

## Jonas Software

### Executive Summary

Jonas Software, current version 11.0, written by Gary Jonas Computing Ltd. (Jonas) is an easy-to-use, fully integrated system, specifically written for the construction & service industry. Jonas is fully Windows 95, 98, 2000, NT, ME, XP, and Novell compatible, making full use of 32-bit technology.

Jonas Software is available in a modular format. The modules available are:

- Job Cost
- Change Order
- Equipment Management
- General Ledger
- Accounts Payable
- Sub-Contract Payables
- Accounts Receivable
- Payroll (Canadian & American)
- Purchase Order
- Inventory
- Service management
- ODBC
- Master Generator
- Report Generator
- Mobile Jonas
- Executive Assistant (Document Management)
- Procurement
- Executive Dashboard
- Silent Partner

Jonas is well suited for both the specialty trades and general contractors.

Product pricing varies by dealer, due to dealer services included. The base price of the core modules (general ledger, job cost or service, accounts payable, accounts receivable, payroll) starts at \$8,000. Prices of add-on modules range from \$500 - \$2,500.

Jonas is available from a network of dealers throughout North America. Each dealer provides training (on-site and on-line) with the sale, and additional training time can be purchased. Annual support and maintenance includes all upgrades with support available 24/7. There is also an easy auto-update feature available on line.

### Systems Features

#### Pros

- User-defined fields in all modules
- Flexibility in report printing and selections
- Strong detailed levels of security
- Graphics
- Web Enabled
- Easily interfaces with third party products

Setting up Jonas is very easy. Each module has a set of parameters that must be filled out in order to activate that module. Included with the software is a manual and a tutorial workbook. Data entry is consistent from module to module. Each module includes the ability to add records on the fly to other modules. All transactions offer real time posting to the modules. Parameter settings ensure job cost, service, accounts payable; accounts receivable and general ledger postings stay in balance.

Security is available on a function (menu basis) within each application. Jonas menus are automatically changed to only show the functions that an individual is authorized to use.



All pre-defined reports can be displayed, printed, faxed, or emailed.

Jonas has a powerful report generator built into each module. A wide range of selection criteria is available for each report. The end user can also use the ODBC driver to directly access the records in Jonas, and custom write their own reports. The reports can be saved and exported to a variety of spreadsheets and databases. Other Windows



External estimating packages easily interface with the Jonas import function. The user need only identify the data to transfer to the job.

Jonas allows you to see the true labor cost by posting actual labor burden, in addition to direct wages to job cost. The burden is predefined to include all payroll taxes; workers compensation and general liability insurance, union fringes as well as other company paid benefits established in payroll. In addition, the user also can choose a percent of burden to use, either by itself, or in conjunction with the actual. This would be a percent of actual labor dollars. The user can also choose to allocate indirect costs as a percent of one or more of the cost types, for example, material, equipment, labor, subcontracts, etc.

Subcontractors are tracked through accounts payable and job cost, using a setup in job cost. Subcontractor retention percentages are set through the Subcontract module.

Jonas allows the user to copy from one job to another, even if the jobs are different formats. Billing line items for a schedule of values is defined at the phase level in the job setup. Jonas handles time and material billings, AIA, Contract, Unit, and unformatted billing, through the accounts receivable module.

Jobs are either active or inactive, allowing the system to screen out the closed jobs, but maintaining the data.

### **Job Cost Transactions**

Job cost estimates can be entered for each cost distribution or can be duplicated from another job (or master job) template. Users can duplicate the phases and or categories from this template.

Users will normally enter the transactions in a source module. All transactions are posted to the general ledger in either a detail or summary format through one of the modules, either from Accounts Payable, Accounts Receivable or Payroll. When making adjustments between jobs or to the wrong phase within a job, or to the wrong period, a single transaction is required. The user can either use a general journal entry to make the correction or use the module that was originally used to correct the error.

### **Change Orders**

User definable fields and extensive note capabilities make the change order system flexible. Pending, Approved, and Denied change orders both internal

and customer are accounted for. Change orders are easily edited and changed as the job demands. They can be printed for the approval process. Change orders are tracked as they progress through the issue and approval stages and from delivery to the architect, customer, and subcontractor. Reports can be obtained showing pending, approved and denied status.

