

Void a Work Order

Last Modified on 05/05/2022 2:26 pm EDT

A Work Order may be voided if necessary. Typically, this option is used if the work has been cancelled, 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 will allow you to void the work order.

To void a work order, you may 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

Type	Service Call	Salesperson	Dian 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

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 will be 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	Status • New	Requested By Emily Wood	Technician Carolyn Johnson
Labor \$93.75	Site • #3719-01 Emily Wood - 45722 Chandler	Phone (734) 258-4646	Salesperson • Dan Brown
Parts \$0.00	System Burglar Alarm - 9173-01	Email emilyLwood@gmail.com	Sales Package
Total \$199.48	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	
<u>1709</u>	4/1/22, 8:00 AM	4/1/22, 9:00 AM	✓ Completed	Thomas Wilson	60	75	0	\$93.75	

0 - 0 of 0 items