

REVIEW SERVICE JOURNAL

Listed in the *Figure 1* are the Service Invoices from the **Service Invoice Module**. These Items are to be reviewed and posted as Accounts Receivable / Sales Journal in Accounting.

Figure 1

Review Service Journal

Invoice #	Customer	Invoice Date	Remarks
+ SER-INV-20190730-3	Customer Name	07/30/2019	Consultation of Accounting
+ SER-INV-20181218-1	Customer Name	12/18/2018	Cleaning of Airconditioner

Showing 1 to 2 of 2 entries

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Clicking the **+ Button** will open the transaction. The Review Journal Tab (*Figure 2*) shows the Debit and Credit Entries and the Amounts. The Transaction Tab (*Figure 3*) shows the details of the Original Transaction. Adjust the details to your preference then click **Finalize this Journal Button** to post the Transaction to Accounting.

Figure 2

SER-INV-20190730-3 Customer Name 07/30/2019 Consultation of Accounting

Review Journal Transaction

Service Journal

* Txn # : TXN-MMDDYYYY-XXX

* Date : 07/30/2019

* Customer : Customer Name x v

* Branch : Admin x v

Journal Entries

Account	Memo	Dr	Cr	Action
Other Income		0.00	1,000.00	+ -
Account Receivable		900.00	0.00	+ -
Discounts		100.00	0.00	+ -
Total		1,000.00	1,000.00	

Remarks :

Figure 3

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SER-INV-20190730-3

Customer Name

07/30/2019

Consultation of Accounting

🔍 Review Journal

📁 Transaction

≡ Service Invoice

</> Invoice # : SER-INV-20190730-3
📅 Invoice Date : 07/30/2019
📝 Remarks : Consultation of Accounting

👤 Customer : Customer Name
📍 Address : Customer Name
✉ Email :
☎ Telephone :

👤 Posted by : System Administrator
📅 Date : 07/30/2019 10:00:20 AM

Item	Qty	UM	Price	Total
Consultation	2	Hour	500.00	1,000.00
Total before Discount:				1,000.00
Discount:				100.00
Total after Discount:				900.00