

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

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## General Ledger

Under the General Ledger Module select “Journal Entry.”

Enter 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.

The screenshot shows the 'General Ledger' journal entry form. The 'Journal Information' section includes fields for Branch (Alabama), Date (7/8/2024), Primary Account (122210), and Reference (WIP - Service Parts). The 'Job Costing' section is highlighted with a red box and contains the following data:

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

The 'Total' row at the bottom shows a debit of \$0.00 and a credit of \$500.00. The 'Job Costing' section also includes checkboxes for 'Show Job Costing' and 'Show Branches', and a 'Reversal Entry' section with a 'Date' field.