

## PURCHASE JOURNAL

Listed in the Figure 1 are the Purchase Journal Entries posted in the Accounting System. The **Purchase Journal** is the master journal where all the *Purchases, and Accounts Payables* of the Company are recorded.

Figure 1

### Purchase Journal

[+ New Purchase Journal](#)

From :  
07/01/2019

To :  
07/31/2019

Search :

Txn #	Particular	Remarks	Txn Date	Posted	Status	Action
<a href="#">+</a> TXN-20190726-67	Office Warehouse Inc.		07/26/2019	System Administrator	<span>✓</span>	<a href="#">✕</a>

Showing 1 to 1 of 1 entries

[< Previous](#)[1](#)[Next >](#)

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

[-](#)

TXN-20190726-67

Office Warehouse Inc.

07/26/2019

System Administrator

✓

[✕](#)

TXN # : TXN-20190726-67

REFERENCE # : P-INV-20190726-18

SUPPLIER : Office Warehouse Inc.

TXN DATE : 07/26/2019

ADDRESS : Office Warehouse Inc.

ENTRIES				
ACCNT. #	ACCOUNT	MEMO	DEBIT	CREDIT
1300	Furniture and Fixture		175,000.00	0.00
2200	Account Payable - Trade Supplier		0.00	175,000.00
Remarks :		Total :	175,000.00	175,000.00

[Print](#) [Download as PDF](#)

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

### Purchase Journal

\* Txn # :

</> TXN-YYYYMMDD-XXX

\* Date :

07/29/2019

\* Supplier :

Supplier Name

x

\* Department :

Admin

x

Journal Entries

Account	Memo	Dr	Cr	Action
Purchases Expense - Raw Materials		35,000.00	0.00	<div>+ -</div>
Account Payable - Trade Supplier		0.00	35,000.00	<div>+ -</div>
Total		35,000.00	35,000.00	

Remarks :

Purchase of Raw Materials

Save And Post

Cancel

## Purchasing Flowchart

