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

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SedonaOffice	
Sedona Security Client Management General Ledger Accounts Receivable Job Management Payroll Interface Seles Management Service General Documents Ul SQL Query Window Logeneral Documents Stable Management Summary SedonaDashboard Report Manager SedonaSetup	
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Service Companies

Service Levels

Setup Defaults

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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 Se	tup GL Accounts for Misc Expense	1		
Account Code	Description	Туре		
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		
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GL Account C	i <u>o</u> de			
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3. Select the GL 510005 from the list

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GL Account Code	Account	Description	Type	1
· · · · · · · · · · · · · · · · · · ·	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

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	General Setup GL Setup GL Accounts for Misc Expense						
	Account Code	Description	Туре				
	400300	Shipping & Handling	Other Expense				
	420666	Other Expense - Misc/all other	Other Expense				
I	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