*Job cost with drill down*

### **Inquiries and reports**

Jonas offers many standard reports, most of which can be broken down by either a posting date, posting period, cost type, job number, cost item, category, or active/inactive.

These sorting criteria are available on most of the standard reports. All summary reports have a drill down feature to the original entry.

Job analysis provides the opportunity to view multiple selected reports for a single job rather than having to specify a job for each report you wish to print.

Percentage of completion is calculated at the cost distribution level. The software compares the budget for each line item to actual costs, and figures the percent complete from there, including costs remaining. This can be overridden in an entry screen. One of the strengths of Jonas is the ability to run reports from prior periods, and have the data reflect just that information. This enables a user to re-run a report when needed and use it in reconciling to the general ledger.

## Accounts Payable

### Pros

- Flexibility in selection of invoices to pay
- Workers compensation expiration date warning
- General liability explanation date warning
- Subcontractor Payables

Posted entries of both costs and quantities can automatically update job cost, inventory, purchase orders, and can be batch posted to the general ledger. The payment process can be done either manually or by selection criteria. The module offers standard vendor reports.



*Subcontractor Payables*

### Vendor Master File

Vendor payments, purchases and workers compensation deducted is tracked on a yearly basis. Default payment terms and general ledger account numbers can be assigned to each vendor, as well as discount and 1099 information. The system also tracks if the vendor is a supplier or subcontractor. User defined fields are available in the master file. The system prompts the user for a worker's compensation expiration date and general liability insurance and warns you when this date has expired (a feature not found in many systems).

For those companies that have an arrangement with their state to pay sales and use tax directly, Jonas provides Direct Pay features that will keep track of sales and use taxes by taxing authority.

### Invoice Entry

Invoices can be entered in batches or individually. The posting period will default to be the month of the invoice, but can be overridden. Invoices can be posted to multiple posting periods in the same batch. Each invoice can either be payable, on hold, or a credit memo. Each purchase order can be accessed by accounts payable. If receiving is not done in the inventory control module, it can be done in accounts payable. When applying a voucher to a purchase order there is now an option to receive and invoice all items.

Each invoice can be sent to an unlimited number of jobs and cost distributions as well as general ledger accounts. The system will default to the purchase order for job information, and the vendor master file for default general ledger accounts, and verifies that the codes match the defaults set up. It is possible to override the defaults. In addition, the system will not permit you to enter an invoice if the same invoice number exists in open payables or vendor history. The system will also warn you if you try to enter line items to be posted to a non-"related-to" account (such as posting job transactions to the wrong cost type).

Vendor information fills in the middle part of the screen with the purchase discount, retention percentage, and the workers compensation to be withheld.

The system will keep track of the different posting periods that the invoices are being sent to, and when the batch posting report is run, it will update all periods. If a temporary vendor is needed, you type a "miscellaneous" code to enter the needed information without setting up a "real" vendor. You can also setup a joint check in the entry process.

Recurring invoices can be set-up and posted on a period-by-period basis to the general ledger and job cost.

### Payments

Jonas provides a lot of flexibility in the selection of invoices for payment. Invoices may be selected by all vendors, range of vendors, specific vendor, jobs, subcontractors vs. suppliers, specific voucher, by discount dates or by due dates. You may force the system to take the discount even if the discount date has expired. You can also choose whether or not to pay retention, or how much retention to pay. In the selection screen, you can choose to issue joint checks by invoice, and still use temporary vendor information. This system also allows partial payment

to vendors and prints lien waivers (partial and final) for suppliers and subcontractors.

Once invoices are selected, the system allows the user to print a cash requirements report, either to a printer or to the screen.

When the checks are printed, the system prompts for a posting period to be selected. The default is the current general ledger period. A check register may be printed after the checks have been posted. You may have multiple checking accounts, and can print from one account at a time. When checks are printed they can be sorted by vendor name or vendor code.

