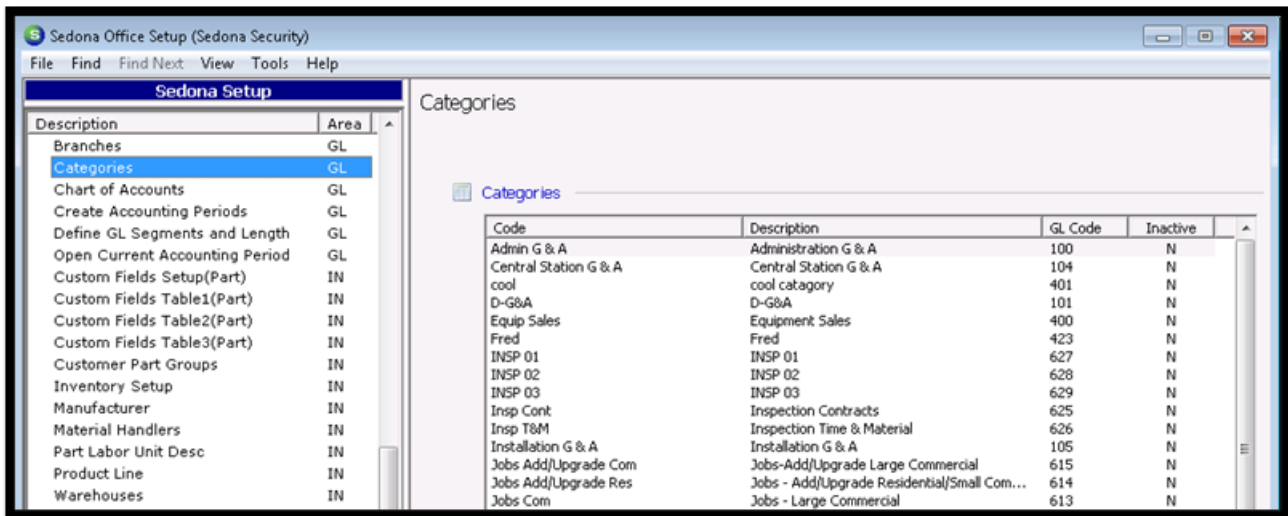


# Invoice Categories in Sedona Office

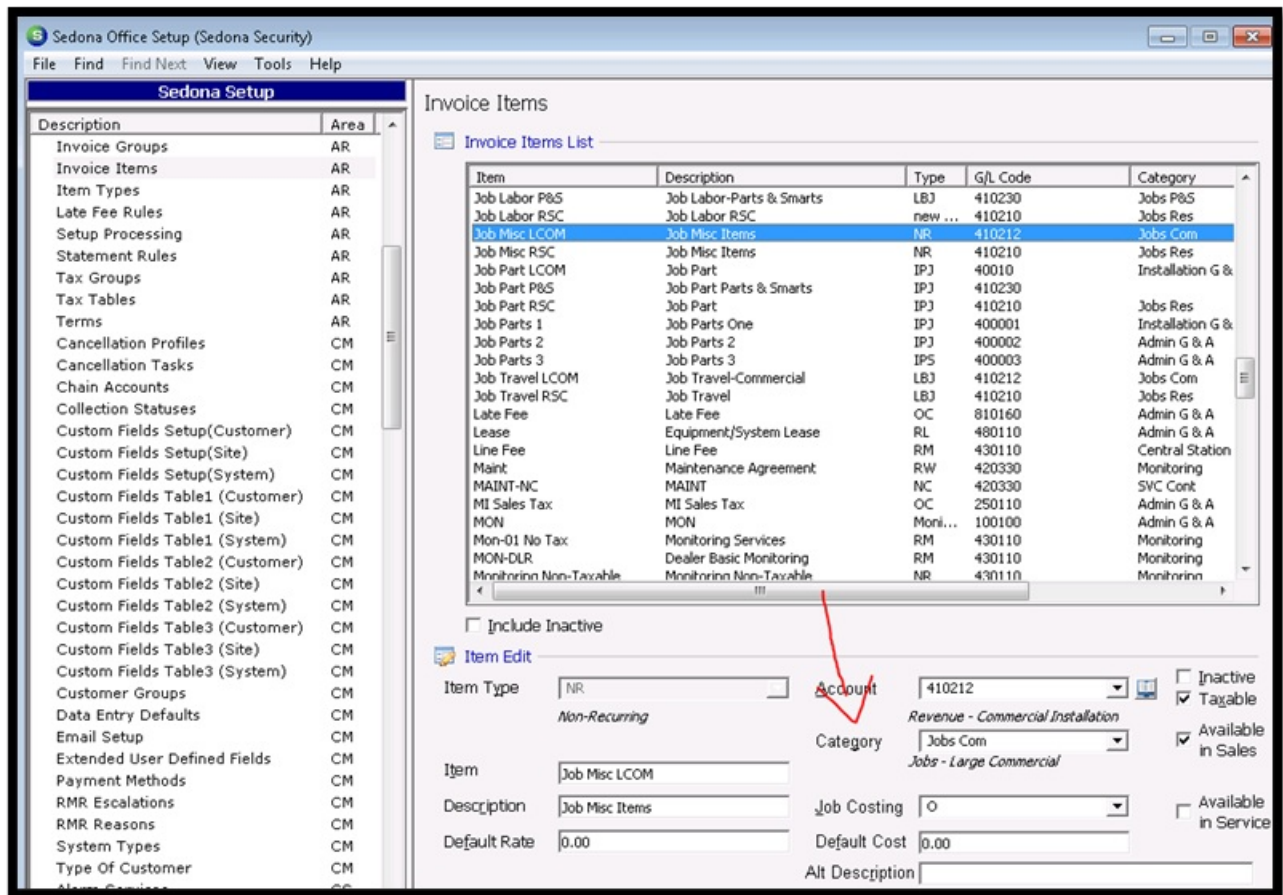
12/28/2023 2:44 pm EST

Categories are different aspects of a business for which expenses are incurred and revenue is earned. All expense and revenue entries are assigned a category in the GL so that reports can be run to