Warranty Rework

>This document will outline the preferred way to handle warranty rework, the first part is the setup of the required accounts and the second part is the actual process.

Accounts Setup:

Clients:

- 1. Clients New.
- 2. Client Name = Warranty Rework.
- 3. Change Private to Business.
- 4. No other details need to be utilised
- 5. Click OK to save Rework client.

Chart of Accounts:

- 1. Lists Chart of Accounts New.
- 2. Account = Warranty Rework.
- 3. Sub account of = Operating Expenses.
- 4. Click OK to save.

Processing Warranty Rework Step 1:

Create a job for the client as normal enter all service/labour and parts required for the warranty rework, close the job as normal, allocate labour etc. at the job close report screen click on the Charge to button and choose the Warranty Rework client click OK to close and save the job.

🔮 Close job	🔮 Close job
Charge to Sydney Tong	Charge to Warrenty Rework
Closing date 18/10/24	Closing date 18/10/24
Job update	Job update
Standard Invoice Client Balance before job: \$242.00 Job Retail: \$1,471.35 Client Balance after job: \$1,713.35	Standard Invoice Client Balance before job: \$0.00 Job Retail: \$1,471.35 Client Balance after job: \$1,471.35
Labour allocation Service reminders	Cabour allocation
Se Make payment	Se Make payment
Invoice	Invoice
Print Email Include checklists Hide fixed price parts	Print Email Include checklists Hide fixed price parts
Cancel	Cancel OK

Warranty Rework

Step 2:

Click on Admin – Journal Entry, fill out journal as per sample below.

© Journal entry				×
Date 21/11/24 Ref. <new> Memo Recurring Next</new>			^ ~	
Account	Name	Debit	Credit Tax o	ode Tax amt
Accounts Receivable	Warranty Rework	\$0.00	\$184.70	\$0.00
Operating Expenses - Warrenty Rework		\$184.70	\$0.00	\$0.00
		Incated amount	\$0.00	
Cancel Cancel	Delete		•••••	• • • •

Click OK to save the journal entry.

Step 3:

Click on Activities – Receive Payment choose client Warranty Rework.

lient W	arranty Rework				Amount	\$0.00	Date	21/11/24		
	Include sub-acc	ounts			Media	Unapplied credits $ \smallsetminus $				
Pa	yment terms	Cash on deliver								
α	rrent balance	\$1,283.05								
Ur	allocated	¢0.00			Account					
01	allocateu	\$0.00			Account					
					Record					
Date	Inv#	Client/Company				Value	Paid	Balance	Payment	
21/11/24	157	Warranty Rework				\$184.70	\$184.70	\$0.00	\$184.70	
8/10/24	74	Warranty Rework				\$1,471.35	\$188.30	\$1,283.05	\$0.00	E
1/11/24	Journal 17	Warranty Rework				-\$184.70	-\$184.70	\$0.00	-\$184.70	k
A	located	\$0.00	Remainder	\$0.00			Auto-a	pþy	Rese	ət

Both the warranty rework job and the journal entry will be displayed click on Media and choose Unapplied Credits click OK to close and save.

Process Completed.