

How to Manage Journals

Objectives:

- Manage Journals

Steps:

LEXZUR's Billing module allows you to manage your journals.

To access the list of journals, click on **"Advanced"** **"View Journals"**.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

My instance-E-invoice - SAR

Manual Journals

Advanced Search

Manual Journals

View Journals

New Journal

Money Transfer

Chart of Accounts

Bank Reconciliations

Settings

Set Content Language

English

Français

العربية

Journal#

External Ref. #

Date

Description

Created By

Created On

Modified By

Modified On

0000028

2023-05-03

123

James Marvin

2023-05-03

James Marvin

2023-05-03

0000024

2023-03-06

Journal

James Marvin

2023-03-06

James Marvin

2023-03-06

0000023

2023-03-06

journal

James Marvin

2023-03-06

James Marvin

2023-03-06

0000021

2023-02-17

journal

James Marvin

2023-02-17

James Marvin

2023-02-17

0000001

2022-05-26

Carolina Robinson

2022-05-26

Carolina Robinson

2022-05-26

Via the action wheel next to the Journal, the user can Print, View/Edit, Clone, or Delete a Journal.

Manual Journals

Advanced Search

Journal#

External Ref. #

Date

Amount (SAR)

Description

Created By

Created On

Modified By

Modified On

0000028

2023-05-03

1000.00

123

James Marvin

2023-05-03

James Marvin

2023-05-03

0000024

2023-03-06

1000.00

Journal

James Marvin

2023-03-06

James Marvin

2023-03-06

0000023

2023-03-06

2000.00

journal

James Marvin

2023-03-06

James Marvin

2023-03-06

0000021

2023-02-17

10000.00

journal

James Marvin

2023-02-17

James Marvin

2023-02-17

0000001

2022-05-26

100000.00

Carolina Robinson

2022-05-26

Carolina Robinson

2022-05-26

In **Advanced Search**, the user can run the search based on a specific entity relevant to the Journal form, i.e. Journal ID, date, Amount, and more.

There is a possibility also to modify the operator of the search for each field (i.e. equal, not equal, start with, contains, >, <, and more). The Advanced Search menu is hidden by default; the user needs to click on the link Advanced Search to unhide it.

Search Journals Filters

Journal ID

Equal

Reference

contains

Amount

Equal

Date

Equal

YYYY-MM-DD

Created By

contains

Start typing

Created On

Equal

YYYY-MM-DD

Modified By

contains

Start typing

Modified On

Equal

YYYY-MM-DD

Description

contains

Reset

Submit

[Hide]

Manual Journals

Advanced Search

Actions

Moreover, you can export your journals to Excel from the **Actions** button.

Manual Journals

[Advanced Search](#)

Actions

New Journal
Export to Excel

| Journal# | External Ref. # | Date | Amount (SAR) | Description | Created By | Created On | Modified By | Modified On |
|----------|-----------------|------------|--------------|-------------|-------------------|------------|-------------------|-------------|
| 0000028 | | 2023-05-03 | 1000.00 | 123 | James Marven | 2023-05-03 | James Marven | 2023-05-03 |
| 0000024 | | 2023-03-06 | 1000.00 | Journal | James Marven | 2023-03-06 | James Marven | 2023-03-06 |
| 0000023 | | 2023-03-06 | 2000.00 | journal | James Marven | 2023-03-06 | James Marven | 2023-03-06 |
| 0000021 | | 2023-02-17 | 10000.00 | journal | James Marven | 2023-02-17 | James Marven | 2023-02-17 |
| 0000001 | | 2022-05-26 | 100000.00 | | Carolina Robinson | 2022-05-26 | Carolina Robinson | 2022-05-26 |

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!