

Change Order

After selecting a customer/job from the Open Job Tab, select the Enter Change Order Icon and enter any additional cost to be added to your original contract Price. The additional amount will then be added to your original contract price and can be reviewed by opening the Reports Tab and selecting the Change Order Icon. You may also select the Edit/Delete Change Order button to edit any added cost.

Click on Entries tab once customer is selected

The screenshot shows a software interface with a menu bar (File, Bank Transaction, Global Reports, Settings, Window, Layout, Help) and a toolbar with icons for New Job, Open Job, Create Transaction, Find Transaction, Check Reconciliation, Check Register, Global Report, Fee Category, and Exit. Below the toolbar is a 'JOB TITLE:' section with 'Entries' and 'Reports' tabs. The 'Entries' tab is selected and circled in red. The main area contains various icons for different functions, including 'Enter Change Order' which is circled in red. A 'Enter Changes' dialog box is open, displaying 'Customer: Betty Darling' and 'JOB NO: 512'. It has an 'Amount' field with '0.00' and a 'Description' field. At the bottom of the dialog are three buttons: 'Save and add another', 'Save', and 'Return'.

Double Click on Enter Change Order

Here you can enter the Change Order Information