

How to Add Additional GL Accounts to Use in PO's for Service Tickets

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This document will go over how to add additional GL Accounts when they are not showing in the PO for a service ticket. The steps are done in SedonaOffice version 6.2.0.16.

Overview

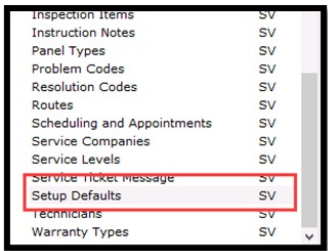
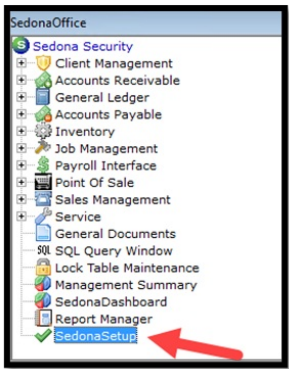
The steps below are assuming the user will have the correct permissions needed to add the GL Accounts needed. The steps answer the question:

"Why can't I see GL 510005 account in the PO attached to a service ticket?"

All GL Accounts to be used in PO's for service tickets will need to be added via Sedona Setup.

Steps:

1. Open Sedona Setup – Click on Setup Defaults SV



2. Click on GL Accounts for Misc Expense Tab – the list is not showing the GL 510005 account - Click on New button – Click on the GL Account Code Drop down

Service Setup

General Setup | GL Setup | **GL Accounts for Misc Expense**

Account Code	Description	Type
400300	Shipping & Handling	Other Expense
420666	Other Expense - Misc/all other	Other Expense
520001	COS - Service-Parts	Cost of Goods Sold
520002	COS - Service-Labor	Cost of Goods Sold
520004	COS - Service-Subcontractor	Cost of Goods Sold
520006	COS - Service-Equipment Rental	Cost of Goods Sold
520009	COS - Service-Travel	Cost of Goods Sold
520010	COS - Service-Other	Cost of Goods Sold
580113	COS - Freight on Parts	Cost of Goods Sold
590410	COS - Misc Labor	Cost of Goods Sold

Edit

GL Account Cgde

Apply **New** **Delete**

3. Select the GL 510005 from the list

Edit

GL Account Cgde

Account	Description	Type
510001	COS - Jobs (Parts)	Cost of Goods Sold
510002	COS - Jobs (Labor)	Cost of Goods Sold
510003	COS - Jobs (Commissions)	Cost of Goods Sold
510004	COS - Jobs (Install Subs)	Cost of Goods Sold
510005	COS - Jobs (Permits)	Cost of Goods Sold
510006	COS - Jobs (Equip Rent)	Cost of Goods Sold
510007	COS - Jobs (Engineering)	Cost of Goods Sold
510008	COS - Jobs (Travel)	Cost of Goods Sold

4. Click on Apply to add the GL to the list

Edit

GL Account Cgde

Apply **New** **Delete**

General Setup GL Setup GL Accounts for Misc Expense		
Account Code	Description	Type
400300	Shipping & Handling	Other Expense
420666	Other Expense - Misc/all other	Other Expense
510005	COS - Jobs-Permits	Cost of Goods Sold
520001	COS - Service-Parts	Cost of Goods Sold
520002	COS - Service-Labor	Cost of Goods Sold
520004	COS - Service-Subcontractor	Cost of Goods Sold
520006	COS - Service-Equipment Rental	Cost of Goods Sold
520009	COS - Service-Travel	Cost of Goods Sold
520010	COS - Service-Other	Cost of Goods Sold
580113	COS - Freight on Parts	Cost of Goods Sold
590410	COS - Misc Labor	Cost of Goods Sold

5. After applied, the GL account will show as being available in the PO to use