History is maintained for all vendors and vouchers, until deleted by date. You can run paid invoice reports by job or vendor, and include unpaid invoices. When a check register is run to screen, you can drill down to the original invoice entry.

### Inquiry and Reporting

A variety of options are available for reporting on open payables. You can run the reports by job or by vendor and then select other selection criteria. History is maintained on the system until the user decides to delete it.

The open payable reports can be run with either a cutoff period, or cutoff date to assist the user in reconciliations at month end. Aging periods are pre-defined in the system. Reports are available in a detail, summary or totals only format.

In addition to open payable reporting accounts payable includes a cash flow report, showing open payables by vendor shown in day increments for the next 30 days into the future. With Version 11.0 the cash flow reporting has been enhanced to include projections of inflows from AR, outflows from AP showing the projected cash balance for the month.

Since subcontract control features are maintained in accounts payable you can also obtain a subcontractor report in detail or summary and a committed cost report.

## General Ledger

### Pros

- Custom financial statements are easy to produce
- Post in summary or detail by account
- Financial Center

### Cons

- Transaction posting not date sensitive

	This Month	Last Month	YTD	Year To Date	Last Year To Date	YTD
<b>INCOME STATEMENT:</b>						
Revenue	-183	0	0.0	-183	0,762	-187.0
Direct Expenses	-49,719	0	0.0	-49,719	2,797	397.0
General Expense	-49,719	0	0.0	-49,719	0	-49,719.0
Indirect Expenses	0	0	0.0	0	-11	-180.0
Other Income/Waivers	0	0	0.0	0	0	0.0
Net Income	-49,719	0	0.0	-49,719	4,452	-487.0
<b>BALANCE SHEET:</b>						
Net Income to Date	4999.00	0.00	0.00	4999.00	45.00	
Gross Profit to Date	3999.00	0.00	0.00	3999.00	35.00	
Direct Exp. to Date	-3999.00	0.00	0.00	-3999.00	34.00	
<b>CASH FLOW STATEMENT:</b>						
Cash Sales	0.00-1	0.00-1	0.00-1	0.00-1	0.00-1	
Current Sales	0.00-1	0.00-1	0.00-1	0.00-1	0.00-1	

The general ledger is the backbone of the Jonas accounting system. Job Costing and the general ledger are on the same level. Transactions from each module update the general ledger and job costing. One useful feature is the ability to work in multiple periods. Payroll can be in one period and the general ledger in another period. Using parameters you can control the number of periods forward or backward which may be posted. Reports can be sorted by posting date or source code.

### Chart of Accounts

A maximum of 14 characters are available when defining your G/L chart of accounts and your department codes. The size of the account number as well as the number of characters for the department codes are completely user definable. Each account is defined as a financial statement type, for example, asset, liability, equity, sales, cost of sales, expenses, etc. Each account can be set-up as either a summary or detail posting. Reports can be selected based on Active, Inactive, or All.

Budgets can be set-up on either a monthly basis, or a yearly basis. If the yearly basis is used, the system will automatically allocate the budget equally over all of the periods.



### Benefits and Deductions

Jonas provides the ability to compute benefits and deductions for unions and workers' compensation insurance based on a variety of different methods, such as a rate per hour, percent of gross, percent of net, or fixed amount per pay period. Miscellaneous deduction and fringe amounts are entered at the employee level.

Jonas tracks hours worked by risk category and will calculate and report on worker's compensation insurance premiums. Payroll does not allow for entry of a modification factor or premium discount. It will also calculate general liability insurance premiums. Both workers' compensation and general liability risk categories can be tied to either the job or the employee. If they are tied to both, then the job will take precedence.

### Payroll Processing

Timecards can be entered by the employee or by the job. There is a non-job entry screen available for non-job employees. Time can be entered as a variety of types, regular, overtime, double-time, sick, vacation, holiday, other, and non-taxable. The non-taxable method allows the employer to reimburse an employee on his paycheck, without affecting payroll tax computations. Job types are established by the system and cannot be modified by the user.

Time entry can include equipment and associated costs for the job, the operator's gross pay and related burden. All this will update the job master. You can also select an hourly billing rate for that piece of equipment used to update time and material billing information.