see, not just the profit/loss of the overall business, but the profit/loss of each business category as well. This means GL entries for all invoices in SedonaOffice must have a category assigned.

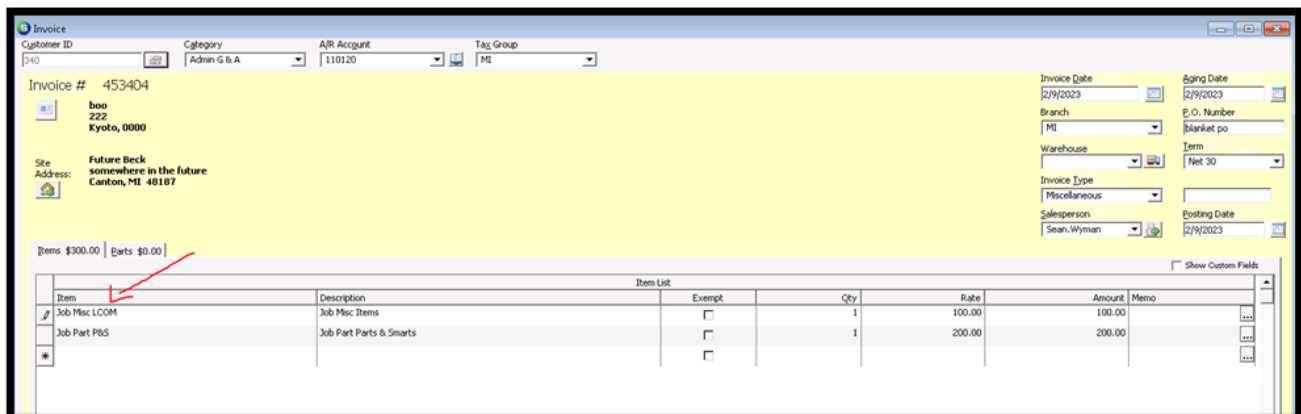
Users create the categories for their SedonaOffice database in the SedonaSetup - Categories setup table.



