

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 for 'Save', 'Cancel', and 'Void'. Below this, the work order details are shown, including the customer 'Wood, Emily - 3719', location 'Emily Wood', and system 'Burglar Alarm - 9173-01'. A summary box on the left lists costs: Service Fee (\$85.00), Labor (\$93.75), Parts (\$0.00), and Total (\$199.48). The main form contains various fields for status, site, system, tax, type, requested by, phone, email, technician, salesperson, sales package, service level, warehouse, and work order date. Below the form is a navigation bar with tabs for 'Appointments', 'Items', 'Parts', 'RMR', 'Billing', 'Notes', 'System Parts', 'System Notes', 'Documents', and 'Custom Fields'. The 'RMR' tab is selected, and the 'Add RMR' button is circled in green. The RMR table below is empty, showing 'No records available.' and a total of '\$0.00'.

Item Code	Description	Billing Cycle	Next Invoice Date	Cancel Date	Monthly Amount	Cycle Amount	
No records available.							RMR \$0.00

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