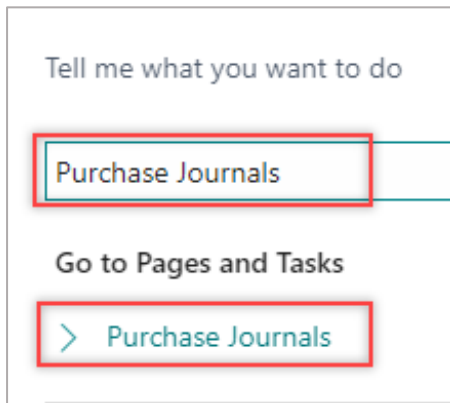


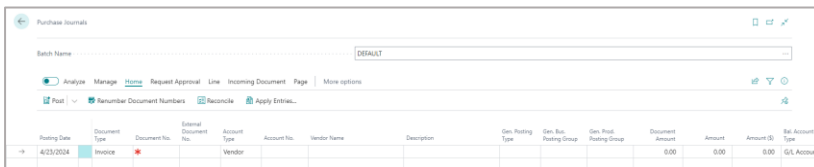
Purchase journals streamline procurement transactions, ensuring accurate financial documentation and efficient business procurement processes.

The following steps outline the process of creating and posting purchase journal lines.

1. Select the Search icon , enter **Purchase Journals**, and then choose the related link.



The **Purchase Journals** page opens.



Posting Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Vendor Name	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Document Amount	Amount	Amount US	Bill Account Type
4/23/2024	Invoice	566325		Vendor	V00010	highwater chemicals	highwater chemicals				0.00	0.00	0.00	GL Account

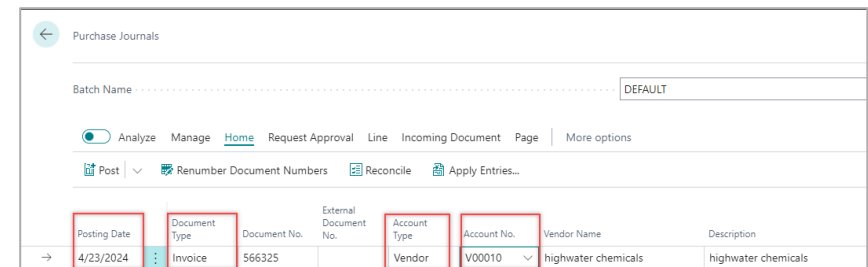
2. In the **Posting Date** field, select the posting date for the journal.
3. In the **Document Type** field, select the type of document that you want to create an entry for on the journal line from the dropdown.

Note:

An invoice or credit memo is typically chosen. While setting **Document Type** with *Blank* value is possible, it's not recommended.

If a **No. Series** is associated with the **Journal Batch**, the **Document No.** field will inherit its value, automatically filling with the next available number in the series. If there is no linked **No. Series**, you can manually input a **Document No.** in this field.

4. In the **Account Type** field, select the account type to which you want to apply the lines from the dropdown.
5. In the **Account No.** field, enter the account number to which you want to apply the entries.
The system inherits the **Description** field value.



Posting Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Vendor Name	Description
4/23/2024	Invoice	566325		Vendor	V00010	highwater chemicals	highwater chemicals

Note: A blank entry signifies the Local Currency, as specified in the **General Ledger Setup** page.



- In the **Document Amount** field, enter the journal line amount in this field. The **Amount** field updates automatically upon entering a document amount.

Note: The **Amount** should be negative (-) for *Invoice postings*, while for *Credit Memo postings*, it should be positive (+).

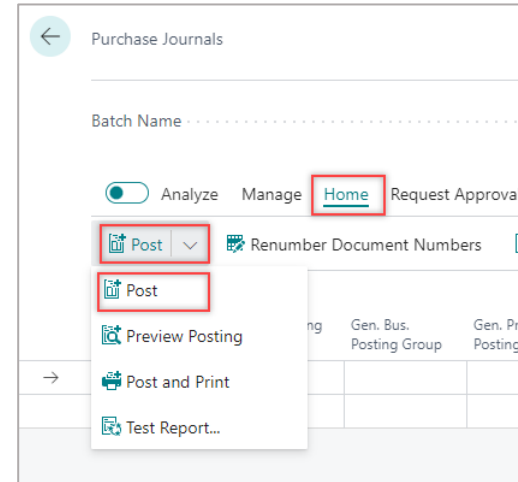
- In the **Bal. Account Type** field, select the type of account to which the balancing entry is posted.
- In the **Bal. Account No.** field, enter the number of the general ledger, customer, vendor, or bank account to which the balancing entry is posted.

Note: Transactions against bank accounts should only be made through **Payment Journals**.

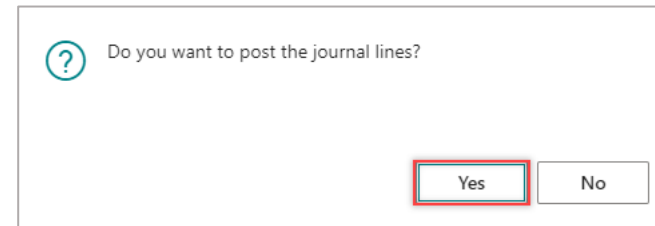
- In the **Applies to Doc. No.** field, enter the number of the posted document that this document or journal line will be applied to when you post. If you post a credit memo, use this field to specify which invoice it applies to.
- Select the **Correction** checkbox to specify the entry as a corrective entry.

Posting Date	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Document Amount	Amount	Amount (\$)	Bal. Account Type	Bal. Account No.	Bal. Gen. Posting Type	Bal. Gen. Bus. Posting Group	Bal. Gen. Prod. Posting Group	Applies-to Doc. Type	Applies-to Doc. No.	On Hold	Cor...
4/23/2024				120.00	-120.00	-120.00	GL Account	11300				Refund	1234		<input checked="" type="checkbox"/>

- On the action bar, select **Home > Post > Post**.



The system displays a dialog box.



- Click **Yes**. The journal lines are posted.

