

Journal For This Item Button

04/29/2024 10:38 am EDT

On the Top Tool Bar in Sedona, there is a “Journal For This Item” Button that will display the Journal Entry made to the General Ledger for the item currently being viewed.

If the button is Greyed out then this function is not available for that item.

Sedona Office Tool Bar

Go to Customer Account and either Double-click on the Invoice or Right-Click and select “edit Invoice.”

When the Invoice opens click on the “Journal For This Item” button.

The screenshot shows the SedonaOffice application window. The top menu bar includes File, Edit, View, SedonaOffice, Customer, Query, Tools, Window, and Help. The top toolbar contains various icons, with the 'Journal For This Item' button (represented by a document with a magnifying glass) highlighted by a red box and an arrow. The main window displays an invoice for Customer ID 49855, Category SVC Cont, A/R Account 110120, and Tag Group OH- Hamilton CO. The invoice number is 478825. The customer's name is Amy Elizabeth, and the address is 14104 Woodland Ridge, Baton Rouge, LA 70816. The invoice date is 11/21/2023, and the aging date is also 11/21/2023. The invoice type is Service, and the salesperson is N/A. The item list shows two items: SVC Call (Minimum Service Call Charge) and Travel - WeSube (Job Travel). The sub total is 120.00, tax is 3.50, and the total balance due is 123.50. The bottom of the window has buttons for Invoice List, EFT, Save, and Close.

Item	Description	Exempt	Qty	Rate	Amount	Memo
SVC Call	Minimum Service Call Charge	☐	1	50.00	50.00	
Travel - WeSube	Job Travel	☐	1	45.00	45.00	

Sub Total	120.00
Tax	3.50
Total	123.50
Balance Due	123.50

The Journal Entry that was made to the General Ledger will be displayed.

Journal Entry

Register No. 000000Register Type: INV→ 35

Journal Information

Branch

ME

Date

1/21/2023

Entry

110120

Account

Alt. Installations

Reference

478825

☒ Show Job Costing

☒ Show Branches

General Ledger							Job Costing		
Account	Description	Debit	Credit	Memo	Branch	Category	Job/Svc	Type	Salesperson
110120	Alt. Installations	123.50		Service Call	ME	SVC Cont	ST9999	O	
400091	Revenue - T & M Service		75.00		ME	SVC T&M	ST9999	O	
410010	Revenue - Res/Small Comm Installation		45.00		ME	Jobs Res	ST9999	O	
230010	Local Tax Payable		1.00		ME		ST9999	O	
234120	State Tax (Corp.) Payable		2.50		ME		ST9999	O	
Total		\$123.50	\$123.50						

Close