

Void a Work Order

Last Modified on 10/18/2023 10:08 am EDT

A work order may be voided if necessary. Typically, this option is used if the work has been canceled, but you still want to keep the history associated with the work order.

If there are any scheduled appointments that have not been fully dispatched, you will need to complete the dispatch or delete the appointments before the software allows you to void the work order.

To void a work order, access the work order from the customer record or by selecting the work order from Accounts Receivable > Work Orders > Open Work Orders tab.

Once the work order is open on your screen, click the Edit button at the upper right of the page.

Work Order 2556

Wood, Emily - 3719 Emily Wood Burglar Alarm - 9173-01

Service Fee	\$85.00	Labor	\$0.00	Est Tax	\$0.00	Total	\$0.00
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Type	Service Call	Salesperson	Dan Brown
Requested By	-	Sales Package	-
Phone	7342584646	Service Level	SVC T&M RES
Email	emilylwood@gmail.com	Base	85
PO Number	-	Increment	15
Proposal	-	Labor	75
Work Order Date	March 30, 2022	Bill After	30
Next Appointment	-	Warranty Labor	Labor - 1 Year
Technician	-	Warranty Parts	Parts - 1 Year

Appointments: 1 Items: 1 Parts: 0 RMR: 0 Billing: 0 Notes: 0 System Parts: 0 System Notes: 0 Zones: 0 Purchase Orders: 0 Site Work Order History: 0 Documents: 0 General Ledger: 0 Part Ledger: 0

Appt #	Appointment Time	Last Activity	Status	Technician	Est Length	Billable Min	Break Min	Labor
No records available.								

0 - 0 of 0 items Refresh

The work order is displayed in edit mode. At the upper right of the page, click the Void button.

< Work Order 2563

Save Cancel **Void**

Wood, Emily - 3719 Emily Wood Burglar Alarm - 9173-01

Service Fee
\$85.00
Labor
\$93.75
Parts
\$0.00
Total
\$199.48

Status	New	Requested By	Emily Wood	Technician	Carolyn Johnson
Site	#3719-01 Emily Wood - 45722 Chandler	Phone	(734) 258-4646	Salesperson	Dan Brown
System	Burglar Alarm - 9173-01	Email	emilyLwood@gmail.com	Sales Package	
Tax	MI	PO Number	Purchase Order	Service Level	Time and Material Residential
Type	Service Call	Work Order Date	4/1/2022	Warehouse	Main Warehouse

Appointments Items 1 Parts 0 RMR 0 Billing Notes System Parts System Notes Documents Custom Fields

+ Add Appointment

Appt #	Appointment Time	Last Activity	Status	Technician	Est Length	Billable Min	Break Min	Labor	
1709	4/1/22, 8:00 AM	4/1/22, 9:00 AM	Completed	Thomas Wilson	60	75	0	\$93.75	

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0 - 0 of 0 items