## **How to Manage Journals**

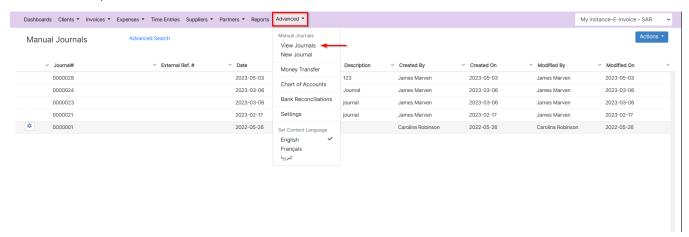
## **Objectives:**

Manage Journals

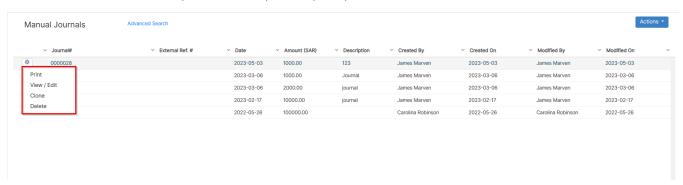
## Steps:

LEXZUR's Billing module allows you to manage your journals.

To access the list of journals, click on "Advanced" "View Journals".

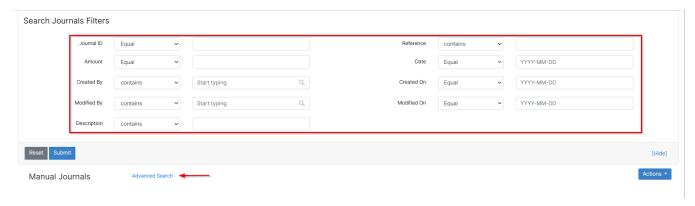


Via the action wheel next to the Journal, the user can Print, View/Edit, Clone, or Delete a Journal.



In Advanced Search, the user can run the search based on a specific entity relevant to the Journal form, i.e. Journal ID, date, Amount, and more.

There is a possibility also to modify the operator of the search for each field (i.e. equal, not equal, start with, contains, >, <, and more). The Advanced Search menu is hidden by default; the user needs to click on the link Advanced Search to unhide it.



Moreover, you can export your journals to Excel from the **Actions** button.

Manual Journals	Advanced Search							Actions ▼
								New Journal
V Journal#	External Ref. #	∨ Date	Y Amount (SAR)	Description	Created By	<ul> <li>Created On</li> </ul>	<ul> <li>Modified By</li> </ul>	∨ Modifier Export to Excel
0000028		2023-05-03	1000.00	123	James Marven	2023-05-03	James Marven	2023-05-03
0000024		2023-03-06	1000.00	Journal	James Marven	2023-03-06	James Marven	2023-03-06
0000023		2023-03-06	2000.00	journal	James Marven	2023-03-06	James Marven	2023-03-06
0000021		2023-02-17	10000.00	journal	James Marven	2023-02-17	James Marven	2023-02-17
0000001		2022-05-26	100000.00		Carolina Robinson	2022-05-26	Carolina Robinson	2022-05-26

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!