

Add RMR to a Work Order

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To add RMR to a Work Order, open the work order from the customer record or from Accounts Receivable > Work Orders.

Once the work order is displayed, click on the RMR tab, and then click on the edit button at the upper right of the page. Click on the Add RMR button.

The screenshot displays the 'Work Order 2563' interface. At the top, there are navigation buttons: 'Save' (green), 'Cancel' (grey), and 'Void' (red). Below the title, there are breadcrumb links: 'Wood, Emily - 3719', 'Emily Wood', and 'Burglar Alarm - 9173-01'. The main form area is divided into several sections:

- Summary:** Service Fee \$85.00, Labor \$93.75, Parts \$0.00, Total \$199.48.
- Form Fields:** Status (New), Site (#3719-01 Emily Wood - 45722 Chandler), System (Burglar Alarm - 9173-01), Tax (MI), Type (Service Call), Requested By (Emily Wood), Phone ((734) 258-4646), Email (emilylwood@gmail.com), PO Number (Purchase Order), Work Order Date (4/11/2022), Technician (Carolyn Johnson), Salesperson (Dan Brown), Sales Package, Service Level (Time and Material Residential), Warehouse (Main Warehouse).

Below the form is a navigation bar with tabs: Appointments, Items (1), Parts (0), **RMR (0)**, Billing, Notes (0), System Parts, System Notes, Documents, and Custom Fields. The RMR tab is active, showing a '+ Add RMR' button circled in green. To the right of the button, the RMR amount is \$0.00. Below the button is a table with columns: Item Code, Description, Billing Cycle, Next Invoice Date, Cancel Date, Monthly Amount, and Cycle Amount. The table is currently empty, displaying 'No records available.' at the bottom.

The Add Work Order RMR form will be displayed. Fill in the form, and then click on the Save button at the bottom of the form when finished.

Data entry fields with a red asterisk next to the field name are required.

When finished, click the Save button at the upper right of the page to save the RMR to the Work Order.



Customer Site • Cactus World-Corporate

Custom Date

Customer System • Burglar Alarm

Billing Cycle • Monthly

Item • Monitoring

Recurring Reason • New Sale

Description
Monitoring Services
19/500

RMR Group • Non-Arrears

P.O. Number

Invoice In Arrears OFF ?

Deferred Posting Day • 1

Do Not Prorate OFF ?

Discount Item

Use Cycle Amount OFF ?

Monthly Amount • \$55.00

Qty Based Billing OFF ?

Cycle Amount \$55.00

Include Memo OFF ?

Default Cost \$0.00

Memo
0/500

Activation Date • 3/3/2022

RMR Cycle Start Date • 3/1/2022

Last Invoice Date

✓ Save

✗ Cancel