

How To Add A Service Ticket Number under the Job Costing Section of a Journal Entry

07/11/2024 12:04 pm EDT

General Ledger

Under the General Ledger Module select “Journal Entry.”

Entry the Primary Account from the Drop-Down Menu.

Enter the Amount under Debit/Credit

Enter a Memo if needed.

Select a Category if required.

Under the Job/Svc Column enter “ST” followed by the Service Ticket Number – hit Tab.

Select the Type from the Drop-Down Menu and Salesperson if needed.

Select Journal Template

Journal Information

BranchAlabama

Date7/8/2024

Primary Account122210
WIP - Service Parts

Reference

Save as Template

Description

Template Only

Save as New Template

Reversal Entry

Date

Show Job Costing

Show Branches

General Ledger							Job Costing		
Account	Description	Debit	Credit	Memo	Branch	Category	Job/Svc	Type	Salesperson
122210	WIP - Service Parts		500.00	Testing	Alabama	Equip Sales	ST9479	M	

Total

\$0.00

\$500.00

Show Inactive GL Accounts

Auto Balance Entries

OK

Cancel