

# 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?"*

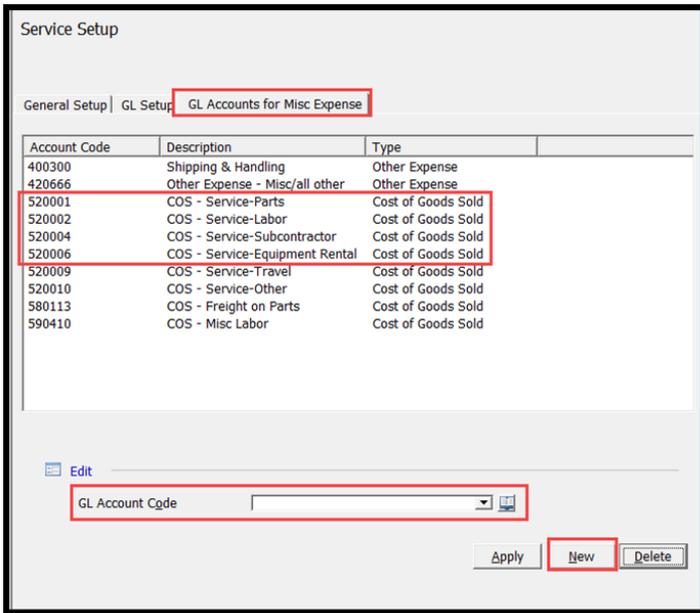
All GL Accounts to be used in PO's for service tickets will need to be added via Sedona Setup.

## Steps:

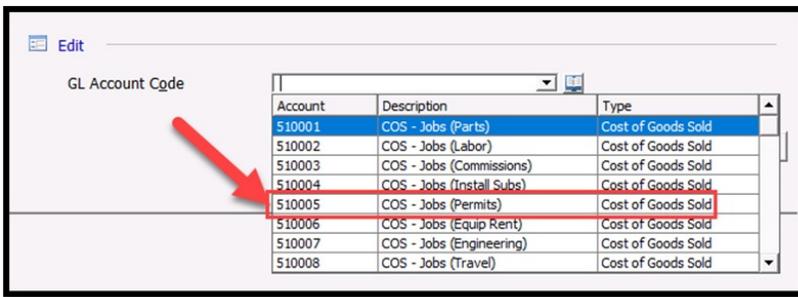
1. Open Sedona Setup – Click on Setup Defaults SV



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



3. Select the GL 510005 from the list



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



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