

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

Sales / AR Journal

+ New Sales Journal

From :
07/01/2019

To :
07/31/2019

Search :

Txn #	Particular	Remarks	Txn Date	Posted	Status	Action
+ TXN-20190726-69	Customer Name		07/26/2019	System Administrator	✓	✗
+ TXN-20190726-68	Customer Name		07/26/2019	System Administrator	✓	✗

Showing 1 to 2 of 2 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-20190726-69

Customer Name

07/26/2019

System Administrator

✓

✗

TXN # : TXN-20190726-69

REFERENCE # : SAL-INV-20190726-12

CUSTOMER : Customer Name

TXN DATE : 07/26/2019

ADDRESS : Customer Name

ENTRIES				
ACCNT. #	ACCOUNT	MEMO	DEBIT	CREDIT
1200	Account Receivable		3,000.00	0.00
4000	Sales		0.00	2,678.57
2010	Tax		0.00	321.43
Remarks :			Total :	3,000.00
				3,000.00

Print

Download as PDF

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

Sales Journal

Transaction

Info

Journal Entries

* Txn # :

</> TXN-YYYYMMDD-XXX

* Date :

07/29/2019

* Customer :

Customer Name

x

* Department :

Admin

x

Account	Memo	Dr	Cr	Action
Account Receivable		3,500.00	0.00	<div>+</div> <div>x</div>
Sales		0.00	3,500.00	<div>+</div> <div>x</div>
Total		3,500.00	3,500.00	

Remarks :

Credit Sales

Save And Post

Cancel

Sales Flowchart