These categories can then be assigned to each individual invoice item in the SedonaSetup - Invoice Items setup table.



When an invoice is created, a category is added to each revenue line in the associated journal entry, based on the invoice item used.



Journal Entry

Register No. 805704      Register Type: INV

Journal Information

Branch: MI  
Date: 2/9/2023  
Primary Account: 110120  
Reference: AR Installations  
Reference: 453404

Show Job Costing     Show Branches

Account	Description	Debit	General Ledger	Memo	Branch	Category
110120	AR Installations	318.00	Credit	Credit on Account	MI	
410212	Revenue - Commercial Installation			100.00	MI	Jobs Com
410230	Revenue - Parts & Smarts			200.00	MI	Jobs P&S
250110	Sales Tax Payable-Michigan			18.00	MI	

Users do not have to assign a category to each individual invoice item. If an invoice item has no category assigned, the system will instead use the category assigned at the top of the invoice. This category defaults into the invoice and can be edited by the user.

Invoice

Customer ID: 340    Category: Admin G & A    A/R Account: 110120    Tag Group: MI

Invoice # 453404

boo  
222  
Kyoto, 0000

Site Address: Future Beck  
somewhere in the future  
Canton, MI 48187

Invoice Date: 2/9/2023    Aging Date: 2/9/2023  
Branch: MI    P.O. Number: Blanket po  
Warehouse:    Term: Net 30  
Invoice Type: Miscellaneous  
Salesperson: Sean Wyman    Posting Date: 2/9/2023

Items \$300.00 | Parts \$0.00

Item	Description	Exempt	Qty	Rate	Amount	Memo
Job Misc LCOM	Job Misc Items	<input type="checkbox"/>	1	100.00	100.00	
Job Part P&S	Job Part Parts & Smarts	<input type="checkbox"/>	1	200.00	200.00	

Which category defaults into the top of the invoice depends on the invoice type.

## Category Defaults by Invoice Type


**Cycle invoices** use the category manually selected by the user on the cycle batch screen.

**S** Cycle Invoicing Process X

**Cycle Information**

Cycle	1414	Amount	1,415.91
Month	April 2023	Count	1
Invoice Group #	None	Thru Day	1
Created	2/10/2023		
Description	01-Apr-23 - Elizabeth Arrington		

**Invoice Information**

Category 

AR Account 110120

Use Customer Terms

Terms Due On Receipt

Invoice Date 4/1/2023

Invoice Description

**Service invoices** use the category shown on the front of the individual service ticket.

Ticket #9784

Ticket Central Station

Service Ticket
Custom Fields
Appointments and Labor
Billing
Documents (0)
Equipment and Parts
Journal
Notes (0)
Other Items
Purchase Orders (0)
Service History
Ticket Log
Ticket Group
Legal

