




REVIEW SALES JOURNAL (PENDING)

Listed in the *Figure 1* are the Sales Invoices (Credit Sales) from the **Sales Invoice Module**. These Items are to be reviewed and posted as Accounts Receivable / Sales Journal in Accounting.

Figure 1

Review Sales Journal (Pending)					
Invoice #	Customer	Invoice Date	Total	Remarks	
 SAL-INV-20190322-11	Customer Name	03/22/2019	8,675.00	Accounts Receivable Sale	
 SAL-INV-20190726-12	Customer Name	07/26/2019	3,000.00	Credit Sales	
 SAL-INV-20190726-13	Customer Name	07/26/2019	500.00	Credit Sales	

Showing 1 to 3 of 3 entries

< Previous 1 Next >

Clicking the **+ Button** will open the transaction. The Review Journal Tab (*Figure 2*) shows the Debit and Credit Entries and the Amounts. The Transaction Tab (*Figure 3*) shows the details of the Original Transaction.

Figure 2

SAL-INV-20190322-11Customer Name03/22/20198,675.00Accounts Receivable Sale

Review JournalTransaction

Sales Journal

* Txn # :

TXN-MMDDYYYY-XXX

* Date :

03/22/2019

* Customer :

Customer Name







x

* Department :


Accounting

x

Journal Entries

Account	Memo	Dr	Cr	Action
Account Receivable		8,675.00	0.00	 
Sales		0.00	7,745.54	 
Tax		0.00	929.46	 
Total		8,675.00	8,675.00	

Remarks :

 FINALIZE AND POST THIS JOURNAL

Close Notes/Remarks

CLOSE

Adjust the details to your preference then click **Finalize and Post this Journal Button** to post the Transaction to Accounting. If you do not want to post the transaction to accounting, click the **Close Button** leaving a note in the form input field on its left.

Figure 3

SAL-INV-20190322-11

Customer Name

03/22/2019

8,675.00

Accounts Receivable Sale

Review Journal

Transaction

Sales Invoice

</> Invoice # : SAL-INV-20190322-11

SO # :

Invoice Date : 03/22/2019

Remarks : Accounts Receivable Sale

Customer : Customer Name

Address : Customer Name

Email :

Telephone :

Posted by : System Administrator

Date : 03/22/2019 01:54:44 PM

Item	Qty	UM	Price	Gross	Discount %	Tax	Net Total
TSHIRT V COLLAR 40	10.00	Piece	200.00	2,000.00	0.00 %	214.29	2,000.00
TSHIRT V COLLAR 25	15.00	Piece	215.00	3,225.00	0.00 %	345.54	3,225.00
TSHIRT V COLLAR 30	15.00	Piece	230.00	3,450.00	0.00 %	369.64	3,450.00

Discount 1:

0.00

Total Before Tax:

7,745.54

Tax Amount:

929.46

Total After Tax

8,675.00

Discount 2:

0.00

Total:

8,675.00

Sales Flowchart