After the time has been entered, there are several reports available to proof the distribution of the costs and hours to the employees and jobs. Once the proofing has been done, the payroll register is run. This calculates the taxes for each employee, and figures out the tax deposit that is due. If this is a termination batch, then the user changes a field, and the report will only print for the employee or employees selected. After the payroll register is run, the checks are printed. There are options that can be set up in the parameters to have employees' social security number and payroll period dates printed on the check stub. After the checks print, the system prompts the user if the checks printed okay, and asks for permission to post.

Since each deduction and fringe posts the expense to different accounts by payroll department, it does not

require additional allocation of payroll taxes and fringes. Gross payroll, hours and quantities are posted to job cost files along with the labor burden after the payroll checks are processed. Earnings and taxes are updated for each employee during posting. Payroll checks can be voided in any past period and manual payroll check adjustments can be easily prepared.



*Payroll Processing Screen by Employee*

### Inquiries and Reports

Jonas has a broad selection of reports available. Most of the state and federal reports are available on a quarterly basis. The workers' compensation reports are available by a date range, and a code selection. The system will also report the W-2's on both forms and magnetic media.

Certified payroll reports are available for any period that the user needs to specify on a weekly basis. The only requirement is that the job was set up as certified before the payroll was run.

There is a month, quarter, year to date report available for each employee. Complete date sensitivity is available throughout the payroll module, providing the ability for all prior pay periods to be recalled. History of fringes and deductions are maintained on each employee.

Union reports are available with a date selection, and either detail or summary format.

## **Accounts Receivable**

### **Pros**

- Flexible billing methods
- User-defined fields
- Unit billing available
- Invoices can be emailed

### **Cons**

- Does not automatically generate accounts payable invoices and payments

Billing is performed with Jonas's accounts receivable module. Six basic types of invoicing are available, time and material, AIA, Contract, Unit, Freeform and batch. Accounts receivable also can accommodate payments, adjustments, and retention. Sales and Use tax files are set-up in the accounts receivable module for use by the other modules.

Change orders for AIA and Contract billing is entered through here, so that the invoice correctly reflects the change order.

### **Customer Master File**

The system will track month to date, year to date, previous year's sales, and last payment date. Statements can be printed, and finance charges generated. The customer master file also has two discount types available, trade and finance. The retention percentage is not set up here, but rather job by job. When you enter a zip code in the customer or site maintenance city field the complete city, state and zip is automatically entered. A separate table is available to track sales representatives.

### **Data Entry**

Jonas provides the option of manual invoice numbering or automatic invoice numbering in some forms of billing, but not in others. Customer numbers can be defaulted from the job set up.

Prior to working on the AIA invoice, you can obtain an AIA worksheet listing all of the amounts, and percent complete by phases previously billed. Space is available on the worksheet for the project manager to simply enter the amount or percent that is to be billed for the current period. Contract billing is done exactly like the AIA, but the schedule of values does not print. Information from the worksheet can easily be entered into the system via either a percentage complete or dollar amount of work done this period. You must update the period date for each billing.

Retention can easily be computed based upon a percentage established for each phase in job cost.

Time and Material invoices can be used to bill a job for the dollar amount of labor and materials. Multiple line items can be billed per phase. This billing can be pulled in from job cost, with edit capabilities before creating the invoice. Once the billing is created, you can use the freeform invoice screen to finish the bill. Markup percentages can be established at the job level. The job file can have standard bill rates to expedite billing.

Unit billing allows the user to bill based on quantities in place. This is especially helpful for the heavy highway contractor, whose job costing is based on units. This information will also update the percentage complete.

Non-job billing is handled through the Freeform invoice entry, and is very similar to time and material billing. In addition, non-job invoices can be used to bill for items sold out of inventory. When billing inventory items, the system will default to the description and unit price of the item. The inventory is automatically relieved at this step.

Invoices can be printed an unlimited number of times prior to and after posting. AIA invoices are printed on preprinted forms. All other invoices can be printed on plain paper or pre-printed forms.

Cash payments can be applied to a specific invoice, or to on account. Apply payments screen shows customer balance, name, phone number and address. In the applied payment screen there is an ability to adjust an invoice.

