## Importing Change Orders from WeSuite

Last Modified on 09/13/2024 6:41 pm EDT

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.

S Job - 1498 (Deanna Gilmore)						
Job	Job		Customer	4290	Site	
Labor Cost Details Journals Tools	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 Orde Cystomer	4290		Mani	ual Reversal	
🤣 Notes	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	1498 - 1		Prevailing Wage		S
	Job <u>T</u> ype	ACC-Com		Project Manager		<u></u>
Invoicing	Description	Access - Large	e Commercial	Salesperson	Matt.Miller	▼ 👌
8.0	Ta <u>x</u> Group	MI-Wayne Co	unty	P.O. Number		
Issue Parts	Branch	MI		Sold Date		
	Hold <u>B</u> ack %			Projected Start		
Add Change	Install Compan	у  мі		Projected End		<u></u>
Order	Installer		▼ 🛱			
	Permits Required Permit 1			Notes		
Journal Entry	Permit 2					
Purchase Orders	Permit 3			1		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.