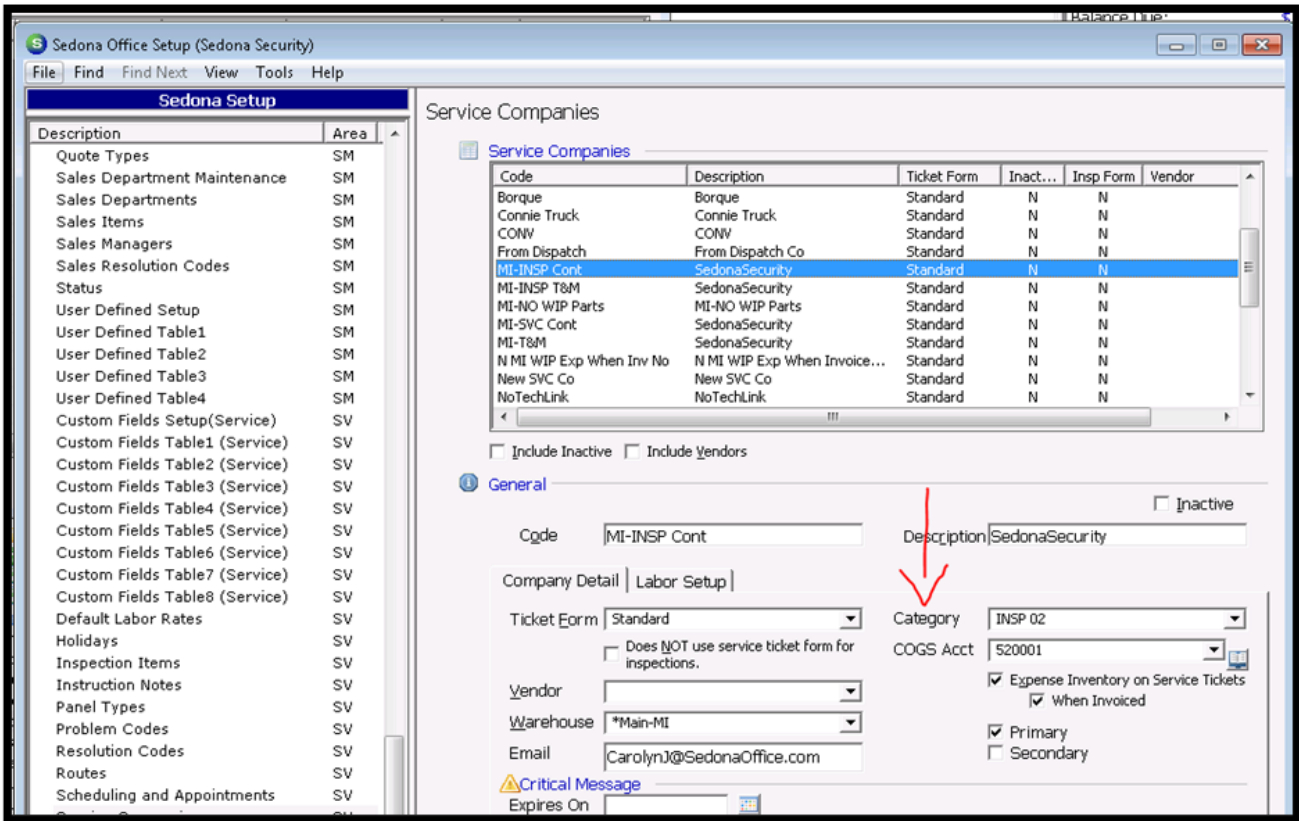
Go To

Customer: 2007 Long, Julia  
 Site: Long, Julia Test  
 111222 Colebrook St  
 Cleveland, OH 44110  
 Created: 2/10/2023 6:56 AM  
 Created By: Administrator  
 Status: Closed  
 Resolved: 2/10/2023 9:56 AM  
 Contact: [Dropdown]  
 Phone: [Text] Ext: [Text]  
 Notify: [Text] [Icon]

