SedonaOffice
The #1 Financial Software for Security Companies

The document describes which G/L Account and Category is used when posting transactions. This document does not include every possible transaction, however is a guide for the most commonly performed transactions.

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Invoices
Cycle Invoice

Cycle Invoice: Non-Deferred Income

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
INV	Accounts Receivable	Invoice Item, if blank use the category on Invoice form, if blank use the category on the Cycle invoice posting form	Cycle Invoice Posting Form (defaulted from G/L Setup Defaults for AR in SedonaSetup)	X	
	Income		Invoice Item		X
	Sales Tax Liability		Tax Table (associated with Tax Group for site)		X

Cycle Invoice: Deferred Income

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
INV	Accounts Receivable	Invoice Item, if blank use the category on Invoice form, if blank use the category on the Cycle invoice posting form	Cycle Invoice Posting Form (defaulted from G/L Setup Defaults for AR in SedonaSetup)	X	
	Deferred Income		Deferred Account setup on the Invoice Item or if none specified, use G/L Setup Defaults for AR in SedonaSetup		X
	Sales Tax		Tax Table (associated with Tax Group for site)		X

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Miscellaneous Invoice

Miscellaneous Invoice: Invoice Items Only

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
INV	Accounts Receivable	Invoice Item (if none selected the category on the invoice form is used)	Invoice Form (defaulted from G/L Setup Defaults for AR in SedonaSetup)	X	
	Income		Invoice Item Code		X
	Sales Tax Liability		Tax Table (associated with Tax Group for site)		X

Miscellaneous Invoice: Parts Only

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
INV	Accounts Receivable		Invoice Form (defaulted from G/L Setup Defaults for AR in SedonaSetup)	X	
	Income	Invoice Item from part (if none selected the category on the invoice form is used)	Invoice Item Code for part		X
	Inventory	Invoice Item from part (if none selected the category on the invoice form is used)	Inventory Account associated with the Warehouse specified on the invoice.		X
	COG (Cost of Goods Sold)	Invoice Item from part (if none selected the category on the invoice form is used)	COGS Account from the part setup	X	
	Sales Tax Liability		Tax Table (associated with Tax Group for site)		X

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Service Invoice

Service Invoice: Labor Only

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
INV	Accounts Receivable	Parts Item Code (Invoice Item) from the Service Level, if blank use the category from Setup Defaults for Service. Can be overridden on the Invoice form.	Invoice Form (defaulted from G/L Setup Defaults for AR in SedonaSetup)	X	
	Income		Labor Item (Invoice Item) Code for Labor on Service Level		X
	Sales Tax Liability		Tax Table (associated with Tax Group for site)		X

Service Invoice: Parts Only

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
INV	Accounts Receivable		Invoice Form	X	
	Income	Invoice Item from part (if none selected the category on the invoice form is used)	Invoice Item Code for part		X
	Sales Tax Liability		Tax Table (associated with Tax Group for site)		X

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Job Invoice

Job Invoice: Using Work In Process Account for Parts, Labor, Commissions. Install Charges, Recurring Items, Parts.

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
INV	Accounts Receivable	Category from Job Type setup	Invoice Form (defaulted from G/L Setup Defaults for AR in SedonaSetup)	X	
INV	Income (Install Charges)	Invoice Item, if blank use category on invoice which defaults from the Job Type setup.	Invoice Item Code for Install Charge		X
INV	Deferred Income (Recurring Lines)	Invoice Item, if blank use category on invoice for which defaults from the Job Type setup.	Deferred Account setup on the Invoice Item or if none specified, use G/L Setup Defaults for AR in SedonaSetup		X
INV	Income (Parts Invoiced)	Invoice Item, if blank use category on invoice for which defaults from the Job Type setup.	Invoice Item Code on the Part setup		X
INV	Sales Tax Liability		Tax Table (associated with Tax Group for site)		X
COG	Materials WIP (Asset)		Material WIP Account for the Job Type		X
COG	COG (Cost of Goods Sold for Parts)		COGS Account for Job Type	X	
COMMI	Commission WIP (Asset)		Job Type setup, if none use Setup Processing for JM		X
COMMI	Commission Expense		Job Type setup, if none use Setup Processing for JM	X	
LABOR	Labor WIP (Asset)		Job Type setup, if none use Install Company, if none use Setup Processing for JM		X
LABOR	Labor Expense		Job Type setup, if none use Install Company, if none use Setup Processing for JM	X	

