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## Journal

Odoo 19 Enterprise · Accounting

Journals organise accounting entries by type – Sales, Purchase, Bank, Cash, and Miscellaneous. Each journal maintains a separate sequence of entries for clarity and audit purposes.

### 1 Sales journal

Accounting > Accounting > Sales

The Sales journal records all customer invoice entries. Each entry shows: account, label, amount in currency, debit, credit, matching, taxes, and tax grids. Entries can be grouped by Journal Entry, Account, Partner, Journal, or Date. Click the edit icon on any line to open the source invoice.

### 2 Purchase journal

Accounting > Accounting > Purchases

The Purchase journal records all vendor bill entries. It works identically to the Sales journal but shows payable entries. Use this to verify that vendor bills have been correctly posted and to check the tax amounts before filing.

### 3 Bank and Cash journal

Accounting > Accounting > Bank and Cash

Bank and Cash journals record all payment entries – money in and money out. These entries are created automatically when payments are registered or bank statements are imported. Each line shows the journal entry, account, reference, label, amount, debit, and credit.

### 4 Miscellaneous journal

Accounting > Accounting > Miscellaneous

The Miscellaneous journal holds all manually created journal entries that do not belong to Sales, Purchase, or Bank/Cash. This includes month-end accruals, depreciation entries, opening balances, and correction entries. Entries can be reconciled directly from this view.