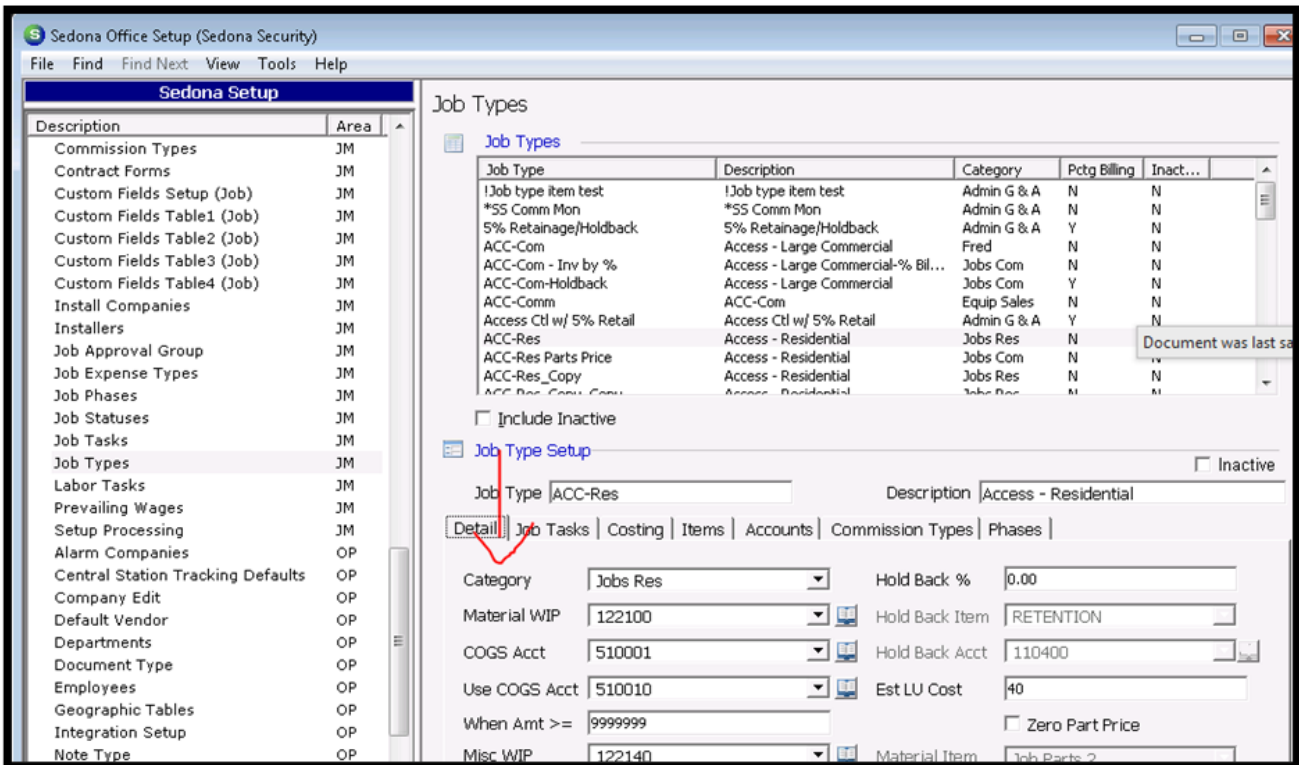
**Site and System Detail**  
 System Account: 17722  
 System Type: Intrusion  
 Panel Type: [Text]  
 Location: [Text]  
 Next Inspection: [Text]  
 Site Phone: [Text]  
 Map Code: [Text] Timezone: [Text]  
 Cross Street: [Text]  
 Warranty: 90-P 30-L  
 Warranty End: Expired  
 Memo: [Text]  
 Comments: [Text]  
 Notes: [Text]  
 Secondary Account: [Text]  
 Keys: [Text]  
 Service Company: MI-INSP Cont  
 Service Level: T&M-Res  
 CS System Link: [Text]

**Ticket Detail**  
 Problem: Add Equipment  
 Secondary Problem: [Text]  
 Route Code: [Text]  
 Expertise: 3  
 Priority: Medium  
 Estimated Length: 120  
 Comments: [Text]  
 Service Coordinator: [Text]  
 Technician: [Text]  
 PD #: [Text]  
 Category: INSP 02  
 Resolution: 11 Insp Decl-Billable  
 Use Payment Information On File: [Text]  
 None  
 Bank (0)  
 Credit Card (0)

The category on the front of the ticket can be manually edited, but defaults in based on the category assigned to the ticket's service company in the Service Company setup table.



