

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

Services / AR Journal

+ New Service Journal

Txn #	Particular	Remarks	Txn Date	Posted	Status	Action
+ TXN-20190730-75	Customer Name	Cleaning of Airconditioner	12/18/2018	System Administrator	✓	✕
+ TXN-20190730-74	Customer Name		07/30/2019	System Administrator	✓	✕
+ TXN-20181218-51	Various Customers	Lorem ipsum dolor sit amet, consectetur adipiscing elit, se...	12/18/2018	System Administrator	✓	✕

Showing 1 to 3 of 3 entries

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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

TXN-20190730-75	Customer Name	Cleaning of Airconditioner	12/18/2018	System Administrator	✓	✕
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**JDEV OFFICE SOLUTIONS INC.**
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(045) 900-3988 / 0955-283-3018
jdevtechsolution@gmail.com

ACCOUNTS RECEIVABLE JOURNAL

TXN # : TXN-20190730-75		TXN DATE : 12/18/2018	
REFERENCE # : SER-INV-20181218-1		ADDRESS : Customer Name	
CUSTOMER : Customer Name			

ENTRIES				
ACCNT. #	ACCOUNT	MEMO	DEBIT	CREDIT
4010	Other Income		0.00	12.00
1200	Account Receivable		12.00	0.00
Remarks :			Total :	12.00 12.00
Cleaning of Airconditioner				

Rafael Manalo

Rafael Manalo

Received by
(Signature Over Printed Name)

Date Received

Prepared by

Approved by

Print

Download as PDF

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

Services Journal

Transaction

Info

Journal Entries

* Txn # :

</> TXN-YYYYMMDD-XXX

* Date :

07/30/2019

* Customer :

Customer Name

x

* Department :

Admin

x

Account	Memo	Dr	Cr	Action
Account Receivable		650.00	0.00	<div>+</div> <div>×</div>
Other Income		0.00	650.00	<div>+</div> <div>×</div>
Total		650.00	650.00	

Remarks :

Consultation for Customer

Save Changes

Cancel