

How to Find PO Miscellaneous GL Accounts for a Service Ticket

10/14/2024 1:06 pm EDT

This document will go over how to find the list of approved GL Accounts for use on Service Ticket POs. Note that the list of available accounts can also be restricted by the vendor's settings. This document only covers the service settings.

Overview

These steps will require the user to have the necessary permissions since the Service PO Expense GL accounts are controlled by the Service Defaults in SedonaSetup. Follow the steps below to find what accounts are associated with that vendor.

Steps:

1. Open the customer service ticket – click on Purchase Order
2. When the New – Select the Vendor in the dropdown
3. Click on the Expenses Tab
4. Click on the Account drop down
5. The list will show all available GL Accounts associated with service setup and that vendor.

New Purchase Order

Vendor: A Subcontractor | Category: SVC T&M

Purchase Order

Vendor: A Subcontractor
Address: 6598 Brackerville Road, Garfield Heights, OH 44125, (330) 555-9588

Ship To: SedonaSecurity-2, 547 Washington, Chagrin Falls, OH 44022

PO #: 1928 | Branch: OH | Ordered: 09/25/2024

Tracking #: | Ship: | Warehouse: *Main-OH

Parts Due: | Ticket: 3511

Created By: | Ship Method: | Last Updated:

General Ledger

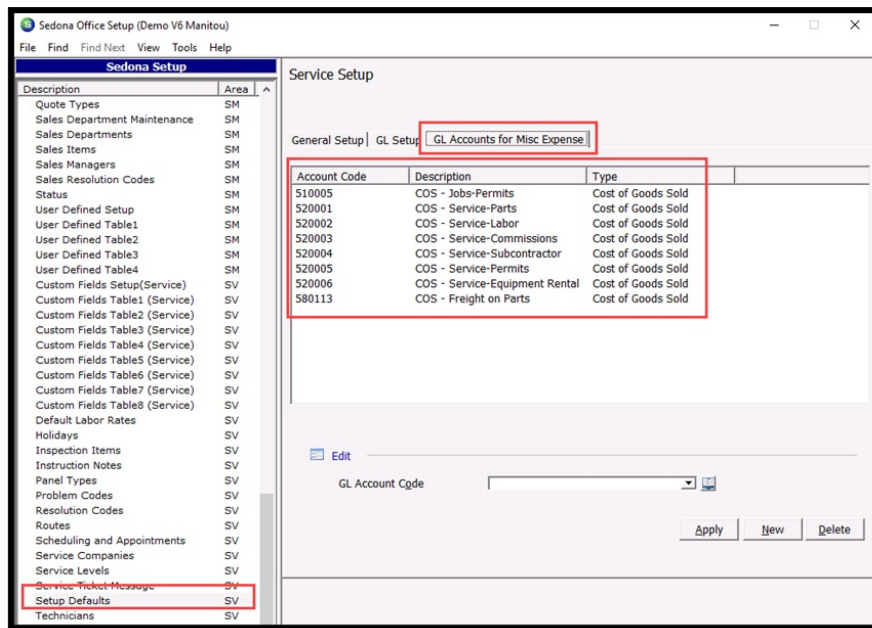
Account	Description	Utility	Rate	Amount	Category	Ticket	Type
510005	COS - Jobs-Permits	0	1	0	CGS	3511	
520001	COS - Service-Parts	0	1	0	CGS	3511	
520002	COS - Service-Labor	0	1	0	CGS	3511	
520003	COS - Service-Commissions	0	1	0	CGS	3511	
520004	COS - Service-Subcontractor	0	1	0	CGS	3511	
520005	COS - Service-Permits	0	1	0	CGS	3511	
520006	COS - Service-Equipment Rental	0	1	0	CGS	3511	
580113	COS - Freight on Parts	0	1	0	CGS	3511	

Total: \$0.00

Received:

Apply Save Close

6. To make any changes to this list, Click on SedonaSetup in the tree
7. Click on Setup Defaults SV
8. Click on GL Accounts for Misc Expense
9. This is the list that controls what GL Accounts will show up in the Service Tickets PO for Misc Expense. Any changes will take moving forward – Either Add New or Delete Old – Apply when done. Note that if no accounts are listed here, all accounts are allowed.



10. After changes can go back into the PO of that service ticket and find the changes made