Job Invoice: Not using WIP - Expense Parts, Labor, Commissions. Install Charges, Recurring Items, Add-On Parts

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
INV	Accounts Receivable	Category from Job Type setup	Invoice Form (defaulted from G/L Setup Defaults for AR in SedonaSetup)	X	
INV	Income (Install Charges)		Invoice Item Code for Install Charge		X
INV	Deferred Income (Recurring Lines)		Deferred Account setup on the Invoice Item or if none specified, use G/L Setup Defaults for AR in SedonaSetup		X
INV	Income (Parts Invoiced)		Invoice Item Code From Parts		X
INV	Sales Tax Liability		Tax Table (associated with Tax Group for site)		X

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Customer Payments

Cash Receipts (A/R): Applied to Invoice

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
CHK	Undeposited Funds		G/L Account Defaults for AR in SedonaSetup	X	
CHK	Accounts Receivable		Invoice Form		X
DEP	Bank Account		Bank Account Selected on Cash Posting Form	X	
DEP	Undeposited Funds		G/L Account Defaults for AR in SedonaSetup		X

Cash Receipts (A/R): Applied to Unapplied Cash

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
CHK	Undeposited Funds		G/L Account Defaults for AR in SedonaSetup	X	
CHK	Unapplied Cash		G/L Account Defaults for AR in SedonaSetup		X
DEP	Bank Account		Bank Account Selected on Cash Posting Form	X	
DEP	Undeposited Funds		G/L Account Defaults for AR in SedonaSetup		X

Cash Receipts (A/R): Applied to Advance Deposit

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
CHK	Undeposited Funds		G/L Account Defaults for AR in SedonaSetup	X	
CHK	Advance Deposits		G/L Account Defaults for AR in SedonaSetup		X
DEP	Bank Account		Bank Account Selected on Cash Posting Form	X	
DEP	Undeposited Funds		G/L Account Defaults for AR in SedonaSetup		X

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Cash Receipts (A/R): Applied to Late Fees

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
CHK	Undeposited Funds		G/L Account Defaults for AR in SedonaSetup	X	
CHK	Late Fee		G/L Account Defaults for AR in SedonaSetup		X
CHK	Accounts Receivable		Invoice Form		X
DEP	Bank Account		Bank Account Selected on Cash Posting Form	X	
DEP	Undeposited Funds		G/L Account Defaults for AR in SedonaSetup		X

Cash Receipts (A/R): Applied to Miscellaneous G/L Account

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
CHK	Undeposited Funds		G/L Account Defaults for AR in SedonaSetup	X	
CHK	Account Selected on Payment Processing form.	Selected by User on payment processing form.	Payment Processing Form		X
DEP	Bank Account		Bank Account Selected on Cash Posting Form	X	
DEP	Undeposited Funds		G/L Account Defaults for AR in SedonaSetup		X

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Credit Memos

Credit Memo: Invoice Items Only

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
CRMEMO	Unapplied Credit		G/L Account Defaults for AR in SedonaSetup		X
CRMEMO	Income	Invoice Item (if none selected the category on the Credit Memo form is used)	Invoice Item Code	X	
CRMEMO	Sales Tax Liability		Tax Table (associated with Tax Group for site)	X	

Credit Memo: Parts Only

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
CRMEMO	Unapplied Credit		G/L Account Defaults for AR in SedonaSetup		X
CRMEMO	Income	Invoice Item (if none selected the category on the Credit Memo form is used)	Invoice Item Code from the Part setup	X	
CRMEMO	Inventory		Inventory account associated with the Warehouse selected on the Credit Memo. Amount posted is the standard cost of the part in the warehouse.	X	
CRMEMO	COGS		COGS account from Inventory Setup. Amount is the offset of the standard cost of the part.		X
CRMEMO	Sales Tax Liability		Tax Table (associated with Tax Group for site)		X

Credit Memo: Recurring Services

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
CRMEMO	Unapplied Credit		G/L Account Defaults for AR in SedonaSetup		X
CRMEMO	Deferred Income	Invoice Item (if none selected the category on the Credit Memo form is used)	Deferred Account setup on the Invoice Item or if none specified, use G/L Setup Defaults for AR in SedonaSetup	X	
CRMEMO	Sales Tax Liability		Tax Table (associated with Tax Group for site)		X

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Credit Memo: Credit Off Invoice (customer explorer)