### **Inquiries and Reports**

On-screen inquiry of open receivables and paid customer history is available by customer. Aged trial balances are available by customer or by job, in detail, summary or totals only. The aging periods are controlled by the system. Other reports include a sales register, which can be run several different ways. Statements can also be printed by customer.

History is maintained for all customers until deleted up to a certain date. However, you can choose to delete various types of data, invoices or payments.

## Service Management

### Pros

- Schedules different types of work in vivid colors
- User Defined Dispatch Boards
- Allows for assignment of employee to work order
- Allows for maintenance schedule for customer's equipment
- Generates scheduled work orders

Jonas allows for the scheduling of repairs needed without forcing the user to create a job. The system also enables tracking of scheduled maintenance for customer's equipment as well as warranty tracking. Customers, jobs, sites can all be entered without moving in or out of the work order program.

### Data Entry

The user creates a work order that includes pertinent information such as: customer, date requested, date required, purchase order number, who promised the work, and a description of the work to be performed. Estimated time to complete a service call is requested per work order. The total time scheduled per tech is shown on schedule board. The user then assigns the work order to a service employee and schedules the date to perform the work.

After the work order is finished, an invoice is created to update accounts receivable. The system allows for a variety of invoice types including: contract billing for service contracts, work order, and freeform invoices. During billing, (entering work to a work ticket), warranty information and aging of customer's accounts receivable is available. Multiple work tickets may be added to a single invoice. Cash receipts may be recorded when entering work from a work ticket. The system takes care of all postings and prompts for correct GL period.

Jonas includes a warranty tracking system. Warranties are maintained by "type of warranty". For example: parts only, labor only, etc. Warranties may have multiple user definable fields. Special notes may be maintained for each warranty and accessible from the warranty report.

## Inquiries and Reports

Jonas has a wide selection of reports available for the user. The reports include unscheduled work orders, customer histories, equipment histories, site histories, contract and equipment master reports, scheduled services, contract expiration report, and a work order report. Profitability reports are available by technician, site, customer and work order.

## Equipment Costing

### Pros

- Preventive maintenance scheduling
- Updated by time card entry
- Can set billing and costing rates per piece of equipment
- Equipment Center

The screenshot shows a software window titled "Equipment Costs" with a tab for "Equipment Costs". The form contains the following fields and values:

- Company: [Dropdown]
- Equipment No.: 101234
- Description: Caterpillar 225 Backhoe
- Category: BACK Backhoe
- Make/Model: 225A
- Serial No.: 60226014-34
- Estimated Time: 2
- Warranty: 3 Year
- Date Purchased: 11/22/2008
- Purchased from: Business Transfer & Equip
- Purchase Value: 100000.00
- Date Sold: N/A
- Sold To: [Dropdown]
- Proceeds: 0.00
- Original Value: 25,000.00
- Equip's Rate: 30.00
- File Dept Est Life: 8 (Yrs)
- Estimate/Dept: [Dropdown]
- Est Class: 10
- Whisked In: [Dropdown]

Buttons on the right side include: OK, Undo, Delete, Print, Add Data, New Costs, Attach To's, Export To, and Help.

### Equipment

The equipment costing module tracks the revenue generated by the piece of equipment, as well as the costs. This allows the user to decide if the piece of equipment is costing more than the revenue it is generating.

These costs can be accumulated in the accounts payable module and posted to each individual piece of equipment. In payroll, the hours of usage are calculated and the appropriate revenue and costs for the use is sent to the job. Certain types of inventory adjustments can also be posted to the equipment module. The user can directly affect the job cost in the equipment module.

Service schedules are tracked by piece of equipment with inquiries available on service history and future service scheduling. The service schedule can be established based on the miles of use, hours of use or date for service.

For each piece of equipment you can establish equipment codes that are the operations that are either done to, or by the equipment. There are three types of equipment codes available: revenue, cost to own, and cost to operate. These codes determine how the equipment transactions are posted to general ledger and job cost. Revenue codes are used to post an equipment-billing rate to the job and to a customer-invoicing file for T&M billing. *Cost to own codes* capture actual equipment cost transactions from accounts payable, payroll and inventory.

