

How to Add a Journal

Objectives

- Add a new journal

Steps

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

The journal entry includes at least two accounts with corresponding debits and credits, and each transaction affects at least two accounts. The debit side must be equal to the credit side in each transaction. This is known as the double-entry bookkeeping system, which ensures the accuracy of financial records.

From the **Billing** module in the main menu, click on **Advanced New Journal**

The screenshot displays the LEXZUR Billing module interface. The top navigation bar includes 'Dashboards', 'Agile', 'Contacts', 'Matters', 'Tasks', 'Contracts & Documents', 'Reports', 'Time', 'Billing', and 'More'. The 'Billing' module is active, and the 'Advanced' dropdown menu is open, showing options like 'Manual Journals', 'View Journals', 'New Journal', 'Money Transfer', 'Chart of Accounts', 'Bank Reconciliations', 'Settings', 'Set Content Language', 'English', 'Français', and 'العربية'. The 'New Journal' option is highlighted with a red arrow. The main content area shows a table of 'Manual Journals' with columns for 'Journal#', 'External Ref. #', 'Date', 'Amount (USD)', 'Created By', 'Created On', 'Modified By', and 'Modified On'. The table lists various journal entries, including bank reconciliations, opening balances, and transfers.

The Journal form has many important fields, such as:

- **Date**
- **Description**
- **External Ref #**
- **Document**
- **Currency**
- **Accounts**
- **Account Description**
- **Type of transfer:** whether Credit or Debit
- **Amounts:** The first field is the amount inserted by the user and the second Amount is in the Currency of the Entity in case currencies were different.
- **Add another line:** allows the user to transfer billing from one or more accounts to another one or more accounts such that the debited amount equals the credited amount.

Dashboards
Clients
Invoices
Expenses
Time Entries
Suppliers
Partners
Reports
Advanced
App4Legal-USD - USD

Date
2023-12-03

Currency
Account Currency

External Ref. #

Document
Choose File
No file chosen

Description

Account Name	Description	Debit	Credit	Amount (USD)
Start typing		?	?	0.00
Start typing		?	?	0.00

+ Add another line

Summary

Debit: USD 0.00
Credit: USD 0.00

Save

This allows the user to bill in the **Billing** module from the Journal grid to begin with real transactions, after defining the Amounts of Owners for the Company, Banks, Petty cash, and more.

Moreover, you have the option to add accounts on the fly when you want to add a journal without even going out of the page. All you have to do is to type the account name and click on "Add new account".

Date
2023-12-03

Currency
Account Currency

External Ref. #

Document
Choose File
No file chosen

Description

Account Name	Description	Debit	Credit	Amount (USD)
utilities		?	?	0.00
Add New Account utilities		?	?	0.00

+ Add another line

Summary

Debit: USD 0.00
Credit: USD 0.00

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

Manual Journals

Advanced Search

Manual Journals
View Journals
New Journal

Money Transfer
Chart of Accounts
Bank Reconciliations
Settings
Set Content Language
English
Français
العربية

Journal#	External Ref. #	Date	Description	Created By	Created On	Modified By	Modified On
0000030		2023-07-07	Open balance	James Marven (Inactive)	2023-07-07	James Marven (Inactive)	2023-07-25
0000029		2023-05-05	add balance	Carolina Robinson	2023-05-05	James Marven (Inactive)	2023-07-07
0000025		2023-03-10	Journal Entry	James Marven (Inactive)	2023-03-10	James Marven (Inactive)	2023-03-10
0000020		2023-02-08	bank reconciliation correction	Alice Jones	2023-02-08	Alice Jones	2023-02-08
0000019		2023-02-07	opening balance of BBC bank	Carolina Robinson	2023-02-07	Carolina Robinson	2023-02-07
0000018		2023-02-07	Transfer	James Marven (Inactive)	2023-02-07	James Marven (Inactive)	2023-02-07
0000017		2023-02-07	From Firm Expenses to legal expenses	Carolina Robinson	2023-02-07	Carolina Robinson	2023-02-07
0000016		2023-01-09		James Marven (Inactive)	2023-01-09	James Marven (Inactive)	2023-01-09
0000014		2022-11-29	opening balance	James Marven (Inactive)	2022-11-29	James Marven (Inactive)	2022-11-29
0000013		2022-11-18		James Marven (Inactive)	2022-11-18	James Marven (Inactive)	2022-11-18
0000012		2022-09-27		James Marven (Inactive)	2022-09-27	James Marven (Inactive)	2022-09-27
0000011		2022-09-27	Transfer money	James Marven (Inactive)	2022-09-27	James Marven (Inactive)	2022-09-27
0000010		2022-09-01		James Marven (Inactive)	2022-09-01	James Marven (Inactive)	2022-09-01
0000009		2022-08-25	234	James Marven (Inactive)	2022-08-25	James Marven (Inactive)	2022-08-25
0000008		2022-08-25	New journal	James Marven (Inactive)	2022-08-25	James Marven (Inactive)	2022-08-25
0000003		2022-07-15	1.32	James Marven (Inactive)	2022-07-15	James Marven (Inactive)	2022-07-15
0000002		2022-07-15	20000.00	James Marven (Inactive)	2022-07-15	James Marven (Inactive)	2022-07-15

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

Manual Journals

Advanced Search

Print
View / Edit
Clone
Delete

Journal#	External Ref. #	Date	Amount (USD)	Description	Created By	Created On	Modified By	Modified On
0000030		2023-07-07	1000.00	Open balance	James Marven (Inactive)	2023-07-07	James Marven (Inactive)	2023-07-25
		2023-05-05	1000.00	add balance	Carolina Robinson	2023-05-05	James Marven (Inactive)	2023-07-07
		2023-03-10	1000.00	Journal Entry	James Marven (Inactive)	2023-03-10	James Marven (Inactive)	2023-03-10
		2023-02-08	1300.00	bank reconciliation correction	Alice Jones	2023-02-08	Alice Jones	2023-02-08
0000019		2023-02-07	200000.00	opening balance of BBC bank	Carolina Robinson	2023-02-07	Carolina Robinson	2023-02-07
0000018		2023-02-07	5000.00	Transfer	James Marven (Inactive)	2023-02-07	James Marven (Inactive)	2023-02-07
0000017		2023-02-07	7135.00	From Firm Expenses to legal expenses	Carolina Robinson	2023-02-07	Carolina Robinson	2023-02-07
0000016		2023-01-09	5000.00		James Marven (Inactive)	2023-01-09	James Marven (Inactive)	2023-01-09

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.

Search Journals Filters

Journal ID Equal
Amount Equal
Created By contains
Modified By contains
Description contains

Reference contains
Date Equal
Created On Equal
Modified On Equal

Reset Submit

Manual Journals

Advanced Search

Journal#	External Ref. #	Date	Amount (USD)	Description	Created By	Created On	Modified By	Modified On
0000030		2023-07-07	1000.00	Open balance	James Marven (Inactive)	2023-07-07	James Marven (Inactive)	2023-07-25
0000029		2023-05-05	1000.00	add balance	Carolina Robinson	2023-05-05	James Marven (Inactive)	2023-07-07
0000025		2023-03-10	1000.00	Journal Entry	James Marven (Inactive)	2023-03-10	James Marven (Inactive)	2023-03-10
0000020		2023-02-08	1300.00	bank reconciliation	Alice Jones	2023-02-08	Alice Jones	2023-02-08

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

Thank you!

