-populated next time the item is sold

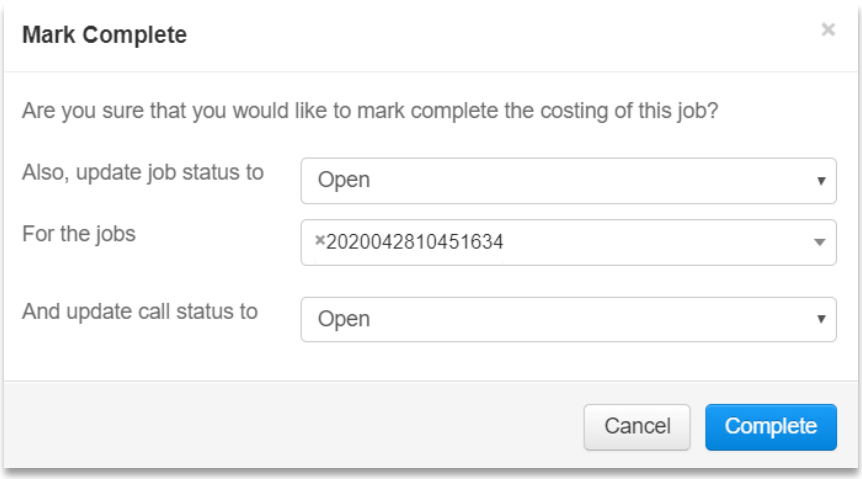
If any of your Labor or Equipment cost in this Order is incorrect, **Overrides** are available. Click **Add Overrides** (a Pop-Up will Show you how to add the Overrides to the **Job Costing)** When completed, Click **Finish Overrides.**



Once everything is updated you can change **Payment Status** if necessary, and **Mark Complete**.

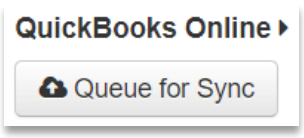


You will be able to update the **Status** of the **Job(s)** from here and the **Call.** If there are other **Jobs** tied to the **Call** that need to stay open you can keep the **Call Open** or update appropriately.



Always be sure to close out all Jobs if they are complete or the Techs will have an abundance of Job in their Clock in List because they are not Closed.

QuickBooks Online: Click Queue for Sync, Orders will sync every hour



QuickBooks Desktop: Typically, Orders will be set to sync within 2 hours

Reconciliation

- ThermoGRID to QB– Verify all submitted/Costed orders in ThermoGRID are in QuickBooks and verify payments.
- QB to Bank Rec – This means verify all received payments in QuickBooks are in the bank account. The AR must be less than 1% and less than 30 days.

Closing

Close the month by the 5th or 8th business day, no later than the 15th

Example: July should be closed by no later than Aug 15th

NOTES:

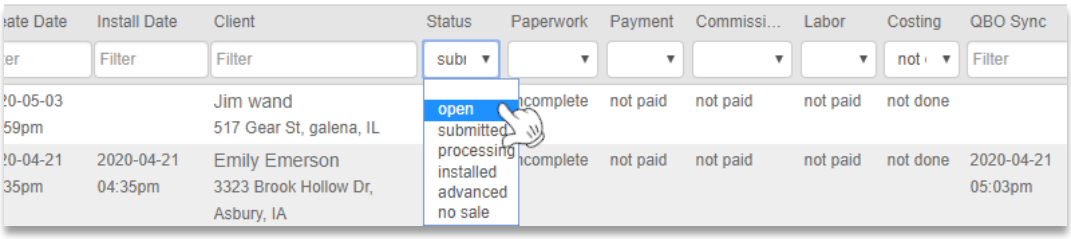
If at any point in **Job Costing** you feel like your **GPM** or % are too Low/High, Labor hours VS Clocked Hours are too Low/High or any other business practice discrepancies. Please Contact **ThermoGRID** for training on how to Edit your Catalog, GPM or any other Questions you may have.

Job Costing: Comparing the price set for equipment, parts, labor etc. to the Order that was Sold. This *can* be compared to the invoice received from the supplier and also time sheets for hourly techs.

**********Only do if Necessary**********

If There are **Orders** you can not find they may not be **submitted**

Change **Status** filter to **open**



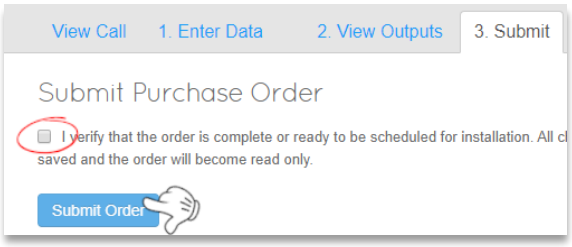
a. <u>ALL Service **Orders** should be **Submitted** if completed or have **Status** changed by the Technician as long as work was done.</u> If Service **Orders** are **open**, find out why Internally. Change appropriately

(Note: As a Standard if an **Order** is created on a **Job** and is not Complete, such as a service estimate, the **Order Status** *should* be changed by the Technician/Salesman on site to **No Sale or Advance** if the client did not move forward at that time.)

b. <u>All sales **Orders** that are **SOLD** are **submitted**.</u>

<u>If this was an **Estimate**, the Sales Rep will change the **Order** to a **No Sale/Advance or contact a member of Admin to update the Order status**</u>

If Sales **Orders** are **open**, find out why and change appropriately.

(Note: As a Standard, if an **Estimate** is created on a sales **Job** and is not sold, the **Order Status** *should* be changed by the Salesman on site by contacting the office via phone or Tech Status to **No Sale or Advance**. If the Salesman sold and did not submit, make sure they understand the process and you may submit.)

If an Order needs to be submitted click, the Edit Button and click **Submit** at the bottom of the dropdown menu on the **Orders** page. Click on the Check Box and **Submit Order**