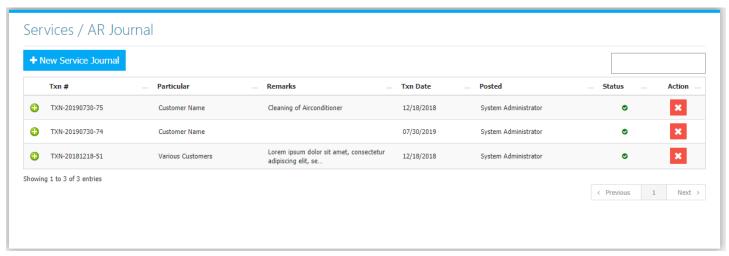
SERVICES / AR JOURNAL

Listed in the *Figure 1* are the Service Journal Entries Posted in the Accounting System. The **Service Journal** is the master journal to where all the service transactions or entries of the company are recorded in such as *non-professional services*, *janitorial*, *consulting*, *architectural*, *or freelance creative professionals*.

Figure 1



Use the **Search Field** to search for the information from inside the table. Clicking the **+ Button** will open the transaction/voucher as shown in *Figure 2*. The voucher can be printed and downloaded as a PDF File. Clicking the **X Button** will mark the Journal either cancelled or active.

Figure 2



Click the **New Service Journal Button** to create. Fill the form (Figure 3) then click **Save Changes Button** to save.

