

Importing Change Orders from WeSuite

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To import a change order from WeSuite open the job in SedonaOffice, go to Tools and select Add Change Order, click the WeSuite button near the bottom left. Any available change orders from WeSuite will appear for import.

Job - 1498 (Deanna Gilmore)

Job

Labor

Cost Details

Journals

Tools

Log

Notes

Invoicing

Issue Parts

Add Change Order

Journal Entry

Purchase Orders

Job

Customer 4290

Site

Job Number 1498

Job Type ACC-Com

Job Status Install Equipment

System 14465 Intrusion

Labor Units 8 (0 Used)

Gilmore, Deanna

211 Gulf Rd.

Novi, MI 48375

(734) 763-1446

Deanna Gilmore

211 Gulf Rd.

Novi, MI 48375

(734) 763-1446

New Change Order

Customer 4290

☐ Manual Reversal

Job Information

Job Number 1498 - 1

Job Type ACC-Com

Description Access - Large Commercial

Tax Group MI-Wayne County

Branch MI

HoldBack %

Install Company MI

Installer

☐ Permits Required

Permit 1

Permit 2

Permit 3

Prevailing Wage

Project Manager

Salesperson Matt.Miller

P.O. Number

Sold Date

Projected Start

Projected End

Notes

WeSuite C/O

Apply

Negative change orders can be imported into Sedona as of 6.0. As with SedonaOffice, you cannot import a change order from WeSuite if it has both positive and negative items. It must be all positive, or all negative.

Change order notes do not import into SedonaOffice.