

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 displays the 'General Ledger' journal entry form. The 'Journal Information' section includes fields for Branch (Alabama), Date (7/18/2024), Primary Account (122210), and Reference (WIP - Service Parts). The 'Save as Template' section has options for 'Template Only' and 'Save as New Template'. The 'Reversal Entry' section has a 'Date' field. The 'Show Job Costing' and 'Show Branches' checkboxes are checked. The 'General Ledger' table is shown with the following data:

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

The total at the bottom of the form is \$0.00 for Debit and \$500.00 for Credit. The 'Show Inactive GL Accounts' checkbox is unchecked, and the 'Auto Balance Entries' checkbox is checked. The 'OK' and 'Cancel' buttons are visible at the bottom right.