

Accounts - Edit Service Record From Posted Back To Pending (15217)

Last Modified on 05/19/2023 9:59 am EDT

Previously, an issue occurred that prevented a user from reverting a work order's status back to *Pending* once it was posted. This has been fixed.

The screenshot shows the 'EDIT SERVICE RECORD' interface. The top header is blue with the title 'EDIT SERVICE RECORD' and a help icon. The main content area is white and contains several sections:

- Liberty Site site 2**: 6416 Staffordshire Court, addr 2, West Chester, OH 45069-1901. EPA: EPA1234 / State: ST1234. PHONE: +1 513-666-1234.
- CREATED BY**: David Navarro on 3/14/23 3:00 am.
- ORDER REASON**: [Empty field]
- ACCESS**: The Access Info on the Site. Going to make this note a bit longer so we can see how both of these are going to fit on the report.
- SITE NOTE**: This is the note on the site.
- SVC NOTE**: This is the service note for the svc running 2 x week.

Key fields and their values:

- WORK ORDER**: 5747496
- QTY**: 1
- SERVICE CODE**: Regulated Medical Waste Service
- WORK TYPE**: RMW_SVC
- ORDER TYPE**: Scheduled Service
- ORDER NOTES**: [Empty text area]
- PO NUMBER**: [Empty field]
- EXTERNAL ID**: [Empty field]
- CONSOLIDATION BATCH**: [Empty field]
- SCHEDULED DATE**: 04/28/23 Friday
- ROUTE**: DAY-601
- SEQUENCE**: 0
- DESTINATION / ORIGIN**: [Empty field]
- WORK STATUS**: Service Completed
- EXCEPTION REASON**: [Empty field]

A dropdown menu for **POSTING STATUS** is open, showing the following options: Posted (selected), Pending, Posted, and Ready to post. The 'Posted' option is highlighted in green.

At the bottom, there is a navigation bar with buttons for: Charges \$ 140.00 (4), Payments, Completion, Attachments, Labels (3), Photos, and Timeline.

Pathway: Accounts > Search > Work Order/Invoice/Reference/PO