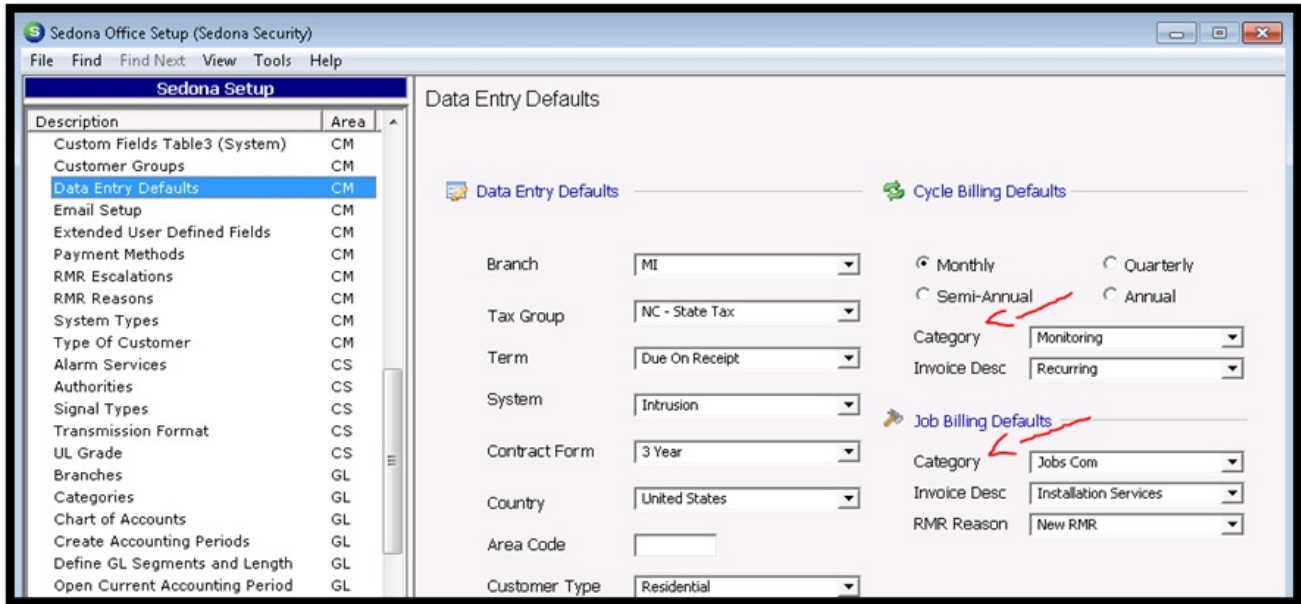
**Job Invoices** use the category assigned to the job type.



**Miscellaneous invoices** default in their categories to match whatever category was assigned to the last invoice the user created.

## Outdated Setup Fields

The following category setup fields are outdated and no longer in use -



Sedona Office Setup (Sedona Security)

File Find Find Next View Tools Help

### Sedona Setup

Description	Area
Quote Types	SM
Sales Department Maintenance	SM
Sales Departments	SM
Sales Items	SM
Sales Managers	SM
Sales Resolution Codes	SM
Status	SM
User Defined Setup	SM
User Defined Table1	SM
User Defined Table2	SM
User Defined Table3	SM
User Defined Table4	SM
Custom Fields Setup(Service)	SV
Custom Fields Table1 (Service)	SV
Custom Fields Table2 (Service)	SV
Custom Fields Table3 (Service)	SV
Custom Fields Table4 (Service)	SV
Custom Fields Table5 (Service)	SV
Custom Fields Table6 (Service)	SV
Custom Fields Table7 (Service)	SV
Custom Fields Table8 (Service)	SV
Default Labor Rates	SV
Holidays	SV
Inspection Items	SV
Instruction Notes	SV
Panel Types	SV
Problem Codes	SV
Resolution Codes	SV
Routes	SV
Scheduling and Appointments	SV
Service Companies	SV
Service Levels	SV
Service Ticket Message	SV
Setup Defaults	SV
Technicians	SV

### Service Setup

General Setup | GL Setup | GL Accounts for Misc Expense

**General**

Default Service Co.

Next Ticket #

Ticket Printing  Print the System Account on Service Tickets

When Printing Tickets, break out the Trip Charge on the Summary

Note Access Level

Disable Service Routes

Schedule By  Technician Expertise Level  Routes

Next Inspection At

**Warning Message Setup**

or more dispatches within the last  days

**Maintenance Contracts**

Warranty Type

Service Level

**Invoice Defaults**

Invoice Category

Invoice Description

Parts Item Code

Auto-Create Invoice Number

**Prospect Defaults**

Lead Source

Lead Source 2

Status

Sales Department