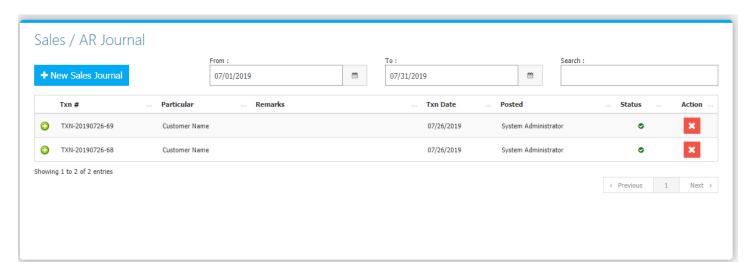
SALES / ACCOUNTS RECEIVABLE JOURNAL

Listed in the *Figure 1* are the Accounts Receivable Posted in the Accounting System. The *Sales Journal* is the master journal to where all the accounts receivable entries of the company are recorded in such as *Credit Sales Invoice, Penalties to Customers, and other Accounts Receivable from Customers.*

Figure 1

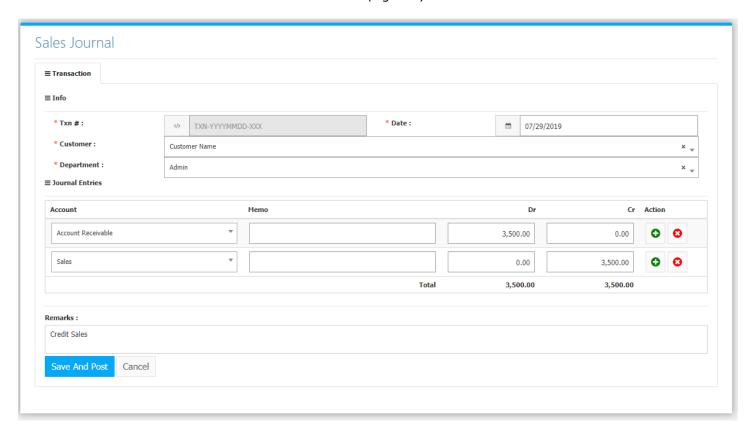


Change the **Date Range** (from and to) to your preference to filter the shown Journal Transactions. Use the **Search Field** to search for the information from inside the table. Clicking the **+ Button** will open the transaction/voucher as shown in *Figure 2*. The voucher can be printed and downloaded as a PDF File. Clicking the **X Button** will mark the Journal either cancelled or active.

Figure 2



Click the New Sales Journal Button to create. Fill the form (Figure 3) then click Save and Post Button to save.



Sales Flowchart

