



Optimize Fleet Productivity

## How do I correct mistakes on a Repair Order?

The method used to correct the transactions will depend on the Status of the Repair Order transaction and whether or not it has been merged to the life-to-date transaction table.

All un-posted Repair Orders, including None Posted and Some Posted, will remain in the current period, even when a period end close is performed.

The easiest time to correct mistakes on a Repair Order is before the transaction(s) are posted or merged. Take the time to review and audit transactions entered before marking complete, saving and posting them.

### Modifying Un-Posted Repair Jobs

Repair jobs that are not posted indicate that the costs & quantities disbursed on the repair jobs **have not** yet been posted against the Equipment or Inventory Tables. You can still modify any field in that job's Detail and Parts sections.

#### To modify an un-posted repair job:

1. Access the **Repair Order Entry** screen.
2. Select the **Repair Order** to modify.
3. Select the **Repair Header** and/or **Detail** row, tab to the field(s) you want to modify and make changes as desired.
4. To edit an incorrectly disbursed Inventory Part#, delete the entire Inventory row with the incorrect Part#. To correct Fail Code, Quantity, Vendor, or Cost (cost for non-stocked only) of the part disbursement, simply click in the field to modify and edit accordingly.
5. Verify the edited Repair Order contains the correct information before you mark it Complete and save it. CFAWin will post all jobs that are marked Complete upon saving if the user has posting access rights.



## How do I correct mistakes on a Repair Order?

### Modifying Posted, Not Merged Repair Jobs in the Current Period

When a repair job is posted, the costs & quantities disbursed on those repair jobs **have** been posted against the Equipment and Inventory Tables. To prevent imbalances between the transaction and master tables, you are unable to edit costs and quantities on a posted repair job or its parts. To modify posted repair jobs, including their parts, you must credit the transaction. When these credits are keyed in the same period as the mistake was made (i.e., the Repair Order has not been merged), the credit can be made on the original Repair Order.

#### To modify a posted, not merged repair job:

1. Access the **Repair Order Entry** screen.
2. Select the **Repair Order** to modify.

**Tip:** Switch Data View (F9) to view all Repair Orders if you cannot locate the Repair Order to modify.

3. Select the **Repair Detail** row to modify.
4. Click the **Credit** (green minus sign) icon to credit that transaction.
  - a. A new row will appear with offsetting costs & quantities that zero out the erroneous transaction row. The Inventory associated with that transaction is credited as well.
  - b. Select the next available blank row and key the correct transaction. Parts transactions for that line must be re-keyed.

**Tip:** Rather than re-keying the entire line, double-credit the original transaction by clicking the Credit icon (green minus sign) twice. This will create two line items. One is the inverse of the original transaction, canceling it out. The second one you will use for keying your correction.

**The double-credit serves four purposes:** **First**, it communicates to a third-party clearly that this is a crediting transaction. **Second**, it reduces chances for a mathematical error. **Third**, it makes sure the part unit price and labor cost of the original transaction is used, rather than the current part unit price and labor cost for an exact credit. **Fourth**, it reduces manual data entry.

5. Verify the credited Repair Order contains the correct information before you mark it **Complete** and **Save** it. CFAWin will post jobs that are marked completed upon saving if the user has posting access rights.



## How do I correct mistakes on a Repair Order?

### Modifying Merged Repair Jobs (Not in Current Period)

Posted repair jobs unavailable from view on the current tab of Repair Order Entry have been merged into the Life-to-Date transaction tables via the Period End Close utility. Merged repair jobs **cannot be modified**. Modifications for merged repair jobs must be entered on a new Repair Order in the new current period.

#### To modify a posted and merged repair job:

1. Access the **Repair Order Entry** screen.
2. Create a new **Repair Order** document.  
**Tip:** Consider using a document number referencing the original document number to make future cross-reference of the original and crediting documents easier (e.g., if the original Repair Order number was 12345, consider 12345C for credit or 12345R for revised).
3. Enter **Repair Order Header** information exactly the same as on the original Repair Order, including all dates.
4. Enter a crediting repair job (detail row) entry.
  - a. In the **Detail** section, key all field values exactly the same as the original Repair Order, with the exception of the crediting value (increase or decrease) for the field(s) that were incorrect on the original. In these fields, key the quantity that should be added to (positive value) or subtracted from (negative value) the original transaction to make it correct.
  - b. In the **Inventory** section, key all field values exactly the same as the original Repair Order, with the exception of the crediting value (increase or decrease) for the field(s) that were incorrect on the original. In these fields, key the quantity that should be added to (positive value) or subtracted from (negative value) the original transaction to make it correct.
5. Enter additional crediting repair jobs in the **Detail** and **Inventory** sections if applicable.
6. Verify the credited Repair Order contains the correct information before you mark it **Complete** and **Save** it. CFAWin will post jobs that are marked completed upon saving if the user has posting access rights.

**Note:** Reports for the period in which the repair transaction(s) originally resided will be off by the dollar amount of the error. **If the credit was keyed properly:** If both transactions occur in the same year, the year-to-date and life-to-date figures will both reflect totals correctly, while reports for the current period will be off by the equal and opposite dollar amount of the error. If transactions occur in separate years, the life-to-date figure will reflect totals correctly, while reports for the current period and current year will be off by the equal and opposite dollar amount of the error.