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
CRMEMO	Unapplied Credit		G/L Account Defaults for AR in SedonaSetup		X
CRMEMO	Income	Invoice Item (if none selected the category on the Credit Memo form is used)	Invoice Item Code	X	
CRMEMO	Sales Tax Liability		Tax Table (associated with Tax Group for site)	X	
CRMEMO	Unapplied Credit		G/L Account Defaults for AR in SedonaSetup	X	
CREDIT	Accounts Receivable		Original Invoice Form		X

Credit Memo: Create Credit From (customer explorer)

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
CRMEMO	Unapplied Credit		G/L Account Defaults for AR in SedonaSetup		X
CRMEMO	Income	Invoice Item (if none selected the category on the Credit Memo form is used)	Invoice Item Code	X	
CRMEMO	Sales Tax Liability		Tax Table (associated with Tax Group for site)	X	

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Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Inventory Transfer

Inventory Transfer: From one Warehouse to another.
This transaction is recorded when transferring parts from one warehouse to another

Transaction Type	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
XTFR	Inventory (From Warehouse)		Warehouse		X
XTFR	Inventory Transfer		Inventory Setup Processing	X	
XTFR	Inventory Transfer		Inventory Setup Processing		X
XTFR	Inventory (To Warehouse)		Warehouse	X	

Inventory Receipts

Inventory Parts Receipt: Receipt into Warehouse

Transaction Type	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
RCPT	Inventory		Warehouse on Parts Receipt Form (warehouse defaults from Purchase Order)	X	
RCPT	Inventory Receipts	Selected on Purchase Order	G/L Account Defaults for AP in SedonaSetup		X

Inventory Parts Receipt: Receive and Issue Immediately to Job (using WIP)

Transaction Type	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
RCPT	Inventory		Warehouse on Parts Receipt Form (warehouse defaults from Purchase Order)	X	
RCPT	Inventory Receipts	Selected on Purchase Order	G/L Account Defaults for AP in SedonaSetup		X
MWIP	Inventory		Warehouse on Parts Receipt Form (warehouse defaults from Purchase Order)		X
MWIP	Material WIP		Material WIP account from Job Type	X	

Inventory Parts Receipt: Direct Expense to Job where materials are expensed immediately

Transaction Type	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
RCPT	Material COGS		Job Type Material COGS account	X	
RCPT	Inventory Receipts	Selected on Purchase Order/Defaults into the Parts Receipt form	G/L Account Defaults for AP in SedonaSetup		X

Inventory Parts Receipt: Direct Expense to Job where Job uses WIP for materials

Transaction Type	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
RCPT	Material WIP		Material WIP account from Job Type	X	
RCPT	Inventory Receipts	Selected on Purchase Order	G/L Account Defaults for AP in SedonaSetup		X

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Inventory Issue To Job

Inventory Parts Issue to Job: Job Type set to Expense Parts When Issued

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
COGS	Inventory	Category selected by User on Parts Issue form. If issued within the Job uses the Category on the Job Type	Warehouse on Part Issue Form		X
COGS	Cost Of Sales		Material COGS Account for Job Type	X	

Inventory Parts Issue to Job: Job Type set to use WIP for Parts

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
MWIP	Inventory	Category selected by User on Parts Issue form. If issued within the Job uses the Category on the Job Type	Warehouse on Part Issue Form		X
MWIP	Material WIP		Material WIP Account for Job Type	X	

Return Parts to Vendor

Return to Vendor: Parts returned from a Warehouse

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
RETURN	Inventory Receipts		G/L Account Defaults for AP in SedonaSetup	X	
RETURN	Inventory	Selected on Vendor Return form	Warehouse on Return to Vendor form		X

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Accounts Payable Bills

A/P Bill: Vendor Bill Created from Parts Receipt

BILL	Accounts Payable		G/L Account Defaults for AP in SedonaSetup		X
BILL	Inventory Receipts	Defaults from Inventory Part Receipt	G/L Account Defaults for AP in SedonaSetup	X	

A/P Bill: Vendor Bill Using Expense Item Single Branch

BILL	Accounts Payable		G/L Account Defaults for AP in SedonaSetup		X
BILL	Expense Account	Selected on Bill	Selected on Bil	X	

