 <p><b>POLICY &amp; PROCEDURE MANUAL</b></p>	<p>Effective Date: Jan. 21, 2013</p>	<p>SECTION: <b>07</b> POLICY NO: <b>7.7</b> PROCEDURE: <b>7.7</b></p>
<p>SUBJECT: <b>Coding of Service Jobs Procedure</b></p>	<p>Cancels Previous Policy Dated: New</p>	<p>Page 1 of 2 .</p>

## Policy Statement

This policy provides direction with respect to the invoicing of service repair jobs and ensures the accurate reporting of the service department's contribution to the company.

## Procedure


When invoicing a customer for service or repairs to their truck or equipment, all revenue with the exception of labour is to be defaulted sales account # **3122** (Sales - Service Parts) and cost of goods sold account # **4122** (Cost-Service Parts) This allows the Service department to receive credit for parts that they sell.

## Process

When opening a new **Service Job** order in JOS100 or JOS150 edit line 35 on the first screen by entering "Y" and enter the SLS (sales) account 3122. The CGS (cost of goods sold) account 4122. Note that this will default ALL revenue inclusive of labour to account 3122. You will need to adjust the labour revenue account **back** to 3015 and the cost of goods sold **back** to 4026 for all labour lines.

If the default code had not been set prior to adding line items to your job order, you are still able to change the existing account codes globally by doing the following:

1. While on the main screen of the JOS, press the Do key
2. select L) - Replace Job Fields
3. Select the fields to replace- Sales Acct., CGS Acct. ( DE)
4. (Enter '\*' at OLD value to replace ALL)
5. Sales Account # OLD value? \* (all)
6. Sales Account # NEW value? 3122
7. Description: SALES – Service Parts
8. CGS Account # OLD value? \* (all)
9. CGS Account # NEW value? 4122
10. Description: COST – Service Parts

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11. Job order number to begin at : e.g. 217641
12. Job order number to end with : e.g. 217641
13. Replace items now (Y/N)? Y

This will change all estimate and issue records, including labour to reflect the chosen account codes. Note that you will have to adjust the labour lines back to revenue account 3015 and CGS account 4026.

**Note:** When entering data into the main screen of a JOS, you will now be asked to complete field 27 - Order Type, which will be validated against the following Order Type options:

1. PRODUCTION – For Production / Equipment installation jobs
2. SERVICE – Service and Repair jobs
3. WARRANTY – Warranty jobs