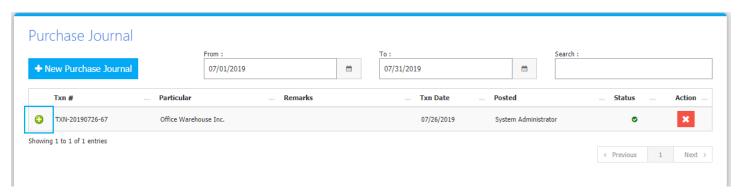
PURCHASE JOURNAL

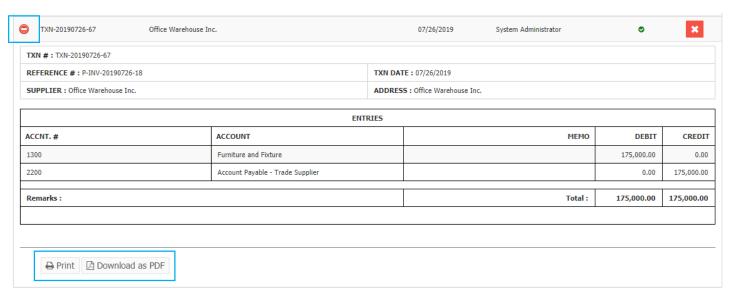
Listed in the Figure 1 are the Purchase Journal Entries posted in the Accounting System. The *Purchase Journal* is the master journal where all the *Purchases, and Accounts Payables* of the Company are recorded.

Figure 1

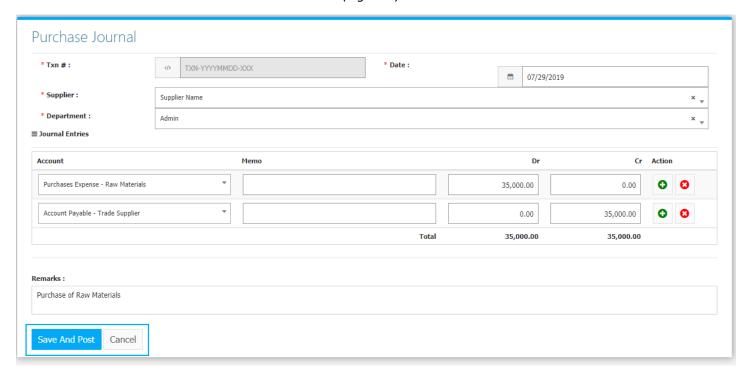


Change the **Date Range** (from and to) to your preference to filter the shown Journal Transactions. Use the **Search Field** to search for the information from inside the table. Clicking the **+ Button** will open the transaction/voucher as shown in *Figure 2*. The voucher can be printed and downloaded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

Figure 2



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



Purchasing Flowchart

