## How to Delete a Job

Last Modified on 09/16/2024 3:33 pm EDT

Sometimes jobs are added to a wrong site or even system. A question was asked, "Can I delete this job that is wrong?" The answer is yes the job can be deleted. The step below will show how to do this for SedonaOffice versions 6.2.x.

Overview

There are certain criteria that will need to be met in order to delete an unwanted job.

Steps:

Deleting a Job:

1. Make sure there are no Tasks that have been approved by going into the Tasks Tab. If there are approved tasks, unapprove them and save.



2. Then Click on the Work Order Entry - The Red Delete button in the task bar, should be available - Click on it

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3. Click on Save Button after adding note

Work Order Entrv			
🏃 Job Inf 💽 Sedona Event Log			X
. Job no longer needed			
	1.000	Save	

4. Click on Yes to Delete

Delete Job		×
Are you sure that	you want to DELE	TE this job?
Yes	No	Cancel

5. Look at Open Jobs to make sure no longer showing



• If you get an error message about not being able to delete or if there is no Red Delete button available, then you will need to do a Job Reversal.

Job Reversal:

1. Click on Work Order button to open the Work Order Entry.

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Then click on Sales Reversal Button

2. Add a note on why reversing the job - Click on Save

🗟 Sedona Event Log		_	×
Job not longer needed.	Customer changed mind.		
	Г	Save	⊆lose
			<b></b>

3. If any credits are due to the customer, click on Yes to enter a credit. Otherwise, fill in why reversing and save

SedonaOffice	×
This job is partially billed. Credits May Need to be created. Do you continue?	u wish to
Yes	No

4. Fill in Reversal Date and Memo – Click on Save

🗟 Job Reversal		×
Reversal Date:	9/14/2023	
Memo:	Customer no longer wants system	
	Save Close	

6.5. Verify job is showing Reversed in the Jobs section in the customer tree

