How to Add a Journal

Objectives

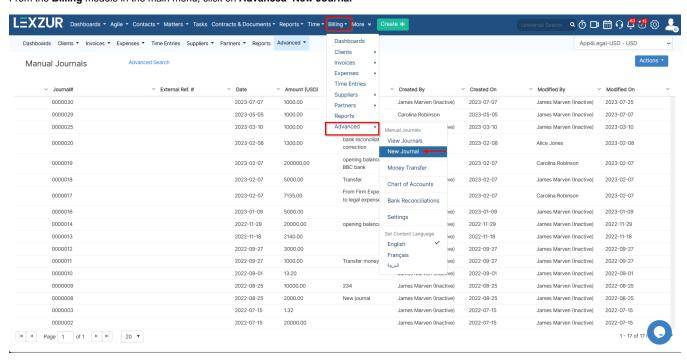
· Add a new journal

Steps

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

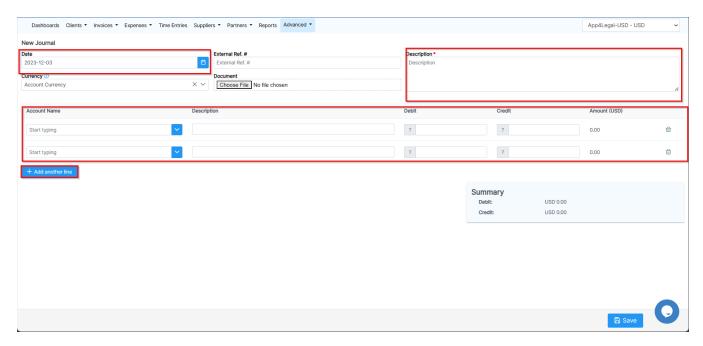
The journal entry includes at least two accounts with corresponding debits and credits, and each transaction affects at least two accounts. The debit side must be equal to the credit side in each transaction. This is known as the double-entry bookkeeping system, which ensures the accuracy of financial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

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



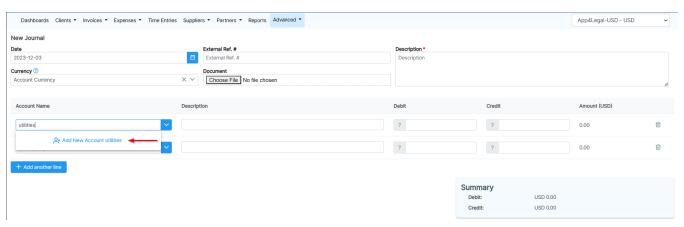
The Journal form has many important fields, such as:

- 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.

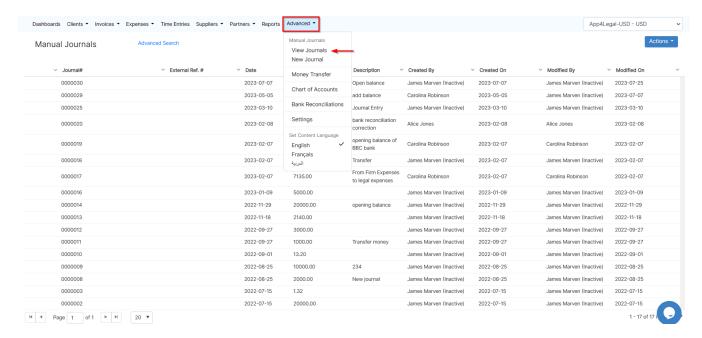


This allows the user to bill in the **Billing** module from the Journal grid to begin with real transactions, after defining the Amounts of Owners for the Company, Banks, Petty cash, and more.

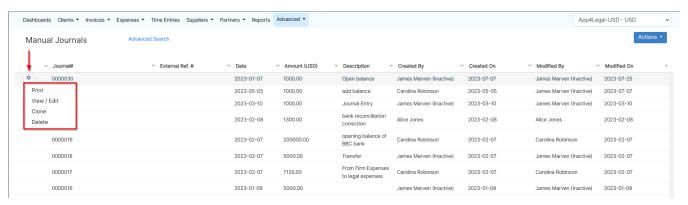
Moreover, you have the option to add accounts on the fly when you want to add a journal without even going out of the page. All you have to do is to type the account name and click on "Add new account".



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

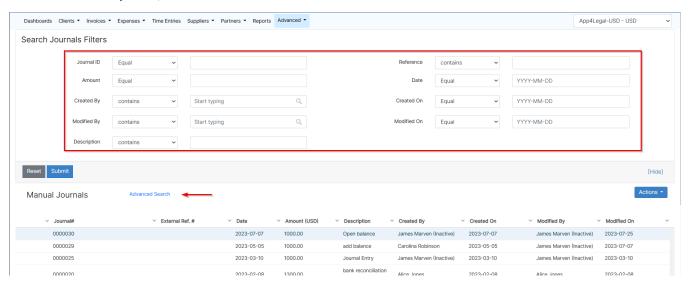


Via the action wheel next to the Journal, the user can Print, View/Edit, Clone, or Delete a Journal.



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.



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

Thank you!