A/P Bill: Vendor Bill Using Expense Item Split with two Branches

BILL	Accounts Payable		G/L Account Defaults for AP in SedonaSetup		X
BILL	Expense Account	Selected on Bill	Selected on Bil	X	
BILL	Inter-Branch Billing		G/L Account Defaults for AP in SedonaSetup	X	
BILL	Inter-Branch Billing		G/L Account Defaults for AP in SedonaSetup		X
BILL	Expense Account	Selected on Bill	Selected on Bil	X	

Accounts Payable Credits

A/P Credit: Vendor Credit Created from Parts Return

CREDIT	Accounts Payable		G/L Account Defaults for AP in SedonaSetup	X	
CREDIT	Inventory Receipts	Defaults from Part Return	G/L Account Defaults for AP in SedonaSetup		X

A/P Credit: Manual Vendor Credit for Expense Items

CREDIT	Accounts Payable		G/L Account Defaults for AP in SedonaSetup	X	
CREDIT	Expense	Selected by User on Vendor Credit form	Expense account selected by user on Vendor Credit form.		X

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Accounts Payable - Pay Bills

Pay Bills from Accounts Payable

BILLPMT	Accounts Payable		G/L Account Defaults for AP in SedonaSetup	X	
BILLPMT	Bank		G/L Account linked to the Bank selected on the Pay Bills form		X

Customer Refund Checks

Refund Check: Initiated by applying Unapplied Cash to refund check from the Customer Explorer

REFUND	Unapplied Cash		G/L Account Defaults for AR in SedonaSetup	X	
REFUND	Customer Refunds		G/L Account Defaults for AR in SedonaSetup		X
REFUND	Bank Account		Primary Checking Account in G/L Account Defaults for AP in SedonaSetup		X
REFUND	Customer Refunds		G/L Account Defaults for AP in SedonaSetup	X	

Void a Customer Refund Check

Void a Refund Check

REFUND	Bank Account		Previous transaction is deleted from the G/L	X	
REFUND	Customer Refunds		Previous transaction is deleted from the G/L		X

Note: When a Refund Check is voided, the unapplied cash is not returned to the Customer account; a credit will remain in the Customer Refunds account. To return the unapplied cash to the Customer's Account, you need to create a Credit Memo using an Invoice Item linked to the Customer Refunds account for the amount of the refund check that was voided.

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Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Labor (Jobs)

Labor Timesheet: Job set to Expense Labor When Posted

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
LABOR	Labor Expense	Category on the Job Type	Job Type setup, if blank use the Install Company on Job, if blank use Labor Expense in Setup Processing for JM	X	
LABOR	Labor Deferred		Job Type setup, if blank use the Install Company on Job, if blank use Labor Expense in Setup Processing for JM		X

Labor Timesheet: Job set to use WIP for Labor

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
LABOR	Labor WIP	Category on the Job Type	Job Type setup, if blank use the Install Company on Job, if blank use Labor Expense in Setup Processing for JM	X	
LABOR	Labor Deferred		Job Type setup, if blank use the Install Company on Job, if blank use Labor Expense in Setup Processing for JM		X

Labor (Service)

Dispatch Timesheet: Service set to Expense Labor when dispatch is complete.

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
LABOR	Labor Expense	Category on the Service Company for the Ticket	From Service Company setup on Ticket	X	
LABOR	Labor Deferred		From Service Company setup on Ticket		X

Dispatch Timesheet: Service set to use WIP Labor when dispatch is complete.

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
LABOR	Labor WIP	Category on the Service Company for the Ticket	From Service Company setup on Ticket	X	
LABOR	Labor Deferred		From Service Company setup on Ticket		X

When the Ticket is is Invoicde or Closed(if non-billable), the following transaction is posted to the G/L

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit
LABOR	Labor WIP	Category on the Service Company for the Ticket	From Service Company setup on Ticket		X
LABOR	Labor Expense		From Service Company setup on Ticket	X	

Transaction Type (GL Register)	G/L Account	Source for Category	Source for GL Account Number	Debit	Credit

Commissions (Jobs)

Job Commission: Job Type set to Expense Immediately

COMMI	Commission Expense	Category on the Job Type	Job Type setup, if blank use Setup Processing for JM	X	
COMMI	Commission Deferred		Job Type setup, if blank use Setup Processing for JM		X

Job Commission: Job Type set to use WIP account

COMMI	Commission WIP	Category on the Job Type	Job Type setup, if blank use Setup Processing for JM	X	
COMMI	Commission Deferred		Job Type setup, if blank use Setup Processing for JM		X