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

General Ledger

Under the General Ledger Module select "Journal Entry."

Entry 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.