This module comes with four standard reports to track the costs for each piece of equipment. The equipment list will show basic master file information relating to the equipment. The Equipment Usage report is used to print the detail postings to revenue codes while the Equipment Cost Report includes detail transactions to cost to own and cost to operate codes. An Equipment Cost Summary report is also available.

A scheduled service report is available in summary or detail and includes the next service, last service and current status of hours, miles and date by service code.

### **Inventory Control**

#### **Pros**

- Multiple pricing levels
- Flexibility in tracking to multiple locations and warehouses
- Ability to purchase and sell in different units of measure

Inventory is integrated with job cost, accounts payable, accounts receivable, equipment costing and purchase orders. Invoices entered directly into accounts payable can be posted directly into inventory. Purchase orders can be written to purchase inventory without a job. Billings entered into accounts receivable can also be posted to inventory. The inventory database is available to the work order system.

#### **Item File**

Up to 15 alphanumeric characters are available for defining item numbers. Items can be assigned a secondary item identifier, a class, unit of measure, minimum reorder point, unit cost, six resale prices, and a primary vendor. The inventory can be bought in one unit of measure, and sold in another, for example, 1 box of bolts to purchase, but 1000 bolts to use. Inventory provides the capability of storing items in multiple locations and multiple areas within locations

#### **Data Entry**

A number of different transactions are possible within the inventory module. You can receive items into inventory, transfer them to multiple locations, sell or adjust inventory, or place inventory on a job site. You can also transfer material from a job site back to a truck or warehouse.

#### **Inquiries and Reports**

An on-screen inquiry allows you to view current data, regarding each item, such as quantity on hand, average cost, and total value. This same information is available for each location and area for contractors that store inventory in multiple locations.

Standard reports include inventory history listing all transactions for a single item, range of items, all items within a given class or by job. A stock status report provides a listing of quantities on hand, while a purchasing has an under stock report to list items below the minimum quantity. Other reports include a physical count worksheet and inventory valuation (using the average cost method).

### **Purchasing/ Purchase Orders**

#### **Pros**

- Entry of receipts not required to process purchase orders
- Handles backorders
- Multiple vendor pricing
- Multiple purchase orders can be created from a master pull list.
- Shares database with inventory

#### **Cons**

- Can not set purchase orders as inactive



*Pull List*

The purchase order module enables users to create purchase order(s), from a material list, which can be shopped between multiple vendors for the lowest pricing. Pull lists can contain non-inventory items.

It is easy to work on receipts and inquire and report on purchase orders. Invoice entry transactions entered in purchase orders can be automatically transferred to accounts payable. Information from inventory allows the user to purchase in one unit of measurement and maintain the inventory in another unit. Inventory does not have to be active to use the purchase order module.

#### Data Entry

Header information such as purchase order description, category, shipping terms and address, purchase order number is entered on the first screen. Vendor address and other related information is automatically transferred from the accounts payable vendor file. The ship-to address defaults as the job address for job purchases, and company address for all others.

#### Inquiries and Reports

Reports available include an under stock report for when items need to be ordered based on minimum quantities specified, on order, status report, an expediting report, and a purchase order balance report. All of these reports have a variety of ways to be selected, purchase order number, vendor, job, date, and specific options available.

Outstanding purchase orders are listed as committed costs. Outstanding subcontract orders are listed as committed subcontracts.

## Mobile Jonas

Mobile Jonas is Jonas's field force mobile application. Mobile Jonas uses wireless transmission from a tablet, PDA or laptop to offer remote dispatch of Work Orders to field technicians. Rather than having the technician come to the office daily to pick up his work tickets, Mobile Jonas allows field technicians to be dispatched wirelessly which allows the technician to more productive by providing the technician with the Work order ticket which includes the customer's address, and problem description. The technician is able to do the work and apply the costs to the ticket get customer sign off and ultimately produce an invoice on site that the customer can pay from. Mobile Jonas provides you with a single source entry, and also provides more ownership to the technician.



*